



Instructions for Administrators to approve Dossiers/OPALs:

1. Register as an "administrator" in the online portal. <https://licensureapp.ped.state.nm.us/login> (You will also need your teaching license # to do this. If you do not have a license you can use all 9's).

2. Only sign up as an '**administrator**' as the other admin types are for PED use. The link is below.

3. Once a teacher completes the Dossier/OPAL, you will need to go into the portal to approve Parts D and E of the Dossier/OPAL.

4. Once that is completed their dossier will be moved in the portal to reviewers. If you have any questions, please contact: cleo.mow@regionix.org

<https://licensureapp.ped.state.nm.us/login>

**Register is in the bottom right-hand corner- save this link as this is the same one you will go in to approve dossiers.