Proof of DESE
Background
Clearance
Step 1: DESE.MO.GOV

Step 2:
- DESE Web Applications
Step 3: Register
Step 4: Enter Profile Information
Step 5

Login

---

**IMPORTANT NOTICE:**

**Inactive Account:**
- Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

**All Systems:**
- The use of Internet Explorer 7.0 or higher with both JavaScript and cookies enabled is strongly recommended. Please refer to the 'Browser Technical Notes' in the left navigation for additional details.

**Food and Nutrition Services:**
- USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.

---

If you already have a User Name, enter it below. Click [Login]

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name:</td>
<td></td>
</tr>
<tr>
<td>Password:</td>
<td></td>
</tr>
</tbody>
</table>

To view information about your account, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to [webapploginassistance@desr.mo.gov](mailto:webapploginassistance@desr.mo.gov). Staff will respond to your email between the hours of 7:00 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to [webauthhelp@desr.mo.gov](mailto:webauthhelp@desr.mo.gov) providing your name, user id, school district name, phone number, and county/district code with your
Step 6: Select Educator Certification System

- Click Request Access then submit
- You will be asked for your SS# and Birthdate.
- Select “Educator Certification System” again
- Complete the personal information click “Save Profile”.
- Complete the contact Information (enter a permanent email address).
- Click “Save” (The Fingerprint and Missouri Content Assessment information should fill in automatically within 72 hours if the information has been received by DESE.
- On the bottom left of the page select “logout”.

![Missouri Department of Elementary and Secondary Education]

- User Applications
  - DESE Web Applications
    - Annual Report of the County
    - Donor's Guide
    - Kansas City
    - School Finance
  - Report
    - Annual Report
  - User Information
    - Change Password
    - Edit User Profile
    - Edit Security Question/Answer
    - Login/Logout
Step 6: Verify Information

- **Contact Information**
- **Fingerprint Information**
Substitute Teacher Application
Complete App
$50.00 Fee
Step 7: Send Transcripts from MSSU to DESE

- **Requesting a Transcript**
  - Order your official transcript here! [National Student Clearinghouse](#)
  - Missouri Southern has authorized the National Student Clearinghouse to provide transcript ordering via the Web.
  - To order an official transcript(s), login to the [Clearinghouse secure site](#).
  - The site will walk you through placing your order, including delivery options and fees.

- **Mail to:**
  - **DESE P.O.Box 480**
  - **Jefferson City, MO 65102**

- You can order transcripts using any major credit or debit card which will only be charged after your order has been completed.
Step 8: Certificate Status
Final Step: Bring PDF of Sub Certificate to Junior Block Instructor

- **SUBSTITUTE CERTIFICATE APPLICATION PROCEDURE**
  - **In order to apply for a Missouri Substitute Certificate, you must submit all of the following items:**
  - **1. ONLINE SUBSTITUTE CERTIFICATE APPLICATION**
    - You will first need to create a profile in our certification system. Please follow the instructions outlined in the [Educator Certification System Help Guide](#) for the Certification System.
    - After you have created a profile in our certification system, find the "applications" link in the menu on the left hand side of the screen to see a list of application types.
    - Choose “Substitute” from the list to create an online application. Complete and submit the application.
    - A processing fee of $50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit/debit card or by e-check.
  - **2. ORIGINAL COPIES OF ALL TRANSCRIPTS**
    - Original transcripts from ALL institutions you have attended must be mailed to: Educator Certification, PO Box 480, Jefferson City, MO 65102-0480. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.
  - **3. FINGERPRINT/BACKGROUND CHECK**
    - A [criminal fingerprint/background clearance](#) must be obtained before a certificate can be issued.