ADE Connect Account Creation Guide

Created by Sara Knepper, updated 11/22/2024 – DRAFT IN PROGRESS

1. You must have a valid Arizona IVP fingerprint clearance card to create an account.
2. Create an account at https://adeconnect.azed.gov/Account/SelfRegistration/General
3. Follow the emailed instructions to activate the account
4. You will have to wait 15 minutes after account activation to log into the system
5. Log into https://mycert.azed.gov
6. Click I Agree to the Terms of Service
7. It will ask you to verify your information (Social Security Number and Date of Birth). **Important: enter your Date of Birth in mm/dd/yyyy format** (e.g., 05/08/1999).

    a. If you have a valid IVP fingerprint card, it will ask you for your card number to verify your account:

The red boxes in the image below are where you find the fingerprint card number on your card:

Legacy cards (2024 and prior):   New cards (late 2024+):
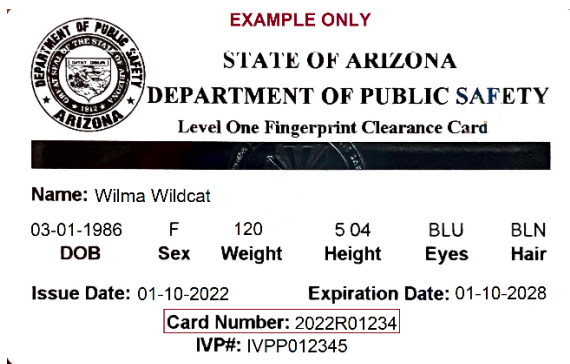
    b. If you do not have a valid IVP fingerprint card OR you did not list your Social Security Number (SSN) on your original fingerprint card application, it will bring you to a second screen to ask for more information to try to find your account:

    c. If this still doesn't work, it may be because you did not put your Social Security Number (SSN) on your Fingerprint Clearance Card application originally. You will need to contact the AZ Department of Public Safety at **(602) 223-2279 (Option 6)** to add your SSN to your fingerprint information. When you call, please confirm:
        i. That you hold a valid IVP (Identity Verified Prints) fingerprint card;
        ii. That your SSN and Date of Birth are correct in the DPS system; and,
        iii. That you have requested DPS to check the box for "teacher certification" as a sponsor to share the information with ADE.
        iv. It should take approximately 24-48 hours to process, then try this step again.

8. Once your account is set up and your IR issued, the Certification Officer will email you to let you know and provide you with a guide to help you apply for your certificate. Additionally, you will receive an email from ADE directing you to your educator portal "To Do Tasks" to apply for items in the recommendation. The email will be sent to your ADE Connect email **from certification@app.azed.gov.**