

Online Login Information – Print Certification
You may only print a card if your certification is in Active status.

1. Go to mylicense.in.gov from your computer. We do not suggest using your phone or tablet to renew.
2. Click the **Register a Person** option on the left-side of the screen.
3. Under the Search header, enter your information into **two (2)** of the fields. We suggest the below:
 - a. Enter your certification number and your date of birth or
 - b. Enter your certification number and your social security number
4. Click Search.
5. You should see a screen that reads:

Registration

Your record has been found. Please enter a User ID, Password, Password Question, and Password Answer to complete your Registration.

If you do not see the above message, please click the Person Search option to try again

6. Under the USER ID header, type in your chosen User ID, Password, Password Question, and Password Answer.
7. Click Register.
8. You are now logged in to the Online System.
9. Under the **LICENSES** tab, find your certification number.
10. Select the Print License option.
11. Your card will open in Adobe pdf format. You can print the pdf or email it to yourself to print later.

Did you know?

You can check the status of your certification 24 hours a day at: <https://mylicense.in.gov/EVerification/> .

If you have trouble creating your online information, please email us at aides@isdh.in.gov. Include your certification or registration number.