# Guide to Using Indiana State Library's Certification Portal

The web address for the certification portal is: https://digital.statelib.lib.in.us/certification.

## To Use the Public Lookup Function

The public lookup function allows anyone to view the status of a certified librarian's credentials. (The lookup function does not require setting up an account or logging into it.)  For librarians, this replaces using the Professional Licensing Agency's eVerification Site.

1. From https://digital.statelib.lib.in.us/certification click "Verify Status."
2. To look up an individual, enter first and last name **only** (ignoring other variables) & click "Search" button. Use additional variables as needed to narrow results until the correct result is found.
3. Scroll down to see records brought up by your search. See more detailed information by clicking on the person's name. To print that information, click on "Print-friendly Version" button then "Print."

## To Set Up an Account or Recover Your Password

You will only have an account if you currently are certified or were certified at one time. The State Library sets up accounts upon processing the applications for an initial temporary permit or 5-year certificate. You must log into your account to view your record, update your contact information, or renew a 5-year certificate (temporary permits may not be renewed online). To set up an initial password or recover a forgotten password, so that you can log into your account, follow these steps:

1. Go to: https://digital.statelib.lib.in.us/certification. Click "Register for an Account."
2. *Get your initial password or recover a forgotten password by clicking "Recover Password". Use only first and last name when entering your name during the password recovery process. **Note: You must use the email address associated with your account in the certification portal.***

## To Update Your Contact Information

1. Log into your portal account. Select "Manage Account" from the Menu on right-hand side of screen.
2. Choose "Account Profile." Click on tabs across the top of the Account Information box to check your Address, Phone, and Email. Add to or edit the information on each screen.
3. If you add new information, click "Add" again to save. If you edit the information, click "Update" to save.

## To Renew a 5-Year Certificate

1. Log into the certification portal and select "Renew" from the home page menu.
2. Your existing certificate, if it is renewable, should show on the screen. Click the "Renew Certification" button.
3. Click "Renew This Certificate" to create an invoice. Select "Pay this invoice here" from the screen or click the "Invoices" box on the menu to bring up your invoice and pay it. Either way you will be taken to the website of Value Payment Systems where you can pay for your renewal.

*Troubleshooting: If your screen says "There are no certifications that are available for renewal at this time" in response to Step 2 above, make sure you are not trying to renew too early. ISL does not allow early renewals. Check your expiration date using "Verify Status" instructions above. Your certificate becomes renewable starting 3 months prior to your expiration date, but not earlier. If that is not the issue, contact the certification department at certification@library.in.gov.*

## To Print a Certificate

1. Log into the certification portal and select "Proof of Status" from the menu.
2. The screen will show your credential. Click "Download" button to download a printable PDF copy of your certificate. Open the PDF and press "print."