

We are excited to launch an online portal that allows educators to submit certification requests electronically, pay fees online, and communicate with a certification specialist. You can access the educator certification portal here: [Teach LA Live!](#)

To create an account, click on the login on the upper right corner of the home page

New Users:

- Step 1: Click “Not a member”
- Step 2: Complete the form below and register as a portal user
- Step 3: Choose a Community User Type: You will select school system personnel
- Step 4: Enter your personal password
- Step 5: Submit
 - Enter the email address and password used when you registered as a user and login
 - You will be taken to a second level security page
- Step 6: Choose the school system
- Step 7: Enter your phone number
- Step 8: Enter the password provided by the Louisiana Department of Education
 - Email certification@la.gov if you have not received a password for access
 - This password should not be shared with anyone outside of your department as it will allow others to access applications only accessible to school system personnel-HR staff.
 - This will take you to the landing page for school system personnel

Returning Users: Login using the credentials you used when you registered previously

Navigating the Teach LA Live! Portal for School System Personnel (HR)

- There are 8 active buttons in the center of your landing page: Navigate as needed

Online Payments: If you are paying for the educator

- 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
 - You will receive an email confirmation that needs to be included with the application submission as verification of payment
 - If the teacher candidate submits the payment to you, have the candidate provide the confirmation page to you and include this with the application submission

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
- Step 5: Submit

Please submit any questions regarding the portal to [Teach LA Live!](#) and a certification specialist will assist.