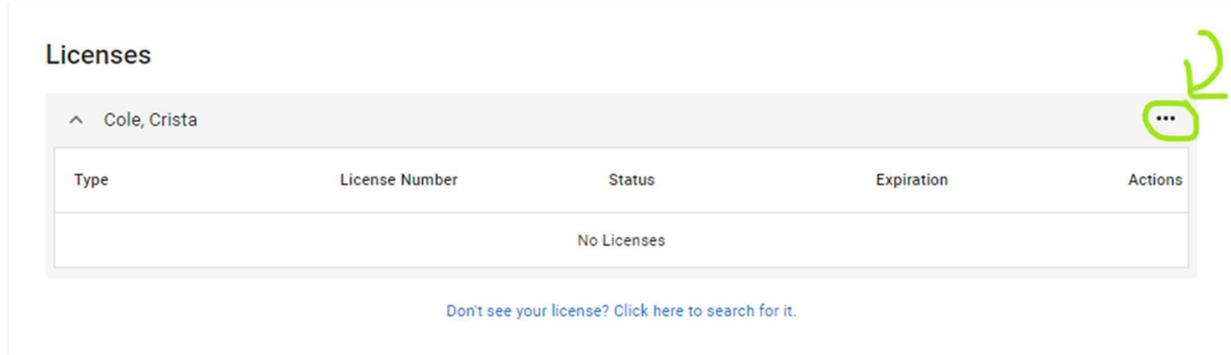


## How To: View Documents in VALO

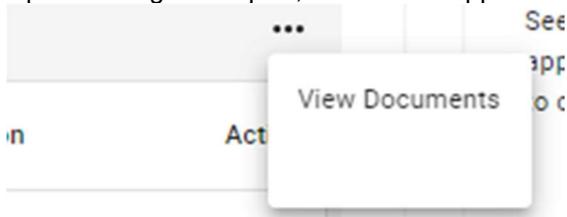
Individuals who have applied through VALO must access and view their documents in VALO. The Office of Licensure no longer mails copies of correspondence, evaluations, or licenses. It is important to self-monitor your VALO account to ensure that you stay updated on any correspondence being posted with regard to your licensure request.

Please follow the instructions outlined in this guide to view any documents, such as VDOE Correspondence or evaluations and deficiency listings, posted to your account.

1. Log into your VALO account.
2. On the Dashboard, direct your attention to the “Licenses” panel at the bottom left. Click on the ellipsis (three dots) in the top right-hand corner of the panel.



3. Upon clicking the ellipsis, a menu will appear. Select “View Documents”.



Once on the Documents page, you will see a listing of all of the documents that you have uploaded as part of your application, as well as any correspondence posted by the Licensure Office. If you are employed by a Virginia educational agency, please provide a copy of any VDOE correspondence to your employer.