



## Create and Manage Your ELAR Profile

### What is ELAR?

**E**ducator **L**icensure **A**nd **R**enewal (ELAR) is our comprehensive online application system: <https://gateway.edu.state.ma.us/elar> provides customized access to your personal profile, a correspondence review section, and up-to-the-minute checks on submitted application statuses. **The website and ELAR are accessible 24 hours-per-day.**

- ★ Apply or renew online; pay online.
- ★ Check licensure application status/history.
- ★ Print an unofficial copy of your license.
- ★ Upload supporting documents.
- ★ View previous correspondence.

### How do I Access / Log-in to ELAR?

There are two ways that ELAR can be accessed:

1. through the ELAR log-in screen  
[www.mass.gov/ese/licensure](http://www.mass.gov/ese/licensure)

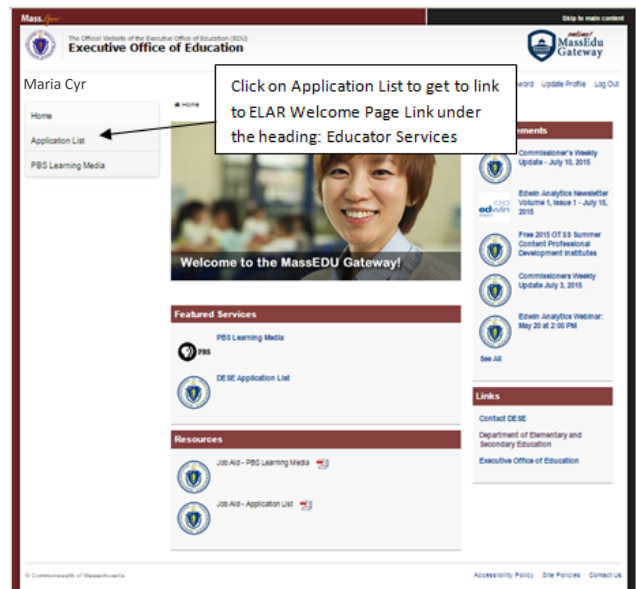


Hello Maria - What would you like to do today?

- > [Apply for a new license, apply for an Endorsement, or advance to the next level license](#)
- > [Apply to renew your professional level license](#)  
formerly standard stage license
- > [Request a duplicate license](#)
- > [Check license status and history, make a payment](#)
- > [Update your educational background](#)
- > [Update your professional development plan](#)
- > [Update your profile | Change Your Password](#)
- > [Apply to be a program reviewer](#)
- > [Update your affidavit](#)

Image of ELAR Welcome Page Screen

2. through the MassEdu Gateway (Security Portal)  
[www.mass.gov/edu/gateway](http://www.mass.gov/edu/gateway)



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## Create a Profile:

If this is your first time using the ELAR system, you will need to create a profile. You may find you already have a User Name and Password. That is, if you applied for a Massachusetts Educator's license before, or have ever worked for a Massachusetts school or school district. If you find this to be true, continue by creating a NEW Profile and you will be directed to your credentials. When creating a Profile, there are a few things that can happen:

1. **You are asked to create a user Profile.** This information is stored for ESE identification and administrative purposes only. Personal information is not shared or sold in any way. The process of creating a Profile consists of 4 pages, each asking for pertinent information that will be used in the ELAR application suite. Your User Name will be assigned automatically and cannot be changed. Your password should be changed to something that you and only you can remember. You will be asked to supply a Password Hint Question and Answer. This is a security feature that helps prevent unauthorized log in.
2. **You are asked for additional information.** A school/district administrator or the ESE may have created a Profile for you while entering license information or adding you to a staff directory. You can complete the Profile setup by supplying a Password Hint Question and Answer. This is a further security feature that helps prevent unauthorized log in. Upon completion of this, you will receive your User Name and Password online.
3. **Your Profile is a partial match.** You have supplied information that matches ESE records, but we are unable to complete the setup due to conflicting data (usually supplied to us by the Directory Administrator of the school system that you work in). Please contact your Directory Administrator to resolve the problem expediently. If they are unable to assist you, contact a ESE Customer Service Representative at (781) 338-6600.
4. **Your Profile is an exact match.** You already have a Profile and you are reminded of your User Name. You are then given a chance to change your password after answering your Password Hint Question and Answer

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## Forgot or Lost User Name/Password?

If you are having difficulty entering your proper User Name or Password, please remember Passwords and User Names are "case sensitive". When re-setting a password please note that passwords should be at least 6 characters long (numbers, letters or a combination of both), can't be a password that you have used in the past (you will receive an error message), and should not contain symbols.

[Retrieve User Name/Reset Password](#) (ELAR Members only).

### Massachusetts Educators:

The Department of Elementary and Secondary Education issues User Names for Massachusetts Educators to view their licensure information and apply for or renew a Massachusetts Educator's License.

### School and district staff, and staff from other organizations:

The Department also issues User Names for school and district staff, and staff from other organizations, who need access to secure web-based applications available through the Department's ESE Security Portal. People who have created or updated their user profile through the Educator Licensure And Renewal (ELAR) application are able to provide more information that allows the Department to securely identify them.

The Retrieve User Name/Reset Password link is for ELAR members. If you use ESE Security Portal Applications on behalf of your school, district, or other organization, please see your organization's Directory Administrator. Your Directory Administrator can reset your password. A listing of District Directory Administrators can be found at: <http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx>

Often, people who access ESE Security Portal applications for their school, district, or other organization, are also licensed Massachusetts Educators. If this is true for you, you can either use the Retrieve Username/Reset

Password tool or contact your organization's Directory Administrator. If you select the Retrieve Username/Reset Password link, **you will find yourself creating what seems to be a 'new' Profile; this is normal.** If a Profile exists with your name and personal information, you will be reminded of your User Name once we receive enough information to make a match. At this time, you will also be able to change your Password.

[Retrieve User Name/Reset Password](https://gateway.edu.state.ma.us/docs/loginhelp.asp?mode=find) <https://gateway.edu.state.ma.us/docs/loginhelp.asp?mode=find>

Massachusetts Department of  
Elementary & Secondary Education

help ?

## User Registration

The information you provide on this page will find out if your profile already exists in our system or will help you to create a new profile if necessary. These credentials are needed to access ESE resources such as ELAR.

Do you already have a \*MEPID Number? ☐ Yes ☐ No ☒ I don't know

Do you already hold a Massachusetts Educator License? ☐ Yes ☒ No

\* Last Name:  \* First Name:  Suffix:

**Note:** Do not include any middle names, name prefix or suffix that you may have in the name fields. Your name will display throughout the application and on all correspondence exactly as entered. Please capitalize your name, as appropriate.

\*MEPID:

\* SSN:  -  -

**Note:** If you do not have a Social Security Number please call the Department of Elementary and Secondary Education at 781-338-6600.

\* Date of Birth:

Massachusetts Educator License #:  (for current Massachusetts educators)

\* First Line of Street Address:

Required fields are marked by \* (asterisk).

\* A MEPID or Massachusetts Education Personnel ID is a unique identifier assigned to all educators and to school district staff in Massachusetts. MEPIDs were developed as part of the Education Personnel Information Management System (EPIMS) and enable the collection of educator and staff data at the individual level from school districts to the Department. For more information on MEPIDs and EPIMS, visit the EPIMS homepage on the ESE website.

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