1. Log into web apps – go to DESE.mo.gov and click on the link in the middle of the page.

2. Once on the web apps logon page, click on the ‘Register’ button.

3. Enter your information to build your account profile. Once you successfully create an account, that portion of the registration process is done... BUT you are not done yet.

NOTE: - When entering the user name, the system is verifying that name is not already taken. Make sure to tab out or click out of the user name field if the button is still grayed out.