

Locating Your PIC

K-12 school district employee PIC

- Your PIC can be accessed by logging into your account in the [MOECS system](#) and clicking on Manage Demographics. If you have never been in MOECS before, create a MOECS account by following the directions:
 1. Click on "Create New Login Name/Password" in the MOECS Login box.
 2. Create your login following the directions in MEIS – also make sure to learn the MEIS Account ID it assigns you (the number starting with an "A").
 3. Go back to the MOECS login page and log in with your new Login Name and Password assigned through MEIS.
 4. Answer all the questions through the initial creation pages, and fill in all required fields and Save.
 5. Your PIC will be pulled into your MOECS account and located on your Manage Demographics page, just below your email. If it does not appear there within a couple days, please contact the SCECH Administrator at SCECH@michigan.gov .

[The Michigan Online Educator Certification System \(MOECS\)](#)

MOECS Helpdesk Phone Number: 517-373-3310