



## ADMINISTRATOR QUICK GUIDE

### *The Same Level Licensure Online System*

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1. Online registration is required in order to gain system access and review applications for licensure renewals. To access the SLL online system and register for an account, visit <http://teachnm.org>.
2. Click on the 'First-time Registration' link to begin the registration process, located underneath the "Same Level Licensure" section of the front page.
3. Be sure to read all information on the pages that you encounter during the registration process. You must enter valid and current information in all fields. Required fields are noted by an asterisk (\*). Please be sure that you register with your correct Affiliation and Member Type.
  - Member Type – select "OTHER"
  - Affiliation – select your SCHOOL
4. Once you have completed the Registration Form, click on the 'Submit' button at the bottom of the page. Your username and password will be displayed on the page that follows. These codes will also be e-mailed to you at the e-mail address that you provided within the Registration Form.
5. There may be a waiting period following registration before your codes are activated for login. Typically, this period is used to verify your administrative status with the State and takes between 24-48 hours after initial registration.
6. To login to the system, return to <http://teachnm.org> and click on the 'Returning Login' link, located underneath the "Same Level Licensure" section of the front page. A new page will open where you will be prompted to select from a list of options; please choose "Administrator".
7. Enter your username and password in the fields provided (be sure to enter them exactly as they were issued as they are case-sensitive). After logging in, the main page is divided into three separate tables.
8. Under the table "**SLL REVIEWS**", click on the green checkmark to get started.
9. You will either see a message stating "No Renewals Ready For Review", or a table with educators that have applied for same level licensure renewal(s) at your school. If an educator is present, click on his or her name from the table. A new page will open with an Administrative Review form for you to complete.
10. Once you have reviewed the application, click on the "Save" button to submit your scores. A message should follow verifying that your Renewal Record was added.
11. To verify that you have completed your review, return to the page with the table of educator names. You should see a column entitled 'Admin Review' with a green checkmark in the row of the educator for whom you have just completed your review.