

How educators can pay for their renewals on-line.

Dear Educator;

The new on-line Educator Information System (EIS) is now available for superintendents to recommend those educators who are up for renewal and for educators to then pay for their renewal on-line. This is a simple to use system and we are ready and available to assist you should the need arise.

As an educator, please follow these steps. **Realize, the Superintendent must first recommend you on-line before you are able to login and renew your license.**

Step 1: Login to <https://my.doe.nh.gov> and select Educator Information System

Note: If you do not know your login id and the system indicates you have a login, click “Reset Password” and enter your work email. Also, your i4see coordinator should be able to assist you with your login.

Step 2: From your EIS home page select **You Have 1 Credential Ready to Renew.**

If you do not see your renewal when you login, contact your superintendent to ensure they have recommended you for renewal.

Step 3: Click “Renew” next to the license to begin the renewal process.

Step 4: Follow the six steps to confirm your identity and pay for the renewal on-line. You must complete all six steps which includes paying for the licenses with a credit card.

You are now done! *You will see the renewal date for your credential has been updated to 2015!*

Please see TIPS on the credentialing home page for more examples or call for help.

Questions about credentialing or renewals?

Contact Lisa Landenberger, (603) 271-2408 or lisa.landenberger@doe.nh.gov

Difficulties logging into MyDOE?

Contact Mike Cote, (603) 271-2775 or myNHDOEHelp@doe.nh.gov