

## Setting up new account

You will need to set up an account first.

Access Indiana is the State of Indiana's single sign-on portal. Citizens can have one username and password and log into multiple online services. This is new to LVIS.

**If you are logging into LVIS for the first time since the launch of our updated system, and have not used Access Indiana for another State of Indiana agency, then you will need to create a new Access Indiana account.**

There are 2 web addresses that you can use to get to LVIS. By going to [Access.in.gov](https://access.in.gov), it will take you to the Access Indiana site.

The other website to go to and that we recommend is [license.doe.in.gov](https://license.doe.in.gov). Once there you will click sign in. It will take you to a page where you will click "access Indiana".

On the access Indiana page, click sign or Create Account. This will allow you to create a new profile using the email address of your choice (We encourage you to use a personal email address that you will always have access to. If you need to change your email address, you will have to create a whole new account and wait for the system to merge your old account with your new account). Make sure you fill out the required information then it will take you to the LVIS page. Here, you will not be able to continue until you have completed your profile.

When logging into LVIS for the first time, you will be asked if you have had an LVIS account previously. If you have had an account before, then it will request information so we can merge your Access Indiana account to your previous LVIS account information. Please include as much information as possible that will be relevant to helping us locate the correct account.

Examples of information that will be helpful:

- Any previous names, if you have had a name change.
- Date of Birth
- Social Security Number
- SPN number
- License Number

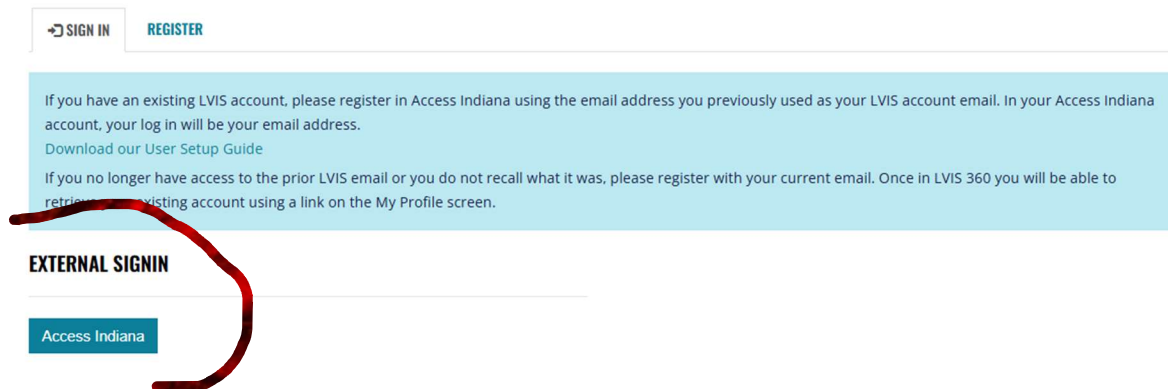
**The process to merge an account can take 2-3 business days as this is done by our office and not an automated process.** If you have submitted a request, do not submit a ticket about the status of your merge unless it has been over 3 business days.

Other information about Access Indiana can be found on their FAQ page. Please click on the following link: <https://www.in.gov/access/faqs-help/>

1. Go to [license.doe.in.gov](https://license.doe.in.gov) and click **SIGN IN**



2. Click on Access Indiana



3. To create a new account, click on **Create Account**



4. Provide Basic Information

The screenshot shows the 'Provide Basic Information' step of a registration process. At the top is the 'access INDIANA' logo. Below it is a progress indicator with seven circles, the first of which is filled. The form contains the following fields and options:

- \* First Name**: A text input field.
- Middle Name (Optional)**: A text input field.
- \* Last Name**: A text input field.
- Organization (Optional)**: A text input field.
- \* Phone Number**: A text input field with a dropdown menu showing '(201) 555-0123' and a checkbox labeled 'Do not have a phone.'
- \* Email Address**: A text input field.

At the bottom left is a link 'Back to Sign In' and at the bottom right is a blue button labeled 'Send Verification Code'.

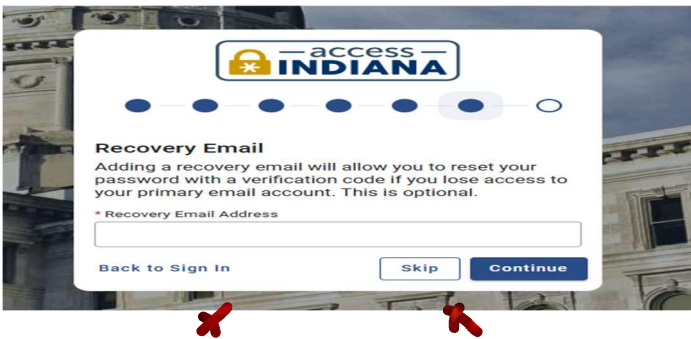
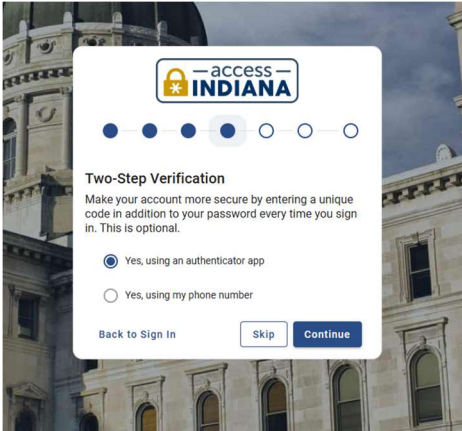
5. Click Send verification code
6. Enter verification code and then create a password following the recommendations for creating a password

The screenshot shows the 'Verify Your Email Address' step. At the top is the 'access INDIANA' logo. Below it is a progress indicator with seven circles, the second of which is filled. The form contains the following elements:

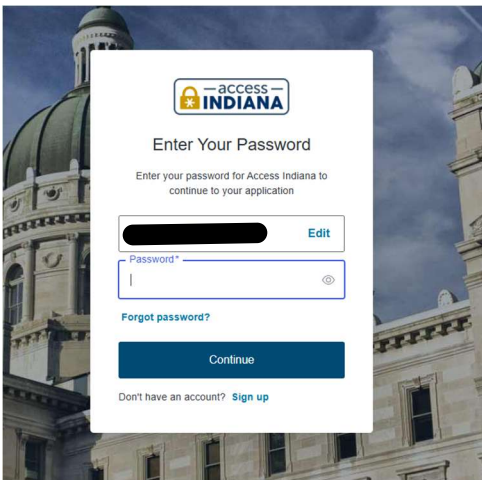
- Verify Your Email Address**: A heading.
- A verification code has been sent to rob\*\*\*@myemail.indwes.edu. Please enter the 6-digit registration code to verify your email address.**: A message.
- Registration Code**: A text input field.
- Did not receive your registration code email?**: A message with a link 'Click here to resend'.

At the bottom left is a link 'Back to Sign In' and at the bottom right is a blue button labeled 'Continue'.

7. You may choose to skip this step but a two-step verification is recommended along with a recovery email.



- Using your newly created password and email address, log into your access Indiana account.



- If you used access.in.gov, once you have logged in, it will take you to this home screen. You will need to select Services.

10. Type in LVIS and the option to select LVIS360 will show up.

lvls

1 result

11. Answer if you have ever had an educator license in Indiana.

Licensing Verification & Information System

FAQ CONTACT US MY DASHBOARD TEST LOGIN

**MY PROFILE**  
Edit Profile

Please fill in the **REQUIRED PROFILE FIELDS** designated with an asterisk (\*) before moving to another section.

If your application is missing under My Applications, or your license is missing under My Licenses, the system has not yet completed merging your data. This process is not automated and will take 72 hours. You will be able to track the status of your request in the profile status field. Once the field displays "Complete", you will have full access to your new account and previous LVIS information.

If you have already applied and paid for an application, please do not complete a duplicate application of the same application type and pay for it. **No refunds will be granted for multiple payments.**

**RROTTEST2026@GMAIL.COM**

|  |                                      |
|--|--------------------------------------|
| <b>Email Address:</b><br>rrotest2026@gmail.com | <b>Email Confirmed:</b><br>YES       |
| <b>Registered On:</b><br>2/20/2026 2:15 PM     | <b>Profile Status:</b><br>Incomplete |

[Manage Email / Password](#)

To complete your profile, please populate all required fields indicated with "\*".

The information you provided when registering with Access Indiana does not match with any existing LVIS account records. This may be because you are a new user, or the information provided does not match the information in your previous LVIS account.

Answering yes to the question below will ask you to provide additional information that will help us find your previous LVIS account and connect your existing LVIS information to this current account.

Have you ever held an educator permit or license in the state of Indiana? Please answer "Yes" if you are not sure and we will check for you. Answer "No" to then question only if you have never held an educator permit or license in the state of Indiana.

Select

[Continue](#)

LOGOUT

12. If yes, answer at least one of questions 1-4 and 8. You must fill in 5-7, Date of Birth, ID Type (should be social if you have a social security number), and Social Security number (No Dashes).

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Have you ever held an educator permit or license in the state of Indiana? Please answer "Yes" if you are not sure and we will check for you. Answer "No" to then question only if you have never held an educator permit or license in the state of Indiana.

Yes

|  |  |
|--|--|
| <b>1. Enter your SPN Number. (Optional)</b><br><input type="text"/>  | <b>5. Enter your date of birth. (Required)</b><br><input type="text" value="mm/dd/yyyy"/>  |
| <b>2. Enter a license number for any one of your Indiana educator licenses. (Optional)</b><br><input type="text"/>                       | <b>6. Select ID Type. (Required)</b><br><input type="text"/>   |
| <b>3. Enter Previous LVIS username, if known. (Optional)</b><br><input type="text"/>   | <b>7. Enter your Alternate ID (Required)</b><br><input type="text"/>   |
| <b>4. Enter Previous LVIS account email address, different than what you used for Access Indiana. (Optional)</b><br><input type="text"/> | <b>8. Include a description of any previous account information: employer, previous name or maiden name, etc. (Optional)</b><br><input type="text"/> |

Answer the questions above to help us identify your previous license. Answer at least one of questions 1-4 and add any other notes that can to help us identify your current account.

The Educator Licensing team will search for your existing records and link them to your new account. This process is not automated and will take 72 hours. You will be able to track the status of your request in the profile status field. Once the field displays "Complete", you will have full access to your new account and previous LVIS information.

The Educator Licensing team will send an email to the address you used for Access Indiana when the process is complete.

[Continue](#)

13. If no, answer if you are an Adjunct Teacher

The information you provided when registering with Access Indiana does not match with any existing LVIS account records. This may be because you are a new user, or the information provided does not match the information in your previous LVIS account.  
Answering yes to the question below will ask you to provide additional information that will help us find your previous LVIS account and connect your existing LVIS information to this current account.

Have you ever held an educator permit or license in the state of Indiana? Please answer "Yes" if you are not sure and we will check for you. Answer "No" to then question only if you have never held an educator permit or license in the state of Indiana.

No

Are you currently or have you been in the past a Local Adjunct Teacher (serving in a P-12 School or Corporation)?

No

Continue

14. Enter again your ID type (SSN), SSN (No Dashes), Date of Birth, and Address. Enter valid phone number. Education level, Employment, In-state Employer is optional but recommended. (Your name is already entered based on the information you entered when creating the access Indiana account and cannot be changed. If the name is not correct, you will need to request a name change once you are able to get into your LVIS account).

#### GENERAL

First Name \*

Test

Middle Name

Last Name \*

Login

Suffix

Birth Date \*

mm/dd/yyyy

ID Type \*

SSN

SSN \*

###-##-####

Nick Name

Set Legal Name

[Request Name Change](#)

#### ADDRESS

Street Address One \*

Street Address Two

City \*

State/Province \*

Country

**PHONE NUMBERS**

Personal Phone (primary)  
+13172329026

Work Phone

[Manage Personal Phone](#)

**APPLICANT INFORMATION**

SPN

Education Level

Employment  
Employed by an Indiana School

In-State Employer

[Update](#)

15. Click Update