LRCA User Profile Instructions

To receive an MDE Lead Training Card, you MUST establish a User Profile.

The first time you access the LRCA system, you will need to create a user profile based on whether you have MDE accreditation or a training card, or not. You must have an email address, and you will need access to your email during this process.

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FOR USERS WITH MDE ACCREDITATION OR TRAINING CARD

• Scroll past the red login button and Click the second black “Register” button.
• Next, search for yourself by inputting the requested information & click “Search”

• All your information will auto-populate. Check and make sure everything is correct. **It is not necessary to upload a photo of yourself to complete the User profile.**

• Next you will need to create a password by following the instructions sent to your email address.

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FOR USERS WITH **NO MDE ACCREDITATION OR TRAINING CARD**

- Scroll past the red login button and Click the **first black “Register” button**.

- Next enter your information to create your Personal Profile and Click the **Green “Save Profile” button**. (see bottom of next page)

- Check and make sure everything is correct.
After creating your personal profile, you will need to create a password. The password created will be used to login to the LRCA database.
After creating a profile, you may need to register your device. You will be emailed a “one time password” to verify your device. (This will be different from the password that you just created for your LRCA Login.)

You will need to enter the password into the space shown below. You may want to check, “I trust this device.”, if you don’t want to be asked for a One Time Password in the future.

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**General LRCA Information:**

Your home page will mirror the one shown below:
If you have questions, please contact MDE:

Phone Number: 410-537-3825

Email: LRCA.MDE@maryland.gov

Address:
1800 Washington Boulevard
Baltimore, MD 21230