



EDUCATOR QUICK GUIDE

The Same Level Licensure Online System

1. Online registration is required in order to gain system access and submit your Professional Development Dossier. To access the SLL online system and register for an account, visit <http://teachnm.org>.
2. Click on the 'First-time Registration' link to begin the registration process, located underneath the "Same Level Licensure" section of the front page.
3. Be sure to read all information on the pages that you encounter during the registration process. You must enter valid and current information in all fields. Required fields may be noted by an asterisk (*). Please be sure that you register with your correct Affiliation and Member Type.
 - Member Type – select "EDUCATOR"
 - Affiliation – select your SCHOOL
 - Licensure Number – necessary for your account to be activated
4. Once you have completed the registration form, click on the 'Submit' button at the bottom of the page. Your username and password will be displayed on the page that follows. These codes will also be emailed to you at the email address that you provided within the registration form.
5. Once you are registered, there may be a waiting period before your codes are activated for login.
6. To login to the system, return to <http://teachnm.org> and click on the 'Returning Login' link, located underneath the "Same Level Licensure" section of the front page. A new page will open where you will be asked to enter your access codes. Enter your username and password in the fields provided (be sure to enter them exactly as they were issued as they are case-sensitive).
7. After logging in, the main page you will see is divided into a step-by-step process. To successfully submit your application for licensure renewal, you must follow these steps **in order** (you are **not allowed** to complete steps in any order except how they are originally presented):
 - Intro Page – You must select from one of three scenarios pertaining to your current situation as a NM educator. If you possess a valid NM educator license that you wish you renew, you will select the first of the three scenarios to continue with the process. The last two require a paper application.
 - STEP ONE: Complete Your Profile - This step requires you to access/update your personal account information. If any of your personal information changes (address, phone, email address, etc.), please access your profile to make those changes/updates.
 - STEP TWO: Review/Renew Your Current Standard License – This page will allow you to review both current and expired licenses associated with your license number. Expired licenses (over one year) will NOT be available for renewal. Select the license(s) you wish to review to proceed.
 - STEP THREE: Preview Your Payment – You may pay for your online renewal application via credit card or you may send us a check. The cost for this process will be based of the highest-costing license for which you have applied, regardless of the number of total licenses you wish to renew. **The charge on your credit card bill will be from "VisionLink, Inc."**
 - STEP FOUR: Submit Your Payment – You may use this step to preview your payment for licensure renewal before submitting it.
 - STEP FIVE: Check Renewal Status – This page will allow you to continuously check back to see the status of your application for licensure renewal. You may either see a "Pending", "Approved" or "Not Approved" status on this page.