LVIS Processes

Create an LVIS Account
1. Navigation to License Verification and Information System ([LVIS](#))
2. Click **Create Profile**
3. Fill out all the required fields and click **Create Profile**.
4. Check your email for a message from "System Administrator." You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
5. Click the link **Verify e-mail**.

HELPFUL WEBSITE: https://license.doe.in.gov

Change e-mail address in your LVIS account
1. Log into your [LVIS](#) account.
2. Click **Edit Profile**.
3. Type in your new email address in the **E-mail** box and in the **Verify E-Mail** box.
4. Click **Save Profile**.
5. Check your email for a message from "System Administrator." You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
6. Click the verification link in the email.

Apply for a Degree change.
1. Log into your [LVIS](#) account.
2. Click **Degree Change Request** on the right hand side.
3. Select the **New Degree** in the dropdown menu.
4. Select the year, month, and **Effective Date** using the calendar.
5. Click **Browse** to upload an official transcript showing degree earned and date conferred.
6. Fill out billing information.
7. Click **Review Summary**.
8. Click box to acknowledge the Refund Policy.
9. Click **Submit**

HELPFUL WEBSITES:
- https://www.doe.in.gov/licensing/update-degree-license

Request a Name Change
Required documentation – One of the following: Driver's License, State Issued Marriage Certificate, Divorce Decree or Legal Name Change Affidavit
1. Log into your [LVIS](#) account.
2. Click **Name Change Request** on the right hand side towards the bottom.
3. Fill out information to **Change Name to.**
4. Select the effective date.
5. Select document type.
6. Upload document.
7. Type notes.
8. Verify information in box is correct.
9. Click **Submit Request**.

Forgot User Name or Password
1. Navigate to LVIS https://license.doe.in.gov
2. Click the orange Login button
3. Click **Forgot User Name or Password**?
4. Type in **Image Verification**
5. Type in **your current email address**.
6. Select the year, month, and date of birth from the calendar.
7. Type in the last seven digits of your SSN.
8. Click **Send Email**
9. Check the email address you entered for a password reset link.
10. Click **Reset Password** inside the email message.
11. Enter a new password.
12. Click **Change Password**.
13. Click **Log In** to access your account.

How to upload requested documents
1. Log into your LVIS account.
2. Click on **Application Status** on the right hand side
3. Click on **More Info Needed** to access the application that needs more information.
4. Type in a **File Description**.
5. Click **Choose File**.
6. If you need to upload more than one document, click **add more documents**
7. Click **Send Documents to IDOE**.

Request a Role in LVIS
1. Log into your LVIS account.
2. Click **Role Request** on the right hand side.
3. Select your current Role.
4. If you are a building level administrator, select the school you work at. If you are a district level administrator, select the school corporation you work at.
5. Click **Add**.
6. Click **Send Request**