

Teach LA Live! User Guide for Educators

The [Teach LA Live!](https://ldoe.force.com) online portal (<https://ldoe.force.com>) allows educators to submit certification requests electronically, pay fees online, and communicate directly with certification specialists.

Accessing Teach LA Live!

Click on **LOGIN** or **CREATE your account** on the home page.

Returning Users: Login using the registered email address and password.

New Users:

Step 1: Click “Not a member?”

Step 2: Enter your first name, last name, and email address

Step 3: Choose a Community User Type:

- Educator/Ancillary Personnel: All individuals who are applying for certificates
- Other: Any other individuals who need to communicate with the Department regarding educator licensure

Step 4: Select and confirm a password

Step 5: Submit your registration form. The portal will return you to the login page. Enter the email address and password used when you registered.

Navigating the Teach LA Live! Portal for Educators

Submit Certification Applications:

Step 1: Click on the “Submit Certification Applications” button and follow the instructions

Step 2: Choose the application type being submitted

Step 3: Add any notes for the certification specialists

Step 4: Click add files to upload all required documents in PDF or JPG format, including payment confirmation obtained by making payment online (see instructions below)

Step 5: Submit

Make Online Payments:

Step 1: Click on the “Payment Portal” button and follow the directions. The application identifier is the bold two letters located with each application type and found on the top right of the application for which you are submitting payment.

Step 2: Complete the steps required for payment. A payment success screen will display and an email will be sent to the address provided with the payment confirmation number. Include one of these payment verifications with your application submission.

Ask a Question:

Step 1: Click on Ask a Question at the top of the page.

Step 2: Select a topic and provide the details of your question.

Step 3: Submit the question

Questions are routed to the Certification office and will be answered in the order received, generally in 2 - 5 business days.

History Button:

As a registered portal user, you can view your entire history of communication and document submission through your account by clicking on History.

Please submit any questions regarding the portal to Teach LA Live! (<https://ldoe.force.com>) for assistance.