Log on to:  
https://eds.ospi.k12.wa.us

First time users select  
“Create an Account” tab

**Username:** must be valid email address  
**Password:** must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.  
To Complete Profile— Select Register  
You will be prompted to:  
“Request Application Roles”  
If your school participates in eVal, you may request a role at this time or Select the “Not Now” button to continue to E-Cert  
**On the Home Page**  
Select - View my applications  
Select - E-Certification (takes 15 min to set role)  
*Note: If you were ever employed by a Washington School District you have data to claim. When creating an account enter required login information AND data for linking to a certificate.*

Returning users select  
“Sign In” tab

Enter Username and Password – Login  
The next screen will allow you to manage account information.  
Select:  
My Application List  
Select E-Certification  
This will take you to the Home Page  
• Select Available Role  
• Select - My Credentials tab  
• Select - Educator tab – drop down to select desired action

Questions: (360) 725-6400 or cert@k12.wa.us

*Revised February 2020*