

# Gaining Access to the Arts Education Survey Log-In Procedure

Address: <https://my.doe.nh.gov/myNHDOE>

If you have previously used the new single sign-on system for New Hampshire educators, enter your username and password and click login to enter the system. Select Arts Ed Survey from the system listing options provided for your personal login.

## OR

If you have not previously used the single sign-on system, your email address may have already been entered in the system by the New Hampshire Department of Education. Over 800 NH music and art teacher email addresses have been loaded into the system already. Check to see if your email is already entered by:

- ◆ Clicking the “Forgot Your Password” link and provide your school email address.
- ◆ Personalize or reset your account information by following the wizard steps provided on screen.
- ◆ If you have successfully logged in to the system and find that you do not have access to the Arts Survey, please contact your district’s i4See contact and request access. A list of coordinators can be found at <http://www.ed.state.nh.us/education/datacollection/i4see/i4seeContacts.asp>

## IF

If your email is not found the system will indicate this with the following:

**This Email Address cannot be found for any user accounts. Please check it and try again.**

Then, select Cancel-Please cancel the wizard and hit the **Next** button.



Continue - Please continue the wizard



Cancel - Please cancel the wizard

**Next**

Choosing “**Next**” will take you back to the log-in screen. Follow these 2 steps:

- 1) Click the link to create a new user account. Go through the wizard steps to create your profile. When your profile has been completed go on to step 2.
- 2) Contact your district’s i4See contact and request access to the Arts Ed Survey. A list of coordinators can be found at <http://www.ed.state.nh.us/education/datacollection/i4see/i4seeContacts.asp>
- 3) Once you have been assigned as a “user” of the Arts Ed Survey by your i4See contact, the Arts Ed Survey will appear as an option on the systems listing page. This page appears after you select “login to system” from the myNHDOE sign-in page.
- 4) Choose the **Contact Support link** in the Help pane if the above actions fail to be successful. **Please specify the SAU name and District name. SAU name is the name of the town where your SAU office is located (e.g. Gilford SAU Office, Litchfield SAU Office, etc. with three exceptions: SAU #22, 28, 35 are identified by number only).**

Finally, if all else fails, contact Marcia McCaffrey or Teresa Vincent and describe your problem to one of them in an email.

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