



National Decertification Index

Existing User Transition Guide

Need help?

Contact IADLEST

info@iadlest.org



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1.0 Welcome to the New and Improved NDI 3.0!

The National Decertification Index (NDI) is now available as NDI 3.0 — a modernized, enhanced platform designed to improve user experience, security, and data management. This guide is designed to help existing users of the National Decertification Index (NDI) transition smoothly to the new NDI 3.0 platform

1.1 Who should use this guide?

This guide is intended for **current NDI users** who have an active account in the previous system and need to transition to the new NDI 3.0 platform. It provides step-by-step instructions to help existing users update their accounts, set up new security features, and continue accessing the NDI without interruption.

New users without an existing account should refer to the [NDI User Guide](#), Section 2.2 Request Access.

1.2 Need help?

If assistance is needed during the transition or while using NDI 3.0, please refer to the full [NDI User Guide](#) for detailed instructions and troubleshooting tips. For additional support, contact IADLEST at info@iadlest.org.



2.0 Getting Started

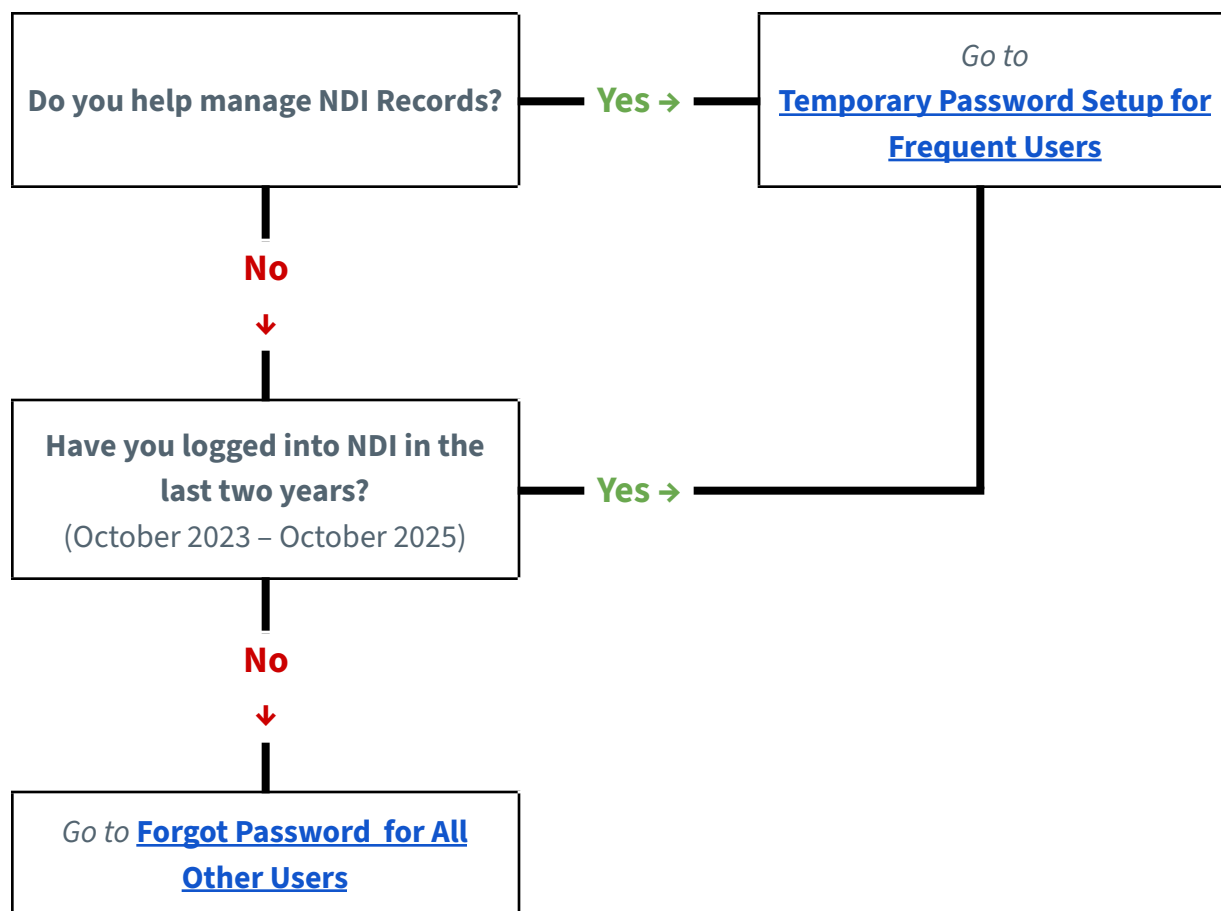
2.1 Accessing NDI

You can access the National Decertification Index at <https://ndi.iadlest.org>

NDI works on all major browsers (Chrome, Edge, Firefox, Safari) and can also be accessed from your mobile phone or tablet.

2.2 Find Your Process

There are two simple ways to get started, depending on your role and recent activity. Just answer a couple quick questions below, then head to that section to finish transferring your account.



2.3 Temporary Password Setup for Frequent Users

For frequent users who manage records and have logged in during the past year, you'll receive a temporary password to quickly get started.

Who should do this?

Frequent Users ▾

POST Admin ▾

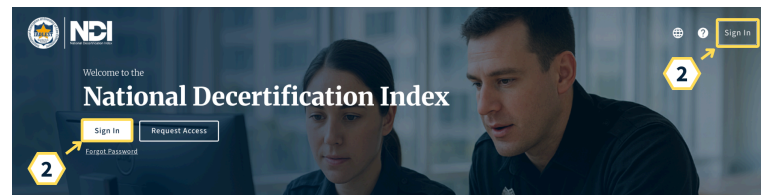
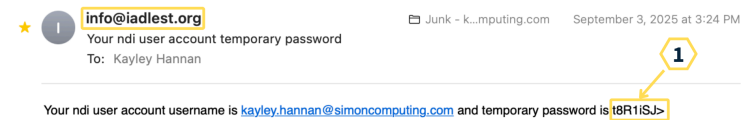
Data Entry Level 1 ▾

Data Entry Level 2 ▾

1. Check your email from info@iadlest.org for a temporary related to the October 2025 NDI release.

- If you don't see it shortly, please check your **spam** or **junk** folder.

2. Go to <https://ndi.iadlest.org> and click **Sign In**.



3. Enter your **email address** and the temporary password provided in the email.
4. Click **Sign In**.

5. Once verified, you'll be directed to the **Change Password** screen. Enter and confirm a new password.
 - Ensure your new password meets all requirements (they will turn green with check marks).
6. Click **Change Password** and save it for future sign-ins.



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- Next, you will be taken to an **MFA (multi-factor authentication)** screen.



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Email MFA

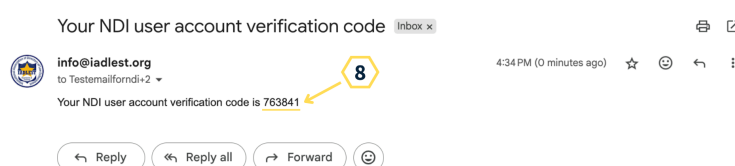
Enter the code that we sent in an Email to T***@g***..

Code

Enter code

Sign in

- Open your email and find the verification code.



- Copy and paste that code into the **Code** field and click **Sign In**
- You are now signed in with your new credentials and MFA enabled.



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Email MFA

Enter the code that we sent in an Email to T***@g***..

Code

763841

Sign in

➤ **Note:** If you did not log in within the specified time frame using the OTP, please follow the steps in the next section for a self-service password reset.

➤ **Note:** All users are automatically set up with email-based MFA upon their first sign-in. To change your MFA method, please refer to section [3.5 Change MFA Method](#) in NDI User Guide.

2.4 Forgot Password for All Other Users

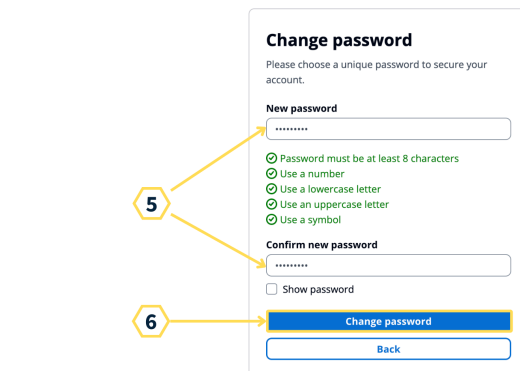
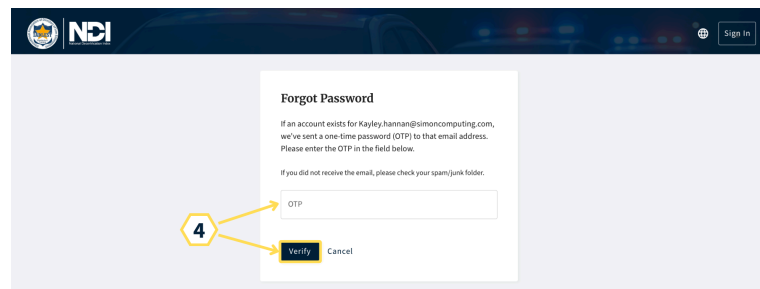
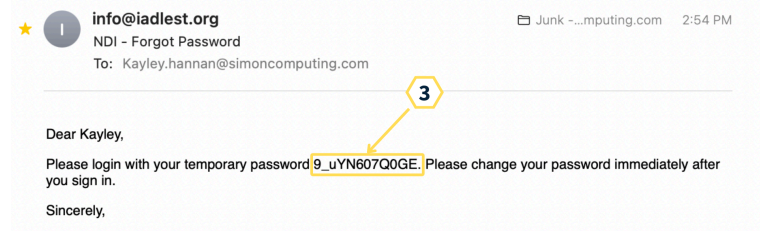
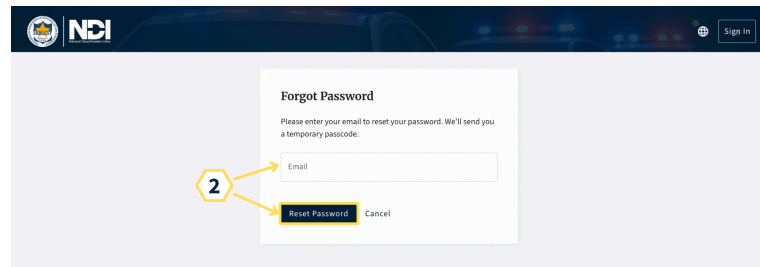
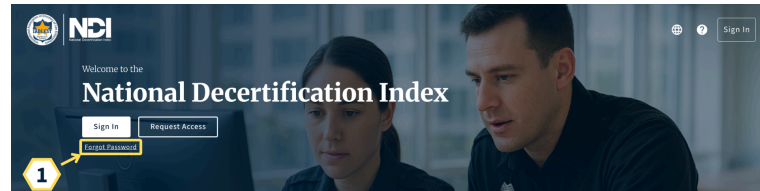
All other existing users can access their old account by resetting their password through the Forgot Password option.

Who should do this?

Occasional Users ▾

Query-Only Users ▾

1. Go to the **NDI Homepage** (<https://ndi.iadlest.org>) and click **Forgot Password**.
2. Enter your registered **email address**, then click **Reset Password**.
3. Check your email for a One-Time Passcode (OTP).
 - If you don't see the email shortly, please check your **spam** or **junk** folder.
4. Enter the OTP into the verification field on the page, then click **Verify**.
5. Once verified, you'll be taken to the **Change Password** screen. Enter your new password and confirm it.
 - As your password meets the listed requirements, they'll turn green.
6. Click **Change Password** and save it for future sign-ins.





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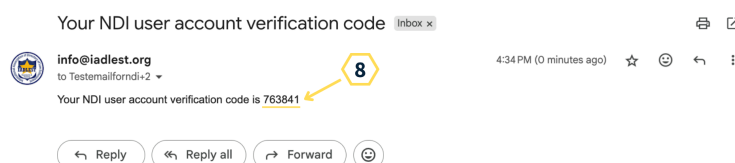
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Code

Enter code

Sign in

- Open your email and find the verification code.



- Copy and paste that code into the **Code** field and click **Sign In**
- You are now signed in with your new credentials and MFA enabled.



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Enter the code that we sent in an Email to T***@g***..

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Sign in

➤ **Note:** All users are automatically set up with email-based MFA upon their first sign-in. To change your MFA method, please refer to section [3.5 Change MFA Method](#) in NDI User Guide.

2.5 Explore NDI 3.0

Now that your account is set up, you're ready to explore the enhanced features of NDI 3.0. For detailed instructions and guidance on using all aspects of the system, please refer to the full [NDI User Guide](#). If you ever need help or have questions, the User Guide is your go-to resource.

Welcome to the new NDI experience!