Dear Educator;

The 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.**

<table>
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<tr>
<th>Step 1:</th>
<th>Login to <a href="https://my.doe.nh.gov">https://my.doe.nh.gov</a> and select Educator Information System</th>
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<tr>
<td>Please Note:</td>
<td>If you have trouble logging in, there are options on the login page if you forgot your login name or password. Do not set up a new account. Contact Lisa Landenberger at 603-271-0072 or email <a href="mailto:Lisa.Landenberger@doe.nh.gov">Lisa.Landenberger@doe.nh.gov</a> for assistance. Or you can also contact help support on the login page.</td>
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<tr>
<th>Step 2:</th>
<th>From your EIS home page select <strong>Renew your credentials here. If you do not see your renewal when you login, contact your superintendent to ensure they have recommended you for renewal.</strong></th>
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<th>Step 3:</th>
<th>Click “Renew” next to the license to begin the renewal process.</th>
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| Step 4: | Follow the seven simple steps to confirm your identity and pay for the renewal on-line. You must complete all 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! |

**Questions about credentialing or renewals?**

Contact Lisa Landenberger, (603) 271-0072 or Lisa.Landenberger@doe.nh.gov

**Difficulties logging into MyDOE?**

Contact Mike Cote, (603) 271-2775 or EIS.Help@doe.nh.gov.
Following please find screen prints for the steps above...

Login and choose the Educator Information System:

If your superintendent has recommended you for renewal you will see it waiting for you to renew when you login:
You can now click to “Renew” to follow six short steps to renew and pay for your license. You will be required to pay for the license on-line.

1. Verify your name, and enter your ethnicity.
   You will also be required to complete the experience piece as well.

2. You are renewing an educator certificate.
   Please fill in the profile information and click the next button.
   Once you have entered the required data click on the next button.
   - Continue - Please continue the wizard.
   - Cancel - Please cancel the wizard.

3. Verify and/or update your mailing address.
4. Verify and update your phone numbers and email addresses.

5. Answer all the questions

Enter your credit card information.

EIS accepts Visa and MasterCard only.

Enter submit at the end and you’re done.

There is no notice to you that your payment has gone through. Go back and check your credential, you should see that it is “Queued” to print. It will print usually the next day and go out in the mail.

You will have seven steps to confirm your identity and pay for the renewal on-line. You must complete all steps which includes paying for the license with a credit card.

Once you complete the steps you are done.

You will then be returned to a screen showing your credential now with a new renewal date three years later.

Updated: 02/11/14