

How to Request a Hard Copy of Your License in ELAR:

A Step-by-Step Guide

August 2021

| **Access ELAR System** | |
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| 1. Go to [www.doe.mass.edu/licensure/](http://www.doe.mass.edu/licensure/) | Office of Educator Licensure Website Landing Page |
| 1. Click on ELAR Login Image | ELAR Logo |

| **Log-in to ELAR Portal** | |
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| 1. Input your Username and Password (please note: these are case sensitive)   Note:   * If you do not have an ELAR account yet, or are not sure, click on the Create ELAR Profile link and create a new profile/account. If you do have a profile the system will locate it and notify you. * If you do not know if you have an account, **or** have forgotten your ELAR Username or Password, click on the Forgot User Name/Password link and follow prompts. Again, if you already have a profile, you will be alerted. * You will be required to provide an email address in your ELAR account. It is important that you keep your contact information in ELAR up to date. Most especially your email and mailing addresses. | Screenshot of DESE ELAR Log-in Page |

| **ELAR Welcome Page** | |
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| 1. On your ELAR Welcome page click on ***Apply – Hard Copy Certificate Request*** link. | Screenshot of ELAR Welcome Page |
| **Request Hard Copy of Your License** | |
| 1. Select appropriate radial button (yes or no) next to: Does your request involve a name change? 2. Click on **Next** button | Step 1 Request a Hard Copy Screen Review your personal profile and license applications. Step 2: Enter Payment |

| 1. Make payment | Payment screen - pay with credit card or electronic check or mail in a cashier's check or money order |
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