

OPAL – Online Portal for Applications and Licensure

New and existing licensees must register themselves and use OPAL by going to the [OPAL LOGIN SCREEN](#) to update contact information, clear provisions, add extensions, apply for additional licenses or endorsements, and start the renewal process. Everything uploaded into OPAL must be in the form of a scanned PDF document. *Please note that Original Transcripts must be uploaded by Department staff and not by the applicant.*

Applicants should expect to receive email notifications and text messages as their applications move through each stage of the process, from initial intake to evaluation by an analyst to background clearance and final license issuance which will then be attached as a PDF document to their application’s final email.

- 1) For new applicants who have never held Nevada Educator Licensure - Click on the link to start the registration process, answer the question “no” and then click on next.
- 2) For renewal applicants, answer the question as “yes” followed by “no” for not having registered previously.
- 3) Register yourself using your First Name, Last Name, date of birth, **LAST 4 of SSN**, email address, and cell phone number to receive text messages only to be used to let you know you have a secure message from the Office of Educator Licensure. **Double-check your information is correct.**
- 4) Once you have registered, you will receive an email to log into the system using a temporary password which is case sensitive. Use this password to log into the system using your FULL email address. Then you will be prompted to change your email address. You will use the temporary password **1 more time** and type in your own password 2 times. *This will change your password and allow you to get to your dashboard.*
- 5) The dashboard contains all of your licensure information along with an “online services” area which is to the right-hand side of the screen. This is where you can start an application, request removal of provisions, omit licenses/endorsements, change your name, extend your license, and add additional endorsements. **Below your contact information is where NDE staff will be able to communicate with you through our Secure Communication. Simply click on the message in the secure communication to read it and reply back to our staff.**

