

1. DESE Profile
2. Background Check
4. SMSTA

# How to create: DESE Profile

**DO THIS BEFORE YOUR BACKGROUND CHECK!!**

# Step 1

- Click this link:  
<https://www.nwmissouri.edu/education/peu/studentteach/backgroundcheck.htm>
- Click 'Directions to create a DESE profile and apply for substitute certification'

The screenshot shows a web browser window with the URL [nwmissouri.edu/education/peu/studentteach/backgroundcheck.htm](https://www.nwmissouri.edu/education/peu/studentteach/backgroundcheck.htm). The page header is green with the NW Missouri State University logo and the text "PROFESSIONAL EDUCATION UNIT". Below the header is a large image of a football field with spectators. The main content area has a sidebar on the left titled "STUDENT TEACHING" with links: Welcome, Forms & Resources, Student Teaching Locations, Alternative Opportunities, Applications and Instructions, Teaching Certification, Requirements, and Related Links. The main content area is titled "REQUIREMENTS: BACKGROUND CHECK, DESE PROFILE, SMSTA AND SUBSTITUTE CERTIFICATION". It contains a paragraph about criminal background checks (CBC) and a list of links. The link "Directions to create a DESE profile and apply for substitute certification" is circled in red. The footer of the page includes the Northwest Missouri State University logo, address (800 University Drive, Maryville, MO 64468 USA), and links for Academic Calendar, Consumer Information, and REQUEST ADMISSIONS INFO.

**STUDENT TEACHING**

- Welcome
- Forms & Resources
- Student Teaching Locations
- Alternative Opportunities
- Applications and Instructions
- Teaching Certification
- Requirements
- Related Links

**REQUIREMENTS: BACKGROUND CHECK, DESE PROFILE, SMSTA AND SUBSTITUTE CERTIFICATION**

Criminal background checks (CBC) are only good for one year and must be valid through the first day of school at the school district you're placed at. All Northwest student teachers MUST complete a Missouri CBC regardless of what state you are student teaching. You must create a DESE profile following the instructions on the link below. Once you have been "cleared", you need to email a screenshot of this profile to [steach@nwmissouri.edu](mailto:steach@nwmissouri.edu). Make certain the screenshot includes your name at the top and the clearance date at the bottom. When signing up to do your fingerprinting you will need a 4-digit registration code; **Northwest's registration code is 2301**. In addition to the link below showing instructions on how to set up your profile is a link to show fingerprint registration. The average time for completion is two weeks.

- [Missouri Applicant Processing Services, Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests](#)
- [Directions to create a DESE profile and apply for substitute certification](#)
- [SMSTA, DESE Profile, Fingerprinting, Substitute Certification](#)

**Northwest Missouri State University**  
800 University Drive  
Maryville, MO 64468 USA

Academic Calendar  
Consumer Information

**REQUEST**  
ADMISSIONS INFO

# Step 2

- Follow the steps on the webpage to create a DESE profile
- Here is the link from the webpage:  
<https://apps.deese.mo.gov/DESEApplications/Signin/Index>

The screenshot shows the Missouri Department of Elementary & Secondary Education (DESE) website. The header includes the DESE logo and navigation links. A banner for "DESE COVID-19 Updates || COVID Relief Information" is visible. The main content area is titled "Educator Certification Help Guide" and contains instructions for creating a certification account. A black box highlights the "Certification Account" link, with an arrow pointing to it from the URL in the list item above. The right sidebar lists various resources like "Administrative Memos" and "Webinars".

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Welcome to dese.mo.gov. We hope you enjoy the site, and we welcome your feedback.

MO.gov Gov. Michael L. Parson Find an Agency Online Services

Home About Administrators Adults & Community Educators Parents & Students School Data

**DESE COVID-19 Updates || COVID Relief Information**

**Educator Certification Help Guide**

All certification requests will be made through the online educator certification system.

**1. CREATE ACCOUNT**

1. To access the system, you must first create and register a username and password on the **Certification Account** Portal. Click "Create Account" in the lower portion of the page.
2. Complete the registration questions
3. Click "Create User" (a confirmation message will appear)
4. Click "Return to DESE Login page" link

**NOTE: Do not create more than one username.** Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on "Forgot Username/Password?" in the lower section of the login page to request your username or to reset your password.

**2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM**

1. Enter your username and password and click "Login" to access the **User Application** page.
2. Click "Educator Certification System - Request Educator Access" link
3. Click "Submit"
4. Click "Close" in the small confirmation window
5. Click on "Educator Certification System" link
6. Enter your Social Security Number (SSN) and date of birth (DOB)
7. Click "Submit"
8. Enter or verify your Profile information (proper/legal name - no nicknames) and click "Save Profile"
9. Scroll down and complete or edit the Contact Information\* section and click "Save"

**Educator Quality**

- News and Updates
- Certification
- Educator Development
- Educator Effectiveness
- Educator Preparation
- Educator Growth Toolbox
- Equitable Access to Excellent Education
- Recruitment & Retention
- Teacher Loan Forgiveness

**Administrative Memos**

**Webinars**

Let's Talk! How Can We Help?

# Step 3

- Click 'Create Account'

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

DESE Applications Sign-in

Welcome to DESE Applications Sign-in!  
DESE Applications Sign-in (DAS) has replaced the DESE Secured Web Application Logon page.  
Our team heard your feedback! We've been working hard to create a modern design with new functions and features.  
We hope you enjoy the new look and feel!

Public Applications

- [Annual Report of the County Clerk](#)
- [Annual Secretary of the Board Report \(ASBR\)](#)
- [ePayOS](#)
- [Missouri Comprehensive Data System \(MCDS\)](#)
- [Nonpublic Registration Form](#)
- [School Finance](#)

Sign into your account

Username

Password

[Sign in](#) [Forgot Password?](#) [Forgot Username?](#)

[Create Account](#)

- Fill in information

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Create Account

First Name

Last Name

Primary Email

Secondary Email (optional)

Primary Phone

Secondary Phone (optional)

Username

Date of Birth

Password

Confirm Password

[Create Account](#) [Cancel](#)

[Already have an account?](#)

Improving Lives through Education

# Step 4

- Once you come to this page, you have successfully created your DESE profile!

The screenshot shows a web browser at the URL `apps.dese.mo.gov/DESEApplicationsSignin`. The page features the Missouri Department of Elementary & Secondary Education logo at the top. A green notification banner states: "You have successfully created a new account. You may now sign in. If you would like the ability to reset your password via text message, subscribe to text notifications on your profile page." Below this, a section titled "We Are Here to Help!" provides links to the FAQ and Help Center. The page is divided into two main columns. The left column, "Public Applications", lists links for the Annual Report of the County Clerk, Annual Secretary of the Board Report (ASBR), ePeGS, Missouri Comprehensive Data System (MCDS), Nonpublic Registration Form, and School Finance. The right column, "Sign into your account", contains a login form with fields for Username (filled with "sageklimm") and Password (masked with dots), a "Sign in" button, and links for "Forgot Password?" and "Forgot Username?". A link for "Don't have an account?" is also present at the bottom of the right column.

apps.dese.mo.gov/DESEApplicationsSignin

Missouri  
DEPARTMENT OF ELEMENTARY & SECONDARY  
EDUCATION

Forms MO.gov Help Center Create Account

## DESE Applications Sign-in

You have successfully created a new account. You may now sign in. If you would like the ability to reset your password via text message, subscribe to text notifications on your profile page. ✕

### We Are Here to Help!

Explore our FAQ to discover helpful features, tutorials, instructions, and more. It's a great resource to quickly resolve basic issues and answer straight-forward questions.

Feel like it's impossible to find answers? Don't worry! Visit our Help Center located in the footer and click Web Application Help. We will get you where you need to go.

### Public Applications

- [Annual Report of the County Clerk](#)
- [Annual Secretary of the Board Report \(ASBR\)](#)
- [ePeGS](#)
- [Missouri Comprehensive Data System \(MCDS\)](#)
- [Nonpublic Registration Form](#)
- [School Finance](#)

### Sign into your account

Username  
sageklimm

Password  
.....

Sign in [Forgot Password?](#)  
[Forgot Username?](#)

Don't have an account?

How to:

# Background Check

(fingerprints)

**USE CODE 2301!!**

# STOP!!

## DO YOU HAVE A DESE PROFILE CREATED?

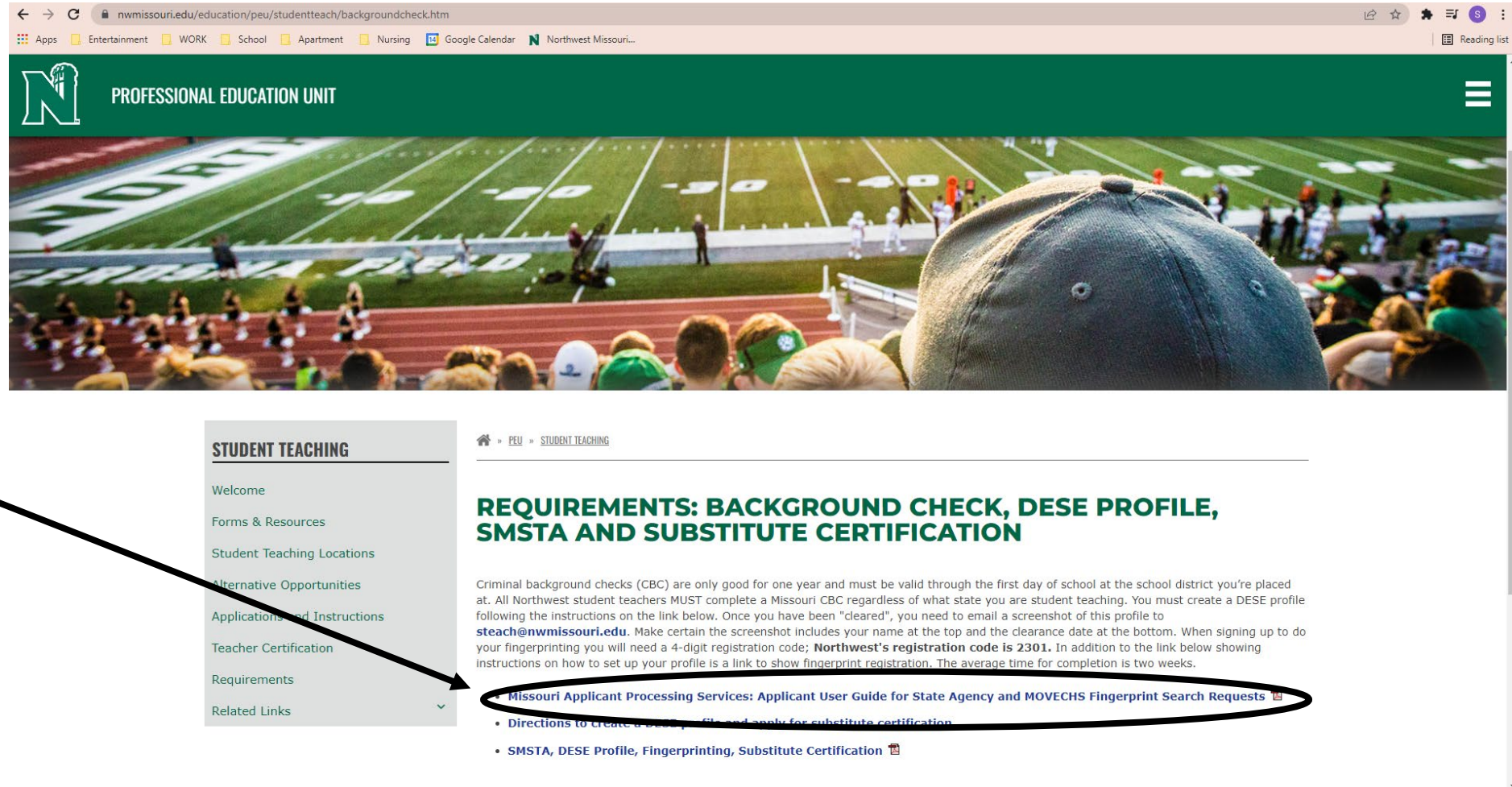
If not, go to slide #2 and create a profile.

If yes, continue on.



# Step 1

- Click on this link:  
<https://www.nwmissouri.edu/education/peu/pdf/studentteach/FingerprintInstructions.pdf>



The screenshot shows the Northwest Missouri State University Professional Education Unit website. The header features the university's logo and the text "PROFESSIONAL EDUCATION UNIT". Below the header is a large image of a football field with a crowd in the stands. A black arrow points from the link in the list to the "Requirements" link in the left sidebar. The main content area is titled "STUDENT TEACHING" and includes a list of links: Welcome, Forms & Resources, Student Teaching Locations, Alternative Opportunities, Applications and Instructions, Teacher Certification, Requirements, and Related Links. The "Requirements" link is highlighted with a black circle. The main content area also displays the title "REQUIREMENTS: BACKGROUND CHECK, DESE PROFILE, SMSTA AND SUBSTITUTE CERTIFICATION" and a paragraph of text explaining the requirements for criminal background checks (CBC), DESE profiles, and fingerprinting. The text states that CBCs are only good for one year and must be valid through the first day of school. It also mentions that all Northwest student teachers must complete a Missouri CBC regardless of what state they are student teaching in. The text further explains that once cleared, a screenshot of the profile must be emailed to [steach@nwmissouri.edu](mailto:steach@nwmissouri.edu). It also notes that a 4-digit registration code is needed for fingerprinting, with Northwest's registration code being 2301. The text concludes by stating that the average time for completion is two weeks. Below the paragraph, there are two links: "Missouri Applicant Processing Services: Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests" and "Directions to Create a DESE profile and apply for substitute certification". The first link is circled in black.

STUDENT TEACHING

- Welcome
- Forms & Resources
- Student Teaching Locations
- Alternative Opportunities
- Applications and Instructions
- Teacher Certification
- Requirements
- Related Links

» PEU » STUDENT TEACHING

## REQUIREMENTS: BACKGROUND CHECK, DESE PROFILE, SMSTA AND SUBSTITUTE CERTIFICATION

Criminal background checks (CBC) are only good for one year and must be valid through the first day of school at the school district you're placed at. All Northwest student teachers MUST complete a Missouri CBC regardless of what state you are student teaching. You must create a DESE profile following the instructions on the link below. Once you have been "cleared", you need to email a screenshot of this profile to [steach@nwmissouri.edu](mailto:steach@nwmissouri.edu). Make certain the screenshot includes your name at the top and the clearance date at the bottom. When signing up to do your fingerprinting you will need a 4-digit registration code; **Northwest's registration code is 2301**. In addition to the link below showing instructions on how to set up your profile is a link to show fingerprint registration. The average time for completion is two weeks.

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- [Directions to Create a DESE profile and apply for substitute certification](#)
- [SMSTA, DESE Profile, Fingerprinting, Substitute Certification](#)

# Step 2

- Click this link:  
<https://www.machs.mo.gov/MACHSFP/home.html>

The screenshot shows a PDF document titled "FingerprintInstructions.pdf" from the URL `nwmissouri.edu/education/peu/pdf/studentteach/FingerprintInstructions.pdf`. The document is a multi-page guide for fingerprinting. A black arrow points from the URL in the list above to the "www.machs.mo.gov" link in the document.

**4 Digit Registration Number**

To register with MACHS for a fingerprint search that includes a check of FBI files your employer/licensing agency must have provided you with a 4 digit registration number. This number ties all agency identifying information together to ensure that your background check response is returned to the correct agency in a timely manner.

**Notarized Letters**

Depending on the purpose of your background check you may have the option to request that notarized

**Welcome 3M/Cogent**

**Missouri's New Fingerprint Services Vendor**

3M/Cogent Corp. has won the contract to be Missouri's new fingerprint services vendor. They will be taking the place of L-1 Identity Solutions effective July 1, 2012.

The new contract with 3M/Cogent has many benefits over the old contract including a lower cost, an expanded number of fingerprint services sites and expanded hours of operation to include evening and weekends.

3M/Cogent Fee Schedule:

Fee	Amount
Fingerprinting Fee	\$8.30
State Fee	\$20.00 (\$14.00 if fingerprinted for foster care pursuant to Section 210.487 RSMo.)
FBI Fee	\$16.50 (\$15.00 for volunteers)
Notarized Letter Fee	\$2.00 (if requested)

**Note: The combined fee for applicants needing a standard State and FBI search is \$44.80 unless you qualify for one of the exceptions above. Your fee will be automatically calculated based on the 4 digit registration number that you provide.**

**The Missouri Automated Criminal History Site**

**MACHS**

If you need to be fingerprinted through 3M/Cogent you must first register with the Missouri Automated Criminal History Site (MACHS).

MACHS is located at: [www.machs.mo.gov](http://www.machs.mo.gov)

Individuals without access to the Internet may contact 3M/Cogent

# Step 3

- Click 'Click here to register with the fingerprint portal'

The screenshot shows the Missouri State Highway Patrol's Missouri Automated Criminal History System (MACHS) website. The browser address bar shows `machs.mo.gov/MACHSFP/home.html`. The page header includes the Missouri State Highway Patrol logo and the text "Missouri State Highway Patrol" and "MSHP Search | MSHP Home" with "Colonel Eric T. Olson, Superintendent". Below the header is a navigation bar with links: Home, About, Contact, Name Search Portal, FAQ, and Links. The main content area is divided into two columns. The left column contains three sections: "Fingerprint Portal - Registration" with links for "Check Fingerprint Status", "Search for a Fingerprint Location Near You", and "Reschedule a Fingerprint Appointment"; "Fingerprint Portal - Administration" with links for "Log-in to the Fingerprint Search Portal" and "About MOVECHS"; and "Name Search Portal" with a link for "Log-in to the Name Search Portal". The right column contains a "NOTICE" about Microsoft Internet Explorer no longer being supported, a "Welcome to the Missouri Automated Criminal History Site (MACHS)" message, and two buttons: "Click here to Register with the Fingerprint Portal" (which is circled in red) and "Click here to Register with the Name Search Portal". An arrow from the text "Click 'Click here to register with the fingerprint portal'" points to the circled button. At the bottom right, there are logos for HTML5 and a stylized 'E'.

# Step 4

- Click 'Click here to register with MACHS'

Missouri State Highway Patrol

MSHP Search | MSHP Home  
Colonel Eric T. Olson, Superintendent

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

**MACHS Fingerprint Search Portal**

- To register with MACHS to be fingerprinted for a State and/or FBI Criminal Background Check your employer or licensing agency must have provided you with a registration number to enter when registering.
- If you do not have a registration number, please contact your employer or licensing agency to receive one.
- If the purpose of the criminal history search is not for an employer or licensing agency but is instead for yourself for personal review purposes, please contact our office at (573) 526-6153 option 3 for further instructions.

[Click here to Register with MACHS](#)

- Type in the code '2301' and click enter

Missouri State Highway Patrol

MSHP Search | MSHP Home  
Colonel Eric T. Olson, Superintendent

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter".

4 digit Registration Number 2301 Enter Reset

# Step 5

- Fill in the information then click 'Register'

← → ↻ machs.mo.gov/MACHSFP/form.html

Apps Entertainment WORK School Apartment Nursing Google Calendar Northwest Missouri...

Reading list

MSHP Search | MSHP Home  
Colonel Eric T. Olson, Superintendent

Missouri State Highway Patrol

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter".

4 digit Registration Number 2301 Enter Reset

\* indicates a required option

Requesting Entity/Type of Search

ORI *	ORI Name
MO920320Z	DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OCA	OCA Name
999999S	CERTIFICATIONS UNCLASSIFIED SUBSTITUTES

Contact Information

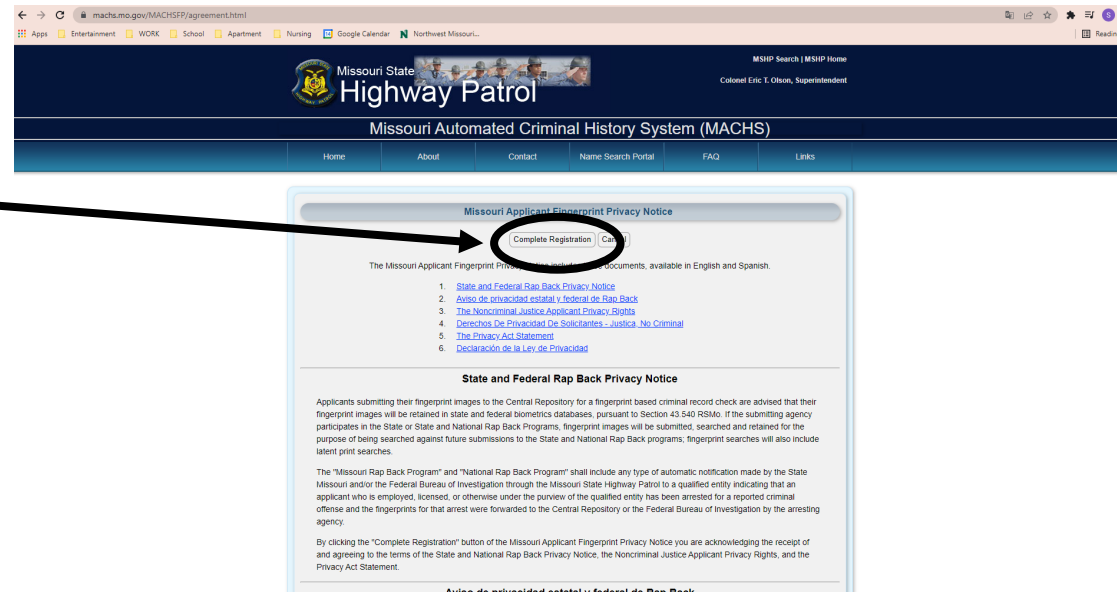
First Name *	Middle Name	Last Name *	Suffix
			▼
Alias First Name	Alias Middle Name	Alias Last Name	Alias Suffix
			▼
Mailing Address *			Apt. Number
City *	State *	Zip Code *	

# Step 6

- Scroll down and click 'Complete Registration'



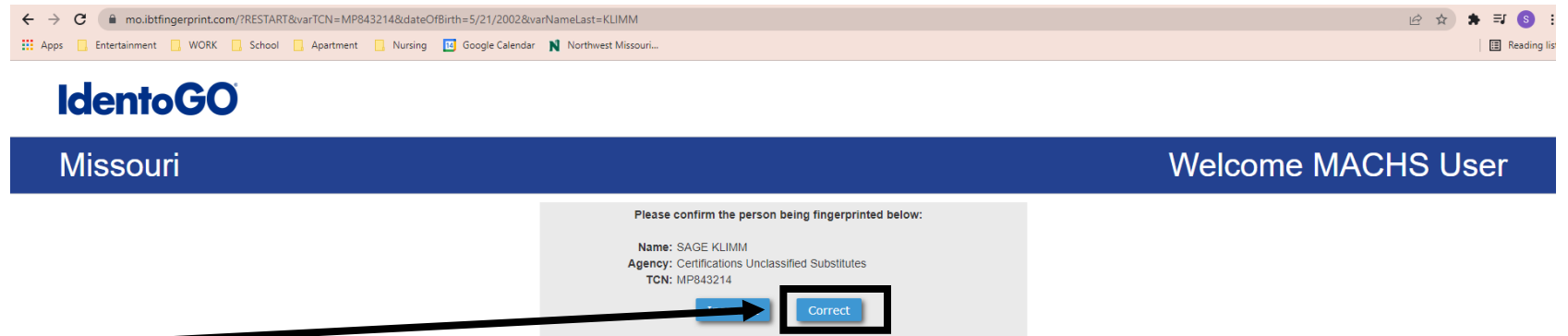
- Click 'Complete Registration' again



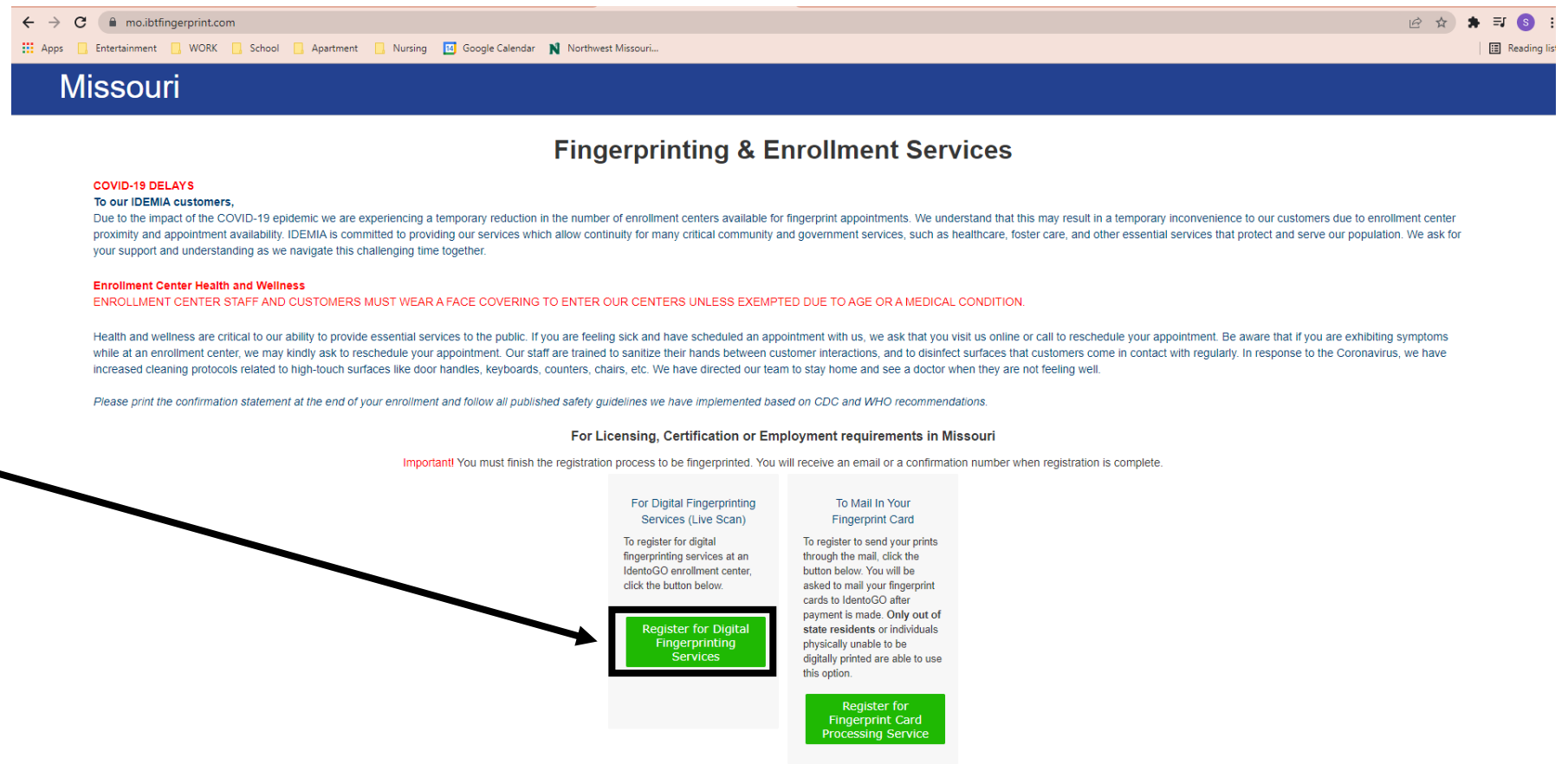


# Step 7

- Click 'Correct'

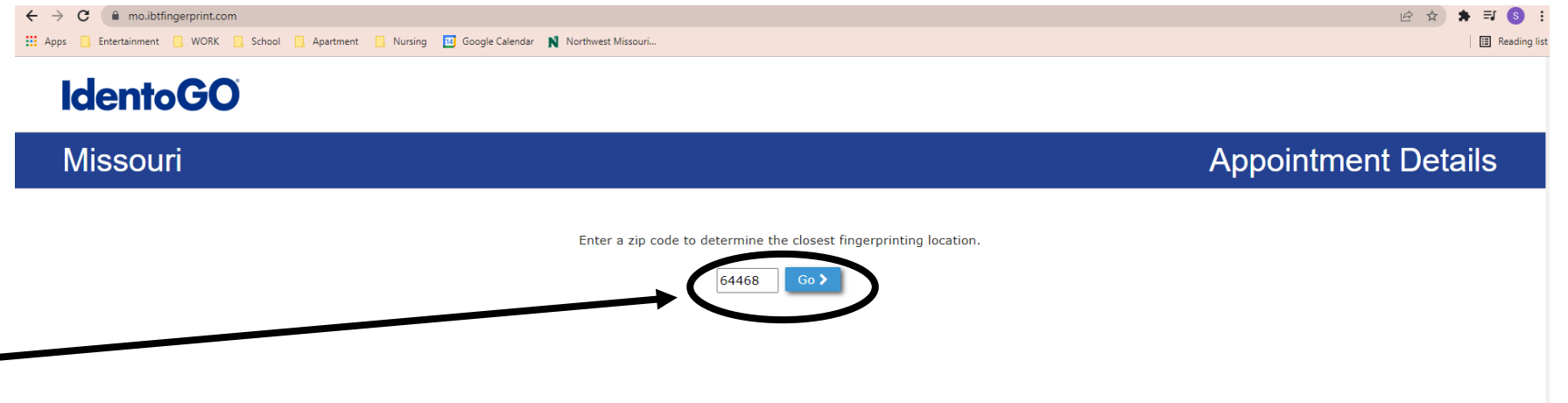


- Click 'Register for Digital Fingerprinting Services'



# Step 8

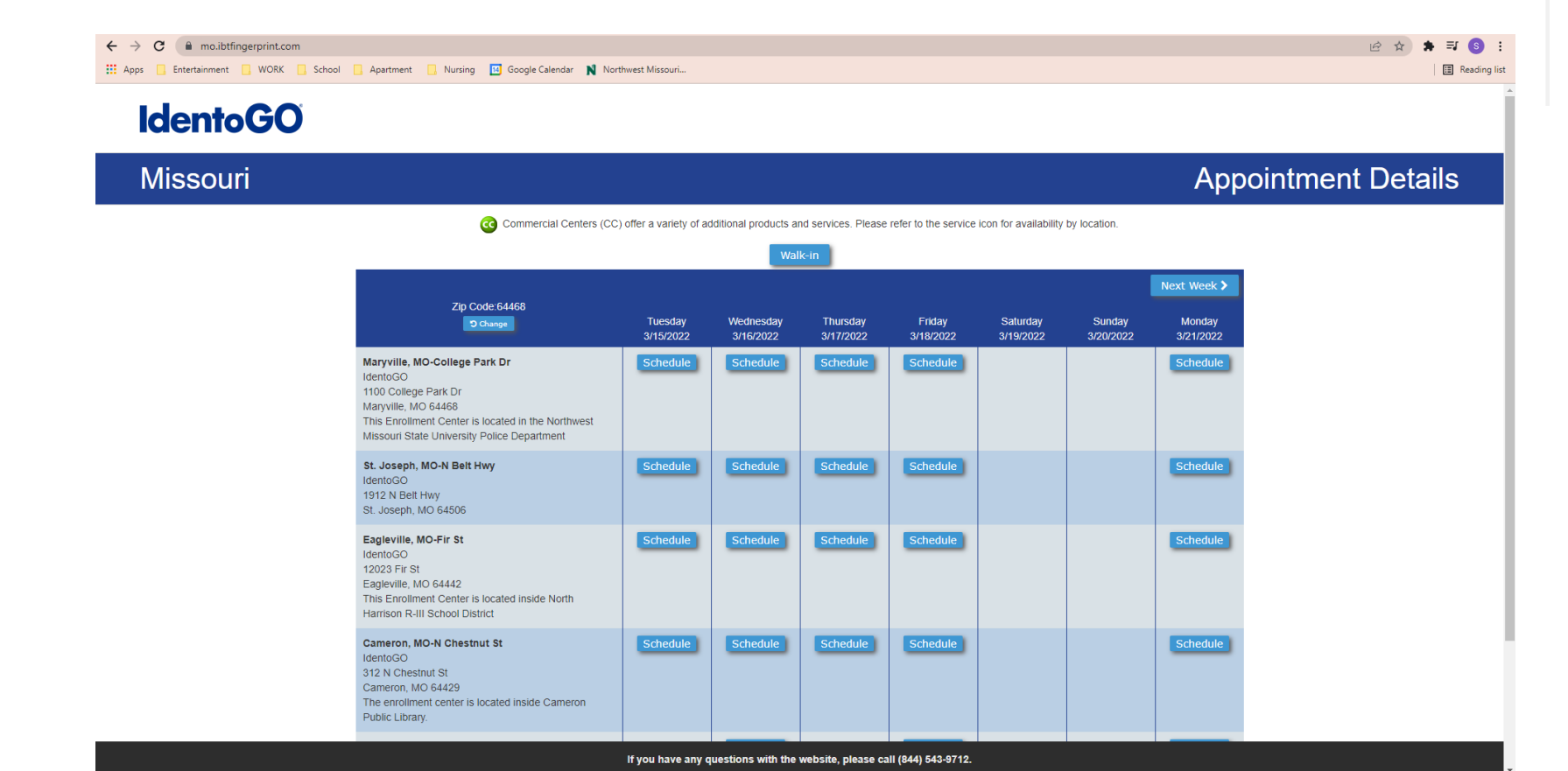
- Enter zip code: 64468
- Click 'Go'



IdentoGO Missouri Appointment Details

Enter a zip code to determine the closest fingerprinting location.

64468 Go



IdentoGO Missouri Appointment Details

Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Walk-in

Zip Code: 64468

Next Week

	Tuesday 3/15/2022	Wednesday 3/16/2022	Thursday 3/17/2022	Friday 3/18/2022	Saturday 3/19/2022	Sunday 3/20/2022	Monday 3/21/2022
<b>Maryville, MO-College Park Dr</b> IdentoGO 1100 College Park Dr Maryville, MO 64468 This Enrollment Center is located in the Northwest Missouri State University Police Department	Schedule	Schedule	Schedule	Schedule			Schedule
<b>St. Joseph, MO-N Belt Hwy</b> IdentoGO 1912 N Belt Hwy St. Joseph, MO 64506	Schedule	Schedule	Schedule	Schedule			Schedule
<b>Eagleville, MO-Fir St</b> IdentoGO 12023 Fir St Eagleville, MO 64442 This Enrollment Center is located inside North Harrison R-III School District	Schedule	Schedule	Schedule	Schedule			Schedule
<b>Cameron, MO-N Chestnut St</b> IdentoGO 312 N Chestnut St Cameron, MO 64429 The enrollment center is located inside Cameron Public Library.	Schedule	Schedule	Schedule	Schedule			Schedule

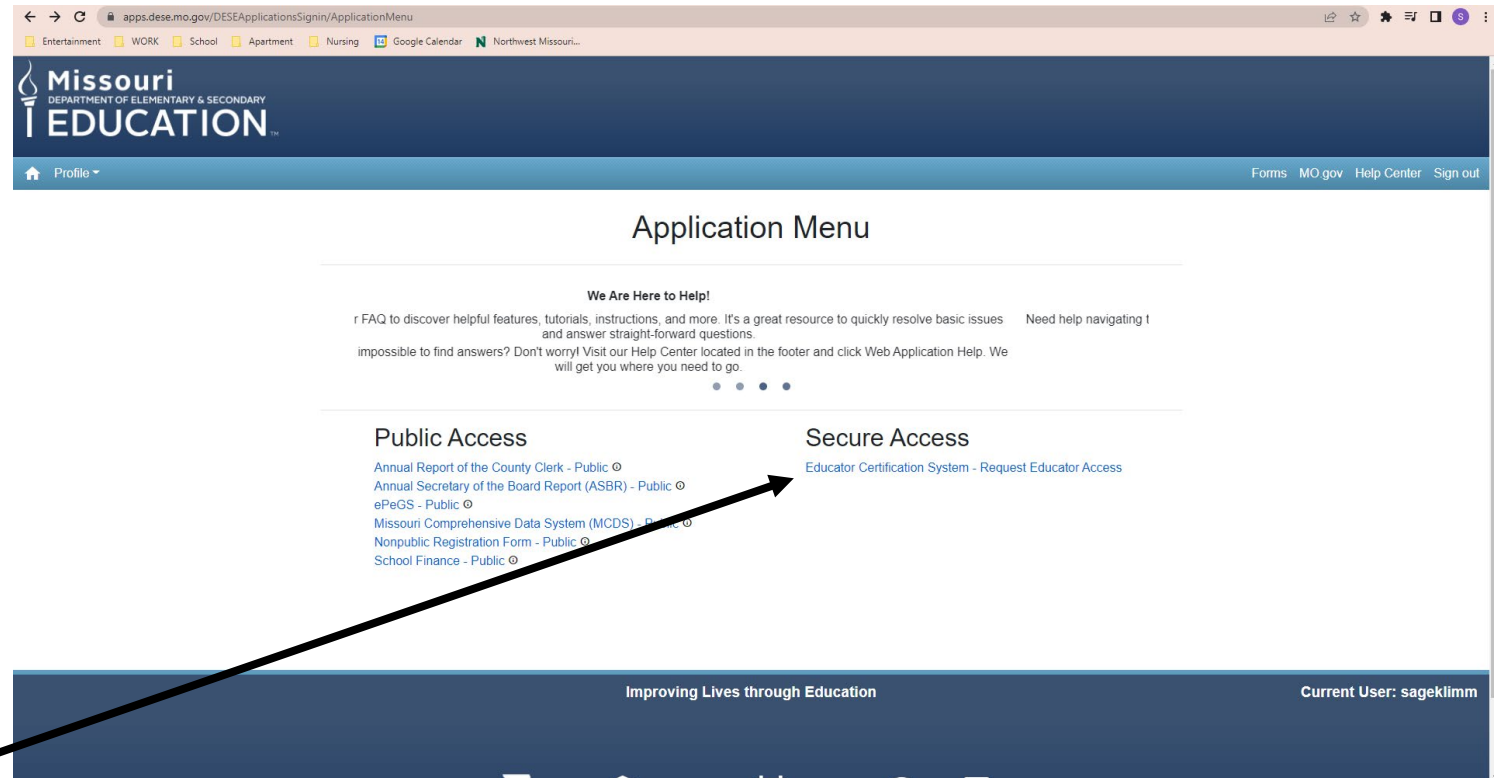
If you have any questions with the website, please call (844) 543-9712.

- Make an appointment
- Choose a time
- Payment is \$41.75
- Bring photo ID



# Step 9

- Once you have completed your fingerprints, check your DESE profile to see if your results have populated onto it yet
- Log in to DESE:  
<https://apps.dese.mo.gov/DESEApplicationsSignin/Index>
- Click 'education certification system'



# Step 10

- Take a screenshot and email to [steach@nwmissouri.edu](mailto:steach@nwmissouri.edu)



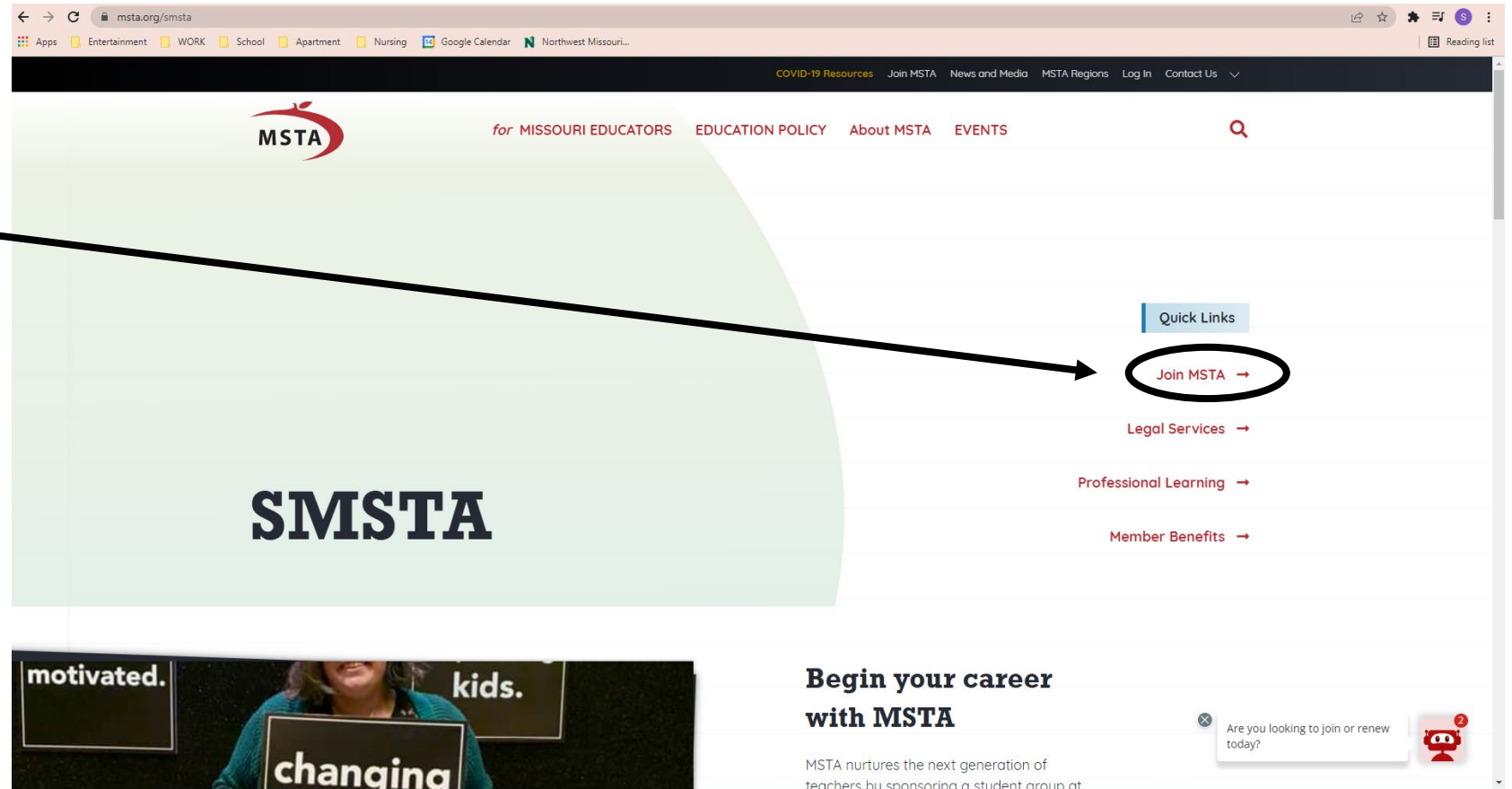
Personal Information			
First Name	Middle Name	Last Name	Suffix
MOLLY	LEEANN	MCVINUA	
SSN: [REDACTED]			System Setup Date: 12/11
Educator ID: [REDACTED]			
Date of Birth: [REDACTED]			
Gender: FEMALE			
Are you Hispanic or Latino?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Race:			
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African America <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White			
Profile UserID: mollymcv20			
			Save Profile
mollymcv20 <a href="#">Logout</a>			
Contact Information			
Address:		[REDACTED]	
City:		State: MO	Zip: 64468-0000
Personal Phone:	[REDACTED]		
Work Phone:	[REDACTED]		
Email Address:	[REDACTED]		
			Edit Contact Information
Fingerprint Information			
0 record(s)			
Date Fingerprinted	Fingerprint Status	Requesting Agency	Date Cleared
Assessments			

# How to sign up: SMSTA

**DO NOT SIGN UP FOR SMSTA UNTIL JULY 1<sup>st</sup> !!**

# Step 1

- Click on this link:  
<https://msta.org/smsta>
- Click 'Join MSTA'



# Step 2

- Click on 'Don't have an account?'

The screenshot shows a web browser window with the address bar displaying `my.msta.org/NC_Login`. The browser's bookmark bar includes links for Apps, Entertainment, WORK, School, Apartment, Nursing, Google Calendar, and Northwest Missouri... The page features the MSTA logo and a 'Log In' link in the top right corner. A red banner at the top contains the text 'Welcome' and 'Please log in or create an account to continue.' Below this is a login form with fields for 'Email' and 'Password', a green 'Log In' button, and a link for 'Forgot your password?'. The link 'Don't have an account?' is circled in black, and a black arrow points from the text 'Click on 'Don't have an account?'' to it. At the bottom of the page, it says 'Powered by Nimble AMS'.

# Step 3

- Fill in the information
- Use your Northwest email address

my.msta.org/nc\_createaccount

Apps Entertainment WORK School Apartment Nursing Google Calendar Northwest Missouri...

Reading list

MSTA

Log In

## Create My Account

Please provide some information to create your account.

You must complete fields ending with \*.

**Before you begin...**

Please note that if you have been an MSTA member in the past, you already have an account. Call the MSTA Member Care Center for help with logging in at (800) 392-0532.

**My Contact Information**

First Name \*

Last Name \*

Home Street \*

Home City \*

Home State/Province \*

Home Zip/Postal Code \*

Home Phone

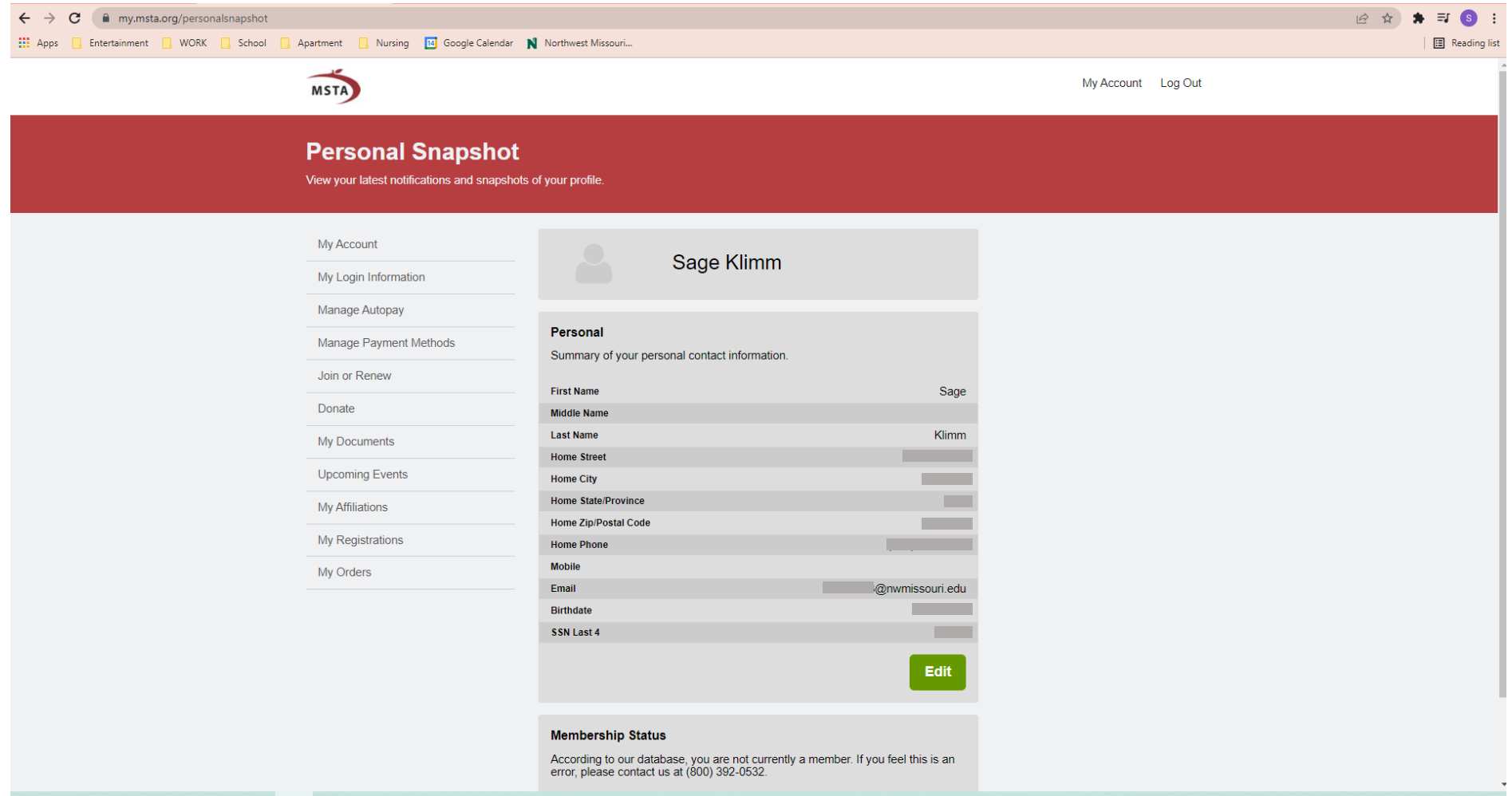
Mobile

Birthdate \*

SSN Last 4 \*

# Step 4

- This is what your page should look like once you click continue
- Check your NW email for a confirmation email now



The screenshot shows a web browser window with the URL `my.msta.org/personalsnapshot`. The browser's address bar and tabs are visible at the top. The page features a red header with the MSTA logo and the text "Personal Snapshot" and "View your latest notifications and snapshots of your profile." In the top right corner, there are links for "My Account" and "Log Out".

On the left side, there is a vertical menu with the following items: "My Account", "My Login Information", "Manage Autopay", "Manage Payment Methods", "Join or Renew", "Donate", "My Documents", "Upcoming Events", "My Affiliations", "My Registrations", and "My Orders".

The main content area displays a profile for "Sage Klimm". It includes a "Personal" section with a summary of contact information and a list of fields: First Name (Sage), Middle Name, Last Name (Klimm), Home Street, Home City, Home State/Province, Home Zip/Postal Code, Home Phone, Mobile, Email (ending in @nwmissouri.edu), Birthdate, and SSN Last 4. An "Edit" button is located at the bottom right of this section.

Below the personal information is a "Membership Status" section. It contains the text: "According to our database, you are not currently a member. If you feel this is an error, please contact us at (800) 392-0532."

# Step 5

Forward the  
confirmation email to  
[steach@nwmissouri.edu](mailto:steach@nwmissouri.edu)

