

Login Basics: Creating a New MySD Account

This How-To-Guide is intended for anyone that does not already have an existing MySD account and needs a new login to transact business with the SDBMOE

1

Navigate to the SDBMOE Public website. Hover over "**Quick Links**" and Click "**Account Login**"



2

Enter your preferred email into the "**Enter email address to login**" field. Click "**Continue**"



If you already have a mySD account, you can use your existing account info to log in.

Don't have an account? A mySD account will let you access State of South Dakota services using a single username and password.

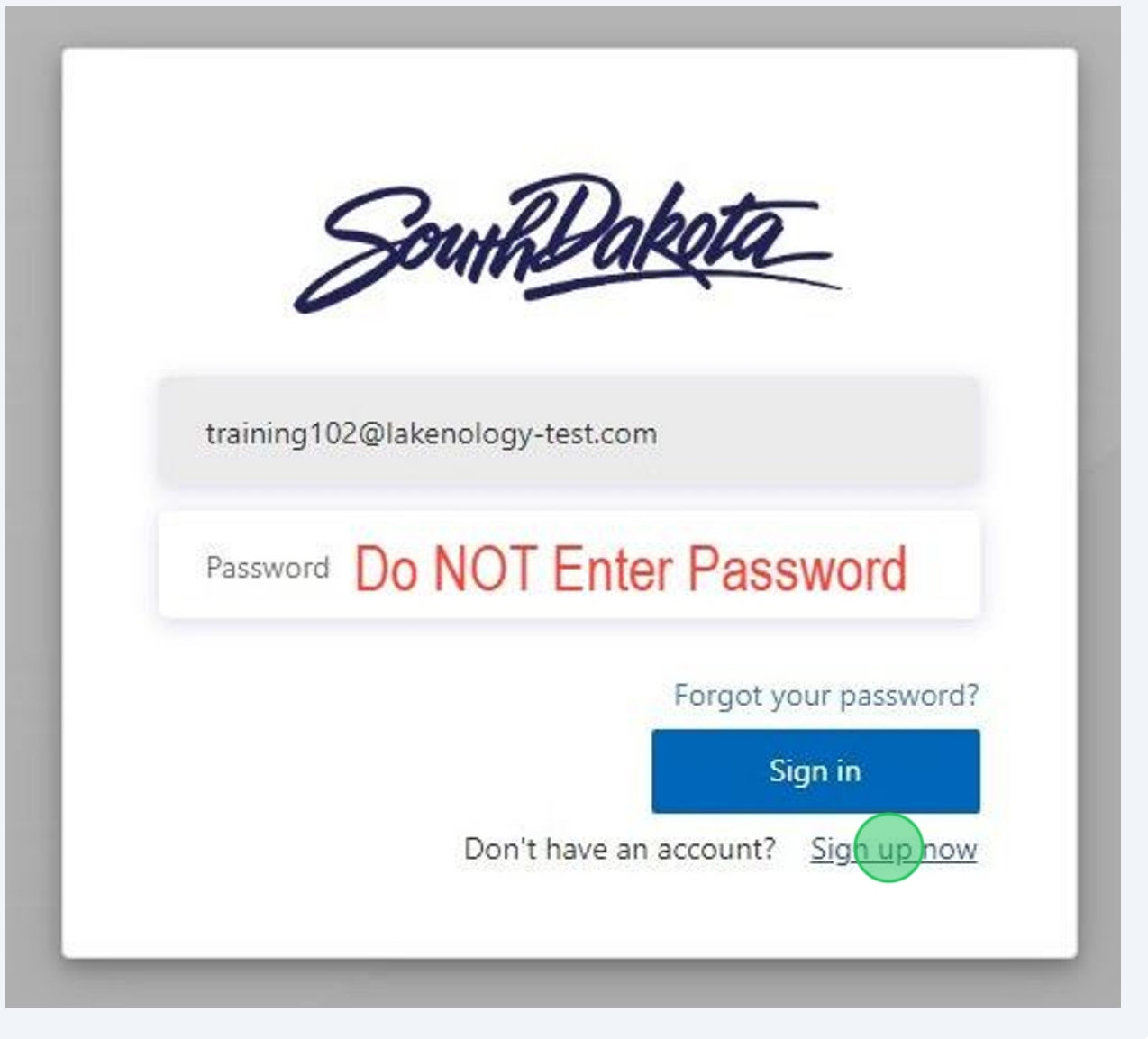
If you have trouble logging in, visit the [mySD and Citizen Portal Login Help page](#) or call 605-773-3011 for assistance.



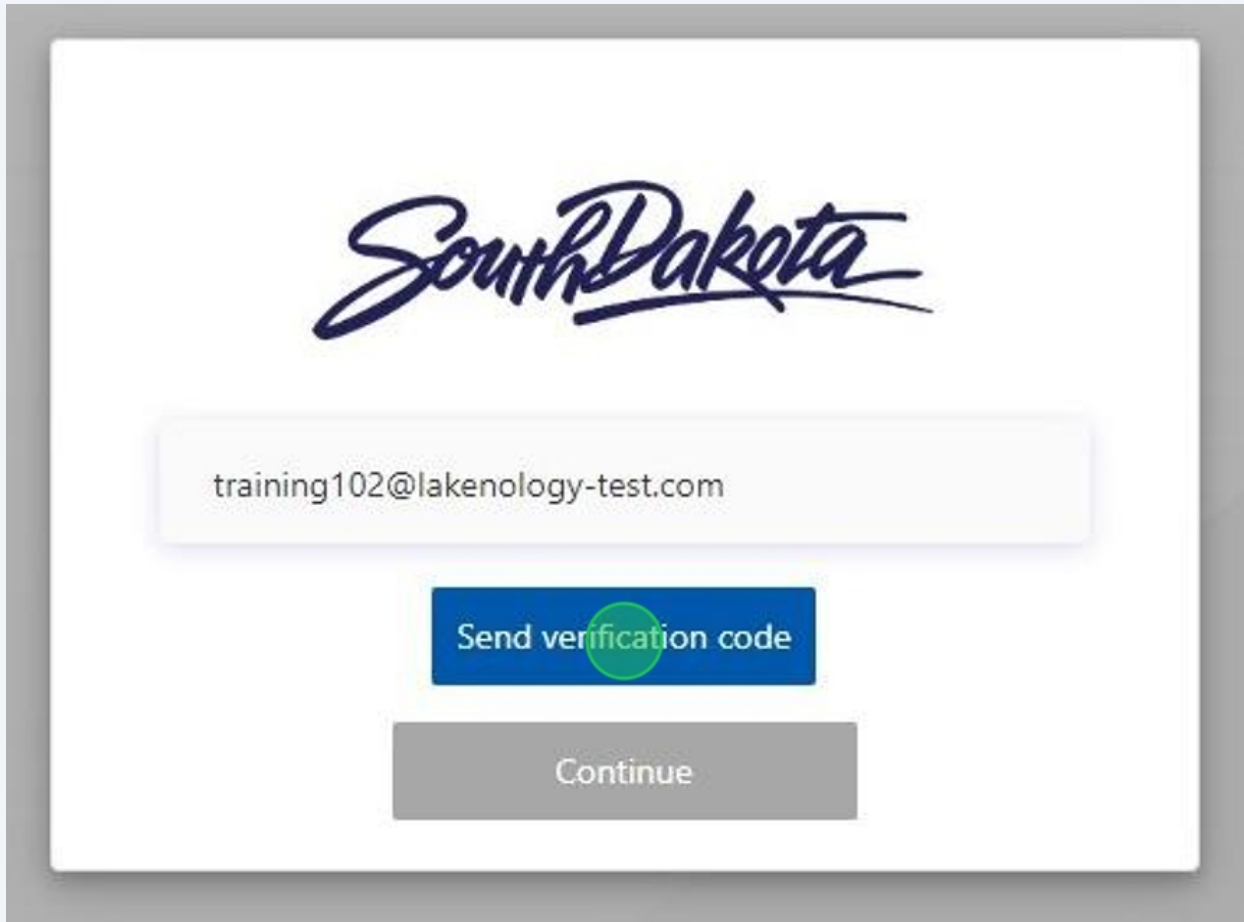
training102@lakenology-test.com

Continue

3 Do Not enter a password. Click "**Sign up now**"



4 Click "Send Verification Code"



5

Enter the code you received via email. Click "**Verify Code**"

The logo for South Dakota, featuring the words "South Dakota" in a dark blue, cursive script font.

Verification code has been sent to your inbox. Please copy it to the input box below. Check your email in a new browser tab or window. Do not leave this page or the code will not work.

training102@lakenology-test.com

534728

Verify code

Send new code

Continue

6 Click "Continue"



The code has been verified. You can now continue.

training102@lakenology-test.com

Continue

7

Enter ALL required fields. Make a note of the password you entered.

New Password

Confirm New Password

First Name

Last Name

Street Address

City

State

8 After all fields are entered. Click "**Continue**"

A screenshot of a form with the following fields and values:

-
- Training
- Module
- 321 guide avenue
- Sioux Falls
- South Dakota
- 54821
- United States

At the bottom of the form is a blue button with the text "Continue" in white.

9

Your **Phone Number** is required for increased security using two-factor authentication. It is important that you enter a valid phone number for yourself and type it in correctly. Click "**Send Code**"



Country Code

United States (+1) 

Phone Number

Phone number

Send Code

Call Me

10

You will receive a 6-digit code via text at the number you just previously entered. Enter the code you receive. Click "**Verify Code**". If you do not receive a code after a brief period of time, Click "**Send a new code**"

South Dakota

Enter your verification code below, or send a new code

Verify Code