

Objectives

- Understand what information ELMS contains.
- Successfully apply for your teaching license once you have graduated.
- Process of Ordering Transcripts

Laura Kate Tribble
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- This presentation will walk you through the online Educator Licensure Management System, or ELMS.
- If you have a laptop you may follow along. You will need to login to your account.
 - <http://www.mde.k12.ms.us/>
 - Educators
 - Licensure System (ELMS)

The Main ELMS Screen

The screenshot shows the main interface of the Mississippi Educator Licensure Management System (ELMS). At the top, the title "Mississippi Educator Licensure Management System" is displayed, along with the "Mississippi State Department of Education" and "Dr. Carey M. Wright". The user's name, "Laura Kate Tribble (Educator)", is shown in the top right corner. A navigation bar includes "Home", "My Credentials", and "Applications". A left sidebar contains sections for "Location" (Home), "Help" (Screen Help, User Manuals, Contact Support, MDE Home), and "Logout" (Logout of ELMS). The main content area, titled "Home Page", features a welcome message for the user and a prominent link to "View Your Credentials Here".

Mississippi Educator Licensure Management System
Mississippi State Department of Education
Dr. Carey M. Wright

lkevelyn **Laura Kate Tribble (Educator)**

[Home](#) [My Credentials](#) [Applications](#)

Location
Home

Help
Screen Help
User Manuals
Contact Support
MDE Home

Logout
Logout of ELMS

Home Page

 **Welcome Educator Laura Kate Tribble**

Welcome to ELMS. The new Educator portal to ELMS will allow holders of Mississippi teaching credentials to review their credentials and renew. More exciting features will be added in the future such as applying for new endorsements and submitting certificate applications.

 **View Your Credentials Here**
Your credentials are available online. You will be able to see all your current and prior credentials, received documents, and degrees on file.

Click here to view your license, and/or any documents MDE should have received (transcripts, Praxis scores, etc).

Praxis Tests

Mississippi Educator Licensure Management System
Mississippi State Department of Education
Dr. Carey M. Wright

lkevelyn Laura Kate Tribble (Educator)

[Home](#) [My Credentials](#) [Applications](#)

Location

[Home](#)

[My Credentials](#)

Educator Options

[Credentials](#)

[Assignments \(0\)](#)

[Degrees \(1\)](#)

[Tests \(5\)](#)

[Images \(3\)](#)

[Print History](#)

[Professional Development \(18\)](#)

[National Board \(No\)](#)

Help

[Screen Help](#)

[User Manuals](#)

[Contact Support](#)

[MDE Home](#)

Logout

[Logout of ELMS](#)

Primary Information

Full Name: |
Educator ID: |
SSN: |
DOB: |
Gender: |
Maiden: |
UserName: |

Contact Information

Address: |
City State, Zip: |
Email: |
Home Phone: |
Work Phone: |
Work Phone Ext: |
Alt Phone: |

Miscellaneous Information

Race: **White (Non-Hispanic)**

US Citizen: **Yes**

Expiration: |
Status: **Active**

Military Experience: |
Deceased: **No**

[Click Here to Edit Educator](#)

Tests

Show Passed Only Show Failed Only Show All Tests

Test Description	Test Date
0011-Elementary Education K-6	9/18/2010
0522-PLT K - 6 Areas	4/24/2010
0730-PPST Mathematics	3/13/2010
0710-PPST Reading	4/25/2009
0720-PPST Writing	4/25/2009

First step: make sure that MDE has received your PLT and content area Praxis scores. You can find these under "Tests".

Images

Mississippi Educator Licensure Management System
Mississippi State Department of Education
Dr. Carey M. Wright

lkevelyn **Laura Kate Tribble (Educator)**

[Home](#) [My Credentials](#) [Applications](#)

Location

[Home](#)

[My Credentials](#)

Educator Options

[Credentials](#)

[Assignments \(0\)](#)

[Degrees \(1\)](#)

[Tests \(5\)](#)

[Images \(3\)](#)

[Print History](#)

[Professional Development \(18\)](#)

[National Board \(No\)](#)

Help

[Screen Help](#)

[User Manuals](#)

[Contact Support](#)

[MDE Home](#)

Logout

[Logout of ELMS](#)

Primary Information

Full Name: _____
Educator ID: _____
SSN: _____
DOB: _____
Gender: _____
Maiden: _____
UserName: ikevelyn

Miscellaneous Information

Race: **White (Non-Hispanic)**
US Citizen: **Yes**
Expiration: _____
Status: **Active**
Military Experience: _____
Deceased: **No**

[Click Here to Edit Educator](#)

ID	Document	Viewed?	Description	Page Count	Image Type	Confidential Level	State	Institution	Create Info	Update Info
1876902	BACHELOR-DEGREE	Yes	Bachelor's Degree Transcript	2	PDF	High	MS	MISS UNIV FOR WOMEN	2011.05.20 - cdwomack	2011.05.20 - cdwomack
1880303	PRAXIS-II-SUB-AREA	No	Praxis II Subject Area Score Report	1	PDF	High			2011.06.07 - khallman	2011.06.07 - khallman
1885576	WORK-UP	No	WORK-UP	1	PDF	High			2011.06.29 - jbishop	2011.06.29 - jbishop

Note: You cannot manage or view images that are assigned a higher confidentiality level than you are allowed to view.

Degrees

Mississippi Educator Licensure Management System
Mississippi State Department of Education
Dr. Carey M. Wright

Laura Kate Tribble (Educator)

Home | My Credentials | Applications

Location

Home

My Credentials

Educator Options

Credentials

Assignments (0)

Degrees (1)

Tests (5)

Images (3)

Print History

Primary Information

Full Name:
Educator ID:
SSN:
DOB:
Gender:
Maiden:
UserName:

Contact Information

Address:
City State, Zip:
Email:
Home Phone:
Work Phone:
Work Phone Ext:
Alt Phone:

Miscellaneous Information

Race: **White (Non-Hispanic)**
US Citizen: **Yes**
Expiration:
Status: **Active**
Military Experience:
Deceased: **No**

[Click Here to Edit Educator](#)

Degrees												
Country	State	Institution	Degree	Degree Status	Major One	Major Two	Major Three	Degree Date	Effective Date	Constructed Major	Create Info	Updated Info
US	MS	MISS UNIV FOR WOMEN	B	Awarded	Elementary Education			5/7/2011	5/7/2011	No	shbock - 04/11/2011	dwatts - 06/23/2011

Once you send in your official transcripts, the degree status will say "Awarded" instead of "Pending Review." You can find this under "Degrees".

Professional Development

- Tests (5)
- Images (3)
- Print History
- Professional Development (18)**
- National Board (Ne)
- Help
- Screen Help
- User Manuals
- Contact Support
- MDE Home
- Logout
- Logout of ELMS

[Click Here to Edit Educator](#)

Professional Development and License Renewal

[Click here to view Certificate](#)

License Number: 224927	Meets at least one	Renewal Options	Completed
License Class: A	CEUs: 10		7.9
Renewal Cycle: 7/1/2016 - 6/30/2021	Semester Hours: 6		0
District:	SEMI Credits: 0		0
Renewal ID: 49747	National Board of Prof Teaching: Yes		*
	Specialist Degree: N/A		*
	Doctoral Degree: N/A		*
	3 Semester hours & 5 CEUs	3 / 5	0 / 7.9

Renewal History				
ID	Description	Comments	Status Date	Approve
49747	Approved		5/18/2016	Approve

[Click Here to Submit a Renewal Application](#)

CEU(s)

Edit	ID	Entered by	Course ID	Description	Units	Start Date	End Date	Facilitator	Delete
	98231	Educator	6	Common Core and YOU: What am I to DO?	1.00	6/18/2012	6/19/2012	Dixie Cartwright	Delete
	98234	Educator	6	Classroom Management- Tips for Creating a Successful Classroom	0.50	6/29/2012	6/29/2012	Dixie Cartwright	Delete
	223639	Educator	9	Roadways Into Development of Elementary Students (RIDES)	1.50	6/3/2013	6/4/2013	Davis/Clifton/Lucius	Delete
	15875	Educator	6	RTI Procs/Interventions	0.50	8/5/2015	8/5/2015	Ben Burnett	Delete
	5876	Educator	6	MCCRS Standards Study	0.50	9/21/2015	9/21/2015	Ben Burnett	Delete
	77	Educator	6	Math Vocabulary	0.50	10/19/2015	10/19/2015	Ben Burnett	Delete
	5	Educator	9	Are You Ready? An In-Depth Guide to Citizen Preparedness FEMA	1.00	1/1/2016	1/10/2016	Toney Russell	Delete
		Educator	6	Make and Take Session for Learning Centers	0.50	1/11/2016	1/11/2016	2nd Grade Math Teachers	Delete
		Educator	9	Implementing Mississippi's College and Career Readiness Standards Math K-5	0.60	2/12/2016	2/12/2016	Shawna Hedgepeth	Delete
		Educator	6	Planning for the Needs of Children in Distasters	0.60	5/3/2016	5/5/2016	Tony Russel	Delete
		Educator	6	Animals in Disasters: Community Planning	0.50	5/6/2016	5/6/2016	Tony Russell	Delete
		Educator	6	Effective Communication in Crisis	0.80	5/9/2016	5/9/2016	Tony Russel	Delete
				Discipline Problems	0.90	3/5/2016	5/13/2016	Dr. Deirdre Mithaug	Delete
				Plans for Pandemics	0.80	5/16/2016	5/17/2016	Tony Russell	Delete
				room Centers	2.40	4/15/2016	5/24/2016	Laureen Reynolds	Delete
				for K-3 Teachers LETRS	3.20	10/19/2016	10/20/2016	Sherry Gant	Delete
				for K-3 Teachers LETRS	3.20	2/8/2017	2/9/2017	Sherry Grant	Delete
				ing Part 3	1.50	3/1/2017	5/1/2017	Jan Rogers	Delete

[Click Here to Add a CEU](#)

College Credits

Course Name	Hours	Start Date	End Date	Delete
-------------	-------	------------	----------	--------

[Click Here to Add College Credits](#)

SEMI(s)

View	ID	Description	Credits	Date Completed
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Professional Development includes any workshops or trainings that offer Continuing Education Units (CEUs)

Credentials

Mississippi Educator Licensure Management System
Mississippi State Department of Education
Dr. Carey M. Wright

Ikevelyn Laura Kate Tribble (Educator)

Home My Credentials Applications

Location

Home

My Credentials

Educator Options

Credentials

Assignments (0)

Help

Screen Help

User Manuals

Contact Support

MDE Home

Logout

Logout of ELMS

Primary Information

Full Name:
Educator ID:
SSN:
DOB:
Gender:
Maiden:
UserName:

Contact Information

Address:
City State, Zip:
Email:
Home Phone:
Work Phone:
Work Phone Ext:
Alt Phone:

Miscellaneous Information

[Click Here to Edit Educator](#)

[Click here to view certificate](#)

Credentials

Hide Old Credentials Hide Closed Applications Show All
(1 Hidden Application)

Certificates

Select	Status	Recommended?	Orig Issue	Issued	Effective	Expires	Printed	
Select	ET	Issued	for 2021	6/23/2011	5/18/2016	7/1/2011	6/30/2021	Not Printed
Select	ST	Issued	for 2021	6/23/2011	5/18/2016	7/1/2011	6/30/2021	Not Printed
Select	ST	Issued	for 2021	6/23/2011	5/18/2016	7/1/2011	6/30/2021	Not Printed

Endorsements For Selected Certificate

Endorsement	Description	Recommended?	Issued	Effective	Expires
120	ELE EDUC (K-6)	for 2021	5/18/2016	7/1/2011	6/30/2021

If you have applied correctly, this will say "Pending Review" until MDE reviews it and issues the license.

This tool will allow anyone to view your license the second it is issued.

Applying for the License

myState x Google Calendar x Mississippi Educator Licensure x

← → ↻ 🏠 <https://elms.mde.ms.gov/NormalPages/Applications.aspx> ☆ 🔍

🌐 Pin It 📁 Bookmarks

Mississippi Educator Licensure Management System

Mississippi State Department of Education
Dr. Tom Burnham, State Superintendent of Education

ltrullinger LINA TRULLINGER (Educator)

🏠 Home 📄 My Credentials 📄 Applications

Applications

-  **Apply For Your Recommendation Here**
Click here to apply for your recommendation.
-  **Add a Supplemental Endorsement to a Certificate**
Supplemental Endorsement may be added to a valid Mississippi License.
-  **Order a duplicate certificate (\$5.00 fee).**
Order a duplicate certificate.

Location
Home
Applications

Help
Screen Help
User Manuals
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Logout
Logout of ELMS

If you have all of your documents in order *and* your degree has posted in Banner, click here to begin applying for your license.

- When you click on “Apply for Your Recommendation,” you should see the certificate for which you have been recommended. Click “Apply for Credential.”
- *Important:* if you have been recommended for two types of areas (such as a K-6 elementary license with 7-12 endorsements), applying for one credential should automatically apply for the others.

College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
ET - ELEMENTARY LICENSE	Completed Program	MS-ALCORN STATE UNIVERSITY	4/4/2010	Apply For Credential

If your status is Pre-Completion of Program, then you can apply for your credential. However, the Department of Education cannot approve your credential until your Institution of Higher Education notifies us that you have met all the program requirements. Please contact your Institution of Higher Education.

Step 1

- Enter/edit your profile information.
- If you recently got married and most of your documents are in your maiden name, you can put your married name under “Print Name” and that’s what will appear on the license.
- Click Next to Continue.

Educator Recommendation - Step 1 of 6

You are applying for the certificate recommended by your institution.

Please edit the profile information and click the Next button.

Educator ID:

SSN:

Prefix Code:

First Name:

Middle Initial:

Last Name:

Maiden Name:

Print Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

Military Experience:

US Citizen: Yes
 No

Work Expiration Date: MM/DD/YYYY
Required If Non US Citizen

.....

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Next 

Step 2

- Enter/edit your address information. If you anticipate moving, you can change your address in ELMS.
- Click Next to continue.

Educator Recommendation - Step 2 of 6

You are applying for the certificate recommended by your institution.
Please edit the address information and click the Next button.

Address ID: 145468

Address1: *

Address2:

Address Physical:

City: *

Country Code: *

State Code: *

Non US State:

Zip Code:

Zip Plus4:

Updated: TSTEGEMAN - 3/31/2010 9:19:48 AM
Created: TSTEGEMAN - 3/31/2010 9:19:48 AM

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Step 3

- Enter/edit your phone and email information.
- Important: if MDE has any questions about your application, they will email you, so be sure to check your email.
- Click Next to continue.

Educator Recommendation - Step 3 of 6

You are applying for the certificate recommended by your institution.

Please edit the contact information and click the Submit button.

ID: ~~94566~~

Work Phone: () -

Work Phone Ext:

Home Phone: () -

Alternate Phone: () -

Fax Phone: () -

Email Address:

Website:

Updated: TSTEGEMAN - 3/31/2010 9:19:48 AM
Created: TSTEGEMAN - 3/31/2010 9:19:48 AM

Once you have entered the required data click on the Submit button.

Save - Please save the profile information.
 Cancel - Please cancel the wizard

Step 4

- Enter your criminal history and drug disclosures.
- Click Next to continue.

Educator Recommendation - Step 4 of 6

You are applying for the certificate recommended by your institution.

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question	
1.	<input type="radio"/>	<input type="radio"/>	Are you currently addicted or currently dependent on alcohol?
2.	<input type="radio"/>	<input type="radio"/>	Are you currently addicted or currently dependent on other habit-forming drugs?
3.	<input type="radio"/>	<input type="radio"/>	Are you a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects?
4.	<input type="radio"/>	<input type="radio"/>	Have you been convicted, pled guilty, or entered a plea of nolo contendere to a felony as defined by federal or state law?
5.	<input type="radio"/>	<input type="radio"/>	Have you been convicted, pled guilty, or entered a plea of nolo contendere to a sex offense as defined by federal or state law?
6.	<input type="radio"/>	<input type="radio"/>	Have you had a certificate/license denied, suspended, and/or revoked by another state? Have you voluntarily surrendered a certificate/license?
			<input type="checkbox"/> I acknowledge that securing or attempting to secure a license by fraud or deceit will result in denial of this application or suspension of the license.

Once you have answered the Background question click on the Next button.

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.

Step 5

- Review all your information very carefully.
- Click Apply to continue.

Educator Recommendation - Step 5 of 6

You are applying for the certificate recommended by your institution.

Please review the information below. Once you have reviewed the information click the Apply link.

— Profile [\(edit\)](#)

Name:		
SSN:		Birth Date
Gender:		Maiden
Print Name:		Ethnicity

— Address [\(edit\)](#)

Address 1:	
City State, Zip:	
Country:	

— Contact [\(edit\)](#)

Work Phone Ext:	
Home Phone:	(111) 111-1111
Email Address:	TEST@KLDJF.COM

Once you have reviewed the information click on the Submit button to apply for your credentials. After clicking submit, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons.

Apply - Please accept my certificate application.

Cancel - Please cancel the wizard.

Step 6

- By clicking on the link, "Click here to view your new credential information" it also submits the application.
- Click Submit to finish the application process.

Educator Recommendation - Step 6 of 6

You are applying for the certificate recommended by your institution.

Please review the following information.

You have successfully applied for your teaching credential.

Your certificate has been routed to a certification specialist for review.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your credential issued. Applications are reviewed in the order in which they are received. During peak periods that review process can take up to eight weeks but typically takes a few weeks.

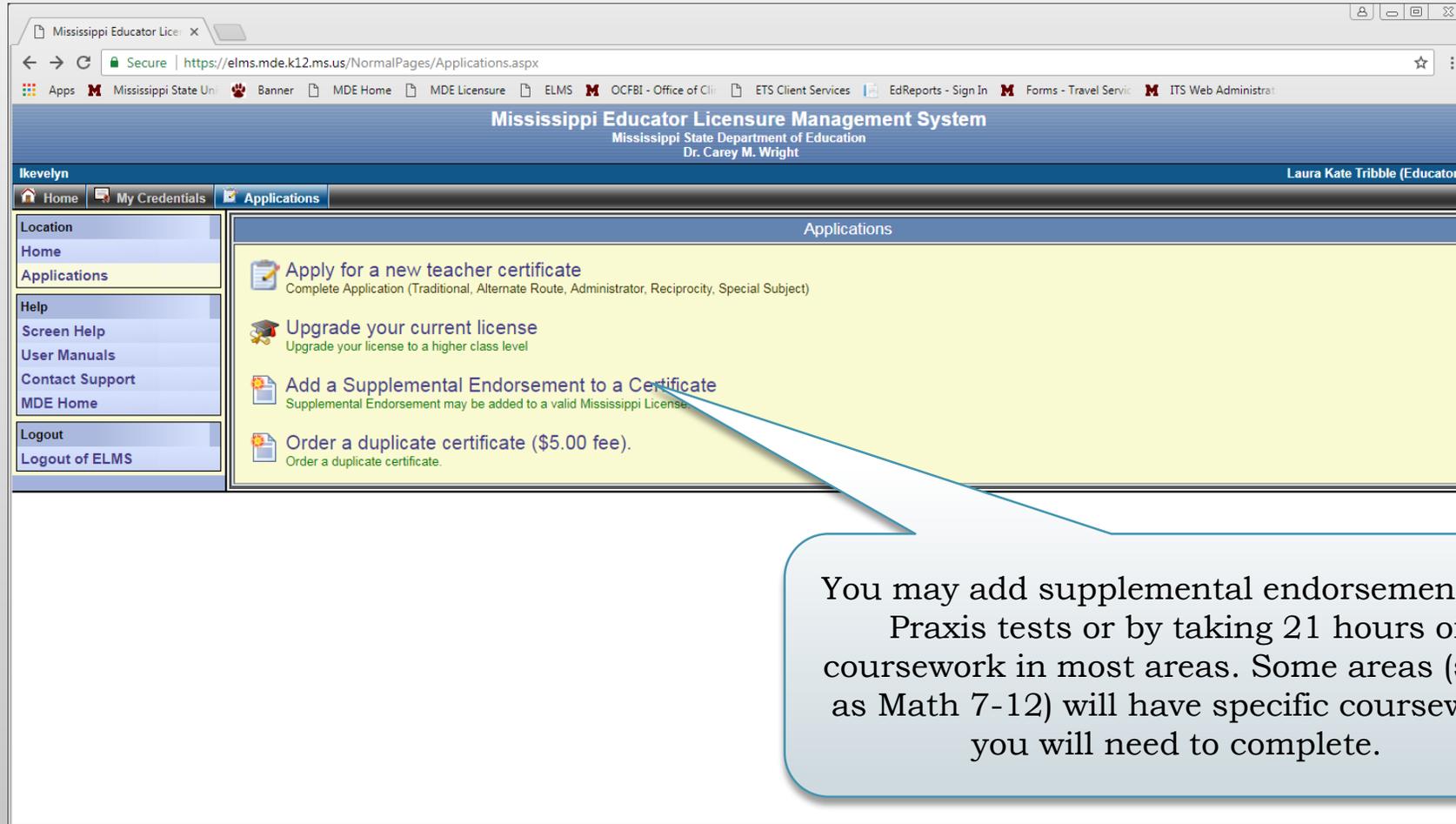
[Click here to view your new credential information.](#)

Review the outcome of your application and click **Submit**.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Applying for Supplemental Endorsements



The screenshot shows the Mississippi Educator Licensure Management System (ELMS) website. The browser address bar displays the URL <https://elms.mde.k12.ms.us/NormalPages/Applications.aspx>. The page title is "Mississippi Educator Licensure Management System" with the subtitle "Mississippi State Department of Education" and "Dr. Carey M. Wright". The user is logged in as "Laura Kate Tribble (Educator)". The main navigation menu includes "Home", "My Credentials", and "Applications". The "Applications" page lists four options:

- Apply for a new teacher certificate**
Complete Application (Traditional, Alternate Route, Administrator, Reciprocity, Special Subject)
- Upgrade your current license**
Upgrade your license to a higher class level
- Add a Supplemental Endorsement to a Certificate**
Supplemental Endorsement may be added to a valid Mississippi License
- Order a duplicate certificate (\$5.00 fee).**
Order a duplicate certificate.

A callout box points to the "Add a Supplemental Endorsement to a Certificate" option, containing the following text:

You may add supplemental endorsements by Praxis tests or by taking 21 hours of coursework in most areas. Some areas (such as Math 7-12) will have specific coursework you will need to complete.

Upgrading Your License

The screenshot shows the Mississippi Educator Licensure Management System (ELMS) website. The browser address bar displays the URL: <https://elms.mde.k12.ms.us/NormalPages/Applications.aspx>. The page title is "Mississippi Educator Licensure Management System" with the subtitle "Mississippi State Department of Education" and "Dr. Carey M. Wright". The user is logged in as "Laura Kate Tribble (Educator)".

The main content area is titled "Applications" and contains the following options:

- Apply for a new teacher certificate**
Complete Application (Traditional, Alternate Route, Administrator, Reciprocity, Special Subject)
- Upgrade your current license**
Upgrade your license to a higher class level
- Add a Supplemental Endorsement to a certificate**
Supplemental Endorsement may be added to a valid Mississippi License
- Order a duplicate certificate (\$5.00 fee).**
Order a duplicate certificate.

A callout box points to the "Upgrade your current license" option, containing the following text:

Upon completion of a Masters, Specialist, or Doctoral program, you may upgrade your current Class A license to a Class AA (Masters), Class AAA (Specialist), or Class AAAA (Doctorate)

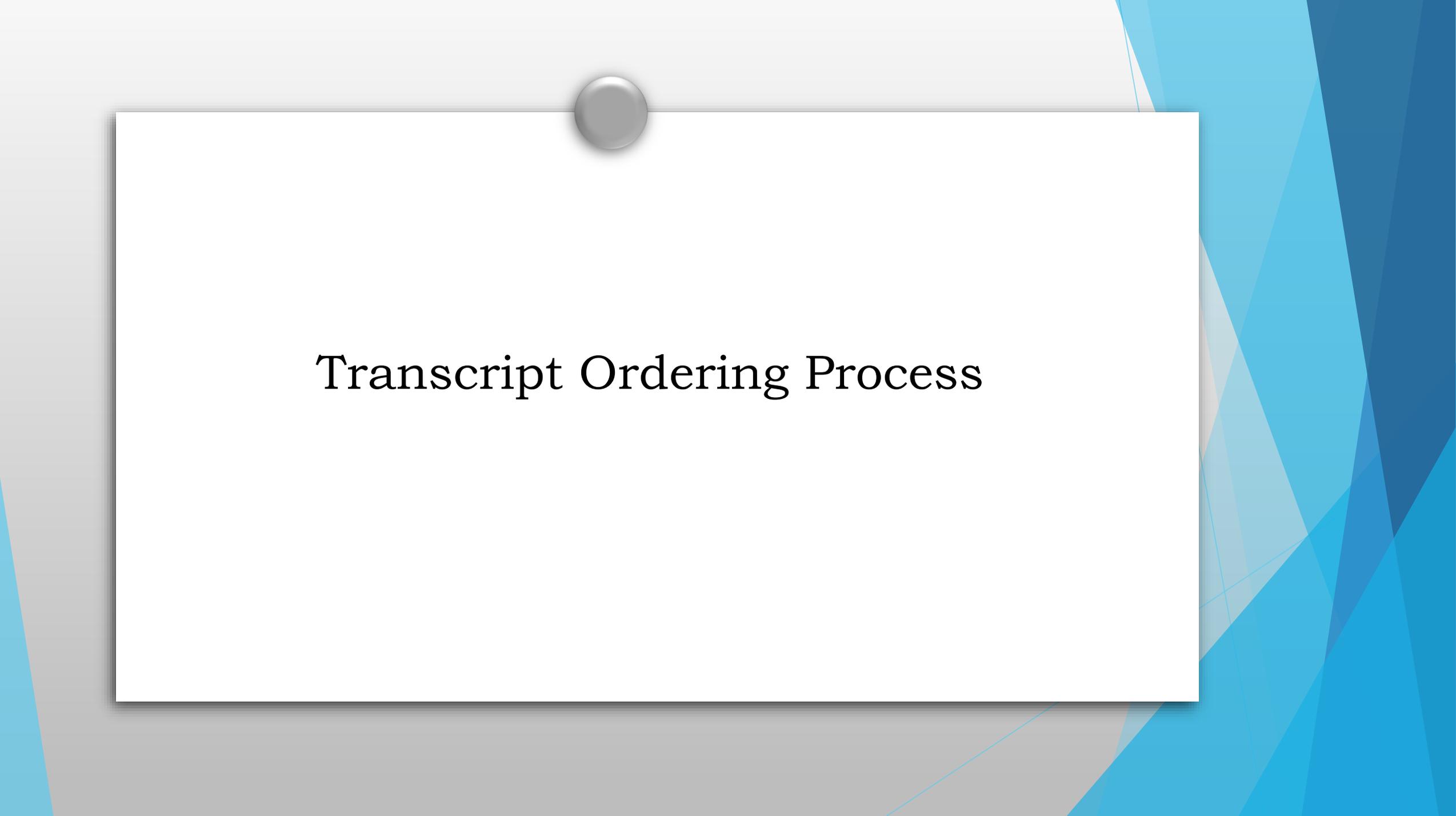
Applying for Supplemental Endorsements

- Select how you will add an endorsement
- Select the endorsement or endorsements you are seeking to add to your license
- Continue through the other steps to submit the application.

The screenshot displays the Mississippi Educator Licensure Management System interface. The browser address bar shows the URL: <https://elms.mde.k12.ms.us/WizardPages/EducatorSupplementalEndorsement.aspx>. The page title is "Mississippi Educator Licensure Management System" with the subtitle "Mississippi State Department of Education, Dr. Carey M. Wright". The user is logged in as "Laura Kate Tribble (Educator)".

The main content area shows a wizard titled "You are applying for a Supplemental Endorsement - Step 1 of 6". The current step is "You are submitting an application for a Supplemental Endorsement". The form includes a dropdown menu for "Added By:" with a list of options: "21 hours of college coursework with a grade of C or higher", "Advanced placement", "Approved program of coursework", "Praxis II subject area test", and "Redesign course through RCU". Below the dropdown are two radio buttons: "Submit" (selected) and "Cancel". A "Next" button is visible at the bottom right of the form.

The left sidebar contains navigation links for "Home", "My Credentials", and "Applications". Under "Applications", there are sections for "Location" (Home, Applications), "Educator Options" (Credentials, Assignments (0), Degrees (1), Tests (5), Images (3), Print History, Professional Development (18), National Board (No)), "Help" (Screen Help, User Manuals, Contact Support, MDE Home), and "Logout" (Logout of ELMS).



Transcript Ordering Process

Step 1:

- Login to Banner
- Select “Request Official MSU Transcript From Credentials”

The screenshot shows the Banner system interface for a user named Laura Kate Watts Tribble. The user is logged in as 'myBanner For Students'. The interface displays a navigation menu with options: Favorites, Search, Administrative Banner, Personal Information, myBanner For Students (selected), and myBanner For Faculty and Departmental Users. Below the navigation menu, there are five main categories of services: Registration, Academic Records, Financial Aid and Scholarships, Account Information, and Enrollment Verification. The 'Request Official MSU Transcript From Credentials' link is circled in red in the Academic Records section.

myState / Banner

Banner

AD OFF

Favorites Search Administrative Banner Personal Information **myBanner For Students** myBanner For Faculty and Departmental Users

myBanner For Employees

Registration	Academic Records	Financial Aid and Scholarships	Account Information	Enrollment Verification
<ul style="list-style-type: none">☆Register for Classes☆Retake a Course (Academic Forgiveness)☆View Your Holds☆View Your Registration Status for Closed Terms☆Prerequisite Checking Rules☆Course Catalog☆Master Class Schedule☆Order or Reserve Your Textbooks☆Withdrawal Request	<ul style="list-style-type: none">☆FERPA Release & Parent Portal Access☆View Your Class Schedule & Grades☆View Your Student Record☆Request Official MSU Transcript From Credentials☆View Your Transcript, Degrees, Transfer Courses☆Community College Reverse Transfer☆COOP Transcript Request☆Apply For A Degree☆View Your Degree Application Status☆CAPP Compliances☆Teacher Education Field Placement☆Greek Grades Release Form☆Disability Support Services Application	<ul style="list-style-type: none">☆Financial Aid Checklist☆Eligibility Requirements☆Award Notification Letter/Supplemental Information Form☆Fall/Spring Change Request☆Summer Request☆Summer Change Request☆Satisfactory Academic Progress☆Additional Direct Unsubsidized Stafford Loan / Direct PLUS Denial Request Form☆Financial Aid Forms and Links☆Federal Shopping Sheet☆Submit/Revise General Scholarship Application☆Accept/Decline Scholarship Awards	<ul style="list-style-type: none">☆View Your Billing Statement☆View Your Account Detail☆Make An Online Payment (pop-ups must be enabled)☆Tax Relief Act Information☆Direct Deposit Bank Information☆View Your Meal Plan	<ul style="list-style-type: none">☆National Student Clearinghouse Site☆MSU Enrollment Verification☆Letter of Good Standing☆Good Student Discount

More...

Step 2:

- Select “Click Here”

The screenshot shows the top navigation bar of the myBanner portal. The header includes the Mississippi State University logo and the text "MISSISSIPPI STATE UNIVERSITY". The navigation menu contains "Personal Information", "Students", "Faculty and Departmental Users", and "Employees". Below the navigation is a search bar with a "Go" button and links for "SITE MAP" and "HELP". An information icon is followed by the text: "Clicking the button below will allow you to order MSU transcripts from the CREDENTIALS site." Below this is a blue link: "Click Here if you need additional instructions for ordering your transcript." At the bottom, a button labeled "Click Here" is circled in red, with the text "to go to the CREDENTIALS Self Service Site." next to it.

MISSISSIPPI STATE UNIVERSITY

myBanner

Personal Information Students Faculty and Departmental Users Employees

Search Go SITE MAP HELP

Clicking the button below will allow you to order MSU transcripts from the CREDENTIALS site.

[Click Here](#) if you need additional instructions for ordering your transcript.

[Click Here](#) to go to the CREDENTIALS Self Service Site.

Step 3:

- Select “Begin Order”

Transcript Ordering Services Mississippi State University

Do not use browser back or forward buttons
Your session will time out after **60 minutes** of no activity

Begin Order

▶ Pricing and Payment

▶ Authorization Info

▶ Ordering Overview

▶ Electronic Transcripts

▶ FAQs

Step 4:

- Complete the necessary information under “Student Info”

Step 5:

- Select “Regular Service-Deliver to Recipient”
- Select “Hold for Degree”
- Primary Reason for ordering: “State Licensure”

Student Info Order Options Recipient(s) Summary Payment

Please choose a service for this order

Regular Service - Deliver to Recipient
\$9.25 per copy
Please allow 1-2 business days for processing once the order has been authorized.

Regular Service - Pick Up
\$9.25 per copy
Available for pick up within 2 business days.

Tell us when to release your transcript(s)

Send Now (In Progress courses will be included)

Hold for final grades for the current term:

Spring Semester

Hold for Degrees to be awarded for the current term:

Spring Semester

Other information required by Mississippi State University

Primary Reason for Ordering: For State Licensure *Required

Previous Next

Step 6:

- Select an Application Service
- Mississippi Department of Education

Student Info Order Options Recipient(s) Summary Payment

A valid mailing address must be provided for all transcript requests from Mississippi State University; this includes any transcript that will be sent using an electronic delivery option. If your order is eligible for an electronic delivery option, you will be shown that option **after** you have provided an address for the recipient.

Please choose a type of recipient

Search our Recipient Table

Choose this option to search recipients that are already set up in our system.
This is the only way to find colleges or universities who receive transcripts electronically.

Myself

Select an Application Service

Choose this option for Application Services such as AMCAS, LSAC, PHARMCAS, etc.

Choose an Application Service

MISSISSIPPI DEPARTMENT OF EDUCATION --- TEACHER & ADMINISTRATOR CERT

Next

Direct Access Code Lookup

Choose this option if you were provided with a "Direct Access Code" by your recipient.

Enter Recipient Manually

Cancel This Recipient

Step 7:

- Are you providing an attachment? NO
- Confirm address

Student Info Order Options **Recipient(s)** Summary Payment

Transcript Recipient 1

Recipient Address

Address TEACHER & ADMINISTRATOR CERT
MISSISSIPPI DEPT OF EDUCATION
PO BOX 771
JACKSON MS 39205-0771
UNITED STATES

Telephone # 601-359-3483

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript.
Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

No Yes *(This is not common)* ?

Address Confirmation

Please Read and check the box to continue. Although we make every effort to maintain current school addresses in our database, it remains your responsibility to ensure that the correct address is used on your transcript order.

I confirm this address

Cancel This Recipient Next

Step 8:

- Select “PDF Delivered Electronically to Recipient”
- Click “Next”

The screenshot displays a multi-step process flow with the following steps: Student Info, Order Options, Recipient(s), Summary, and Payment. The 'Recipient(s)' step is currently active. A dark red header bar contains the text: "Please choose a method for delivery of your transcript for Recipient 1". Below this, a list of options is shown, with the first option, "PDF Delivered Electronically to Recipient", selected and circled in red. A blue link with a question mark icon, "Tell Me More", is positioned below the selected option. At the bottom of the form, there are two buttons: "Cancel This Recipient" on the left and "Next" on the right.

Step 9:

- Check to be sure you have the recipients you need.
- Continue to Order Summary and Payment

Student Info → Order Options → Recipient(s) → Summary → Payment

Your Recipients

	Quantity	Delivery Method	Recipient	Actions
Recipient 1	1 Transcript	PDF	MISSISSIPPI DEPT OF EDUCATION Special-Purpose	<input type="button" value="Remove"/> <input type="button" value="Update"/>

Enter additional recipients (maximum of 5 allowed on this order)

REMEMBER:

- The Mississippi Department of Education MUST have all transcripts from Mississippi State AND all junior colleges.
- They issue licenses based on the order they receive all of your information. If you are missing a document, you will be moved to the “back of the line” and the process will take longer.
- If there are no errors, the turnaround time is 10-15 business days.
- If you receive a deficiency letter, please forward it to ltribble@colled.msstate.edu, and I will do my best to help you figure out the next steps.
- You may contact the Mississippi Department of Education at 601-359-3483 with any questions regarding your license or account