The new on-line Educator Information System (EIS) is now available for you to recommend those educators who are up for renewal this year. You are now able to view educator credentials on-line and recommend your educators for renewals. This is a simple to use system and we are ready and available to assist you should the need arise.

As Superintendent, please follow these steps:

Step 1: Login to https://mydoe.nh.gov and select Educator Information System

Step 2: From your home page select Educators Awaiting Certificate Renewal Recommendation

Step 3: Check all educators you are ready to recommend (note: you can change the sort order of the list of educators by clicking on the column headings and/or choosing the number of records to ‘show’).

Step 4: Click: Recommend Selected Educator(s) (bottom of page)

Step 5: Next screen will be of individual educator: Check the correct endorsement area(s) for that individual. Click submit.
(This screen will repeat for each educator you are recommending).

You are now done!

Please see TIPs on the credentialing home page for more examples or call for help. http://www.ed.state.nh.us/education/doe/organization/programsupport/boc.htm

Questions about credentialing or renewals?
Contact Lisa Landenberger, (603) 271-2409 or llandenberger@ed.state.nh.us

Difficulties logging into MyDOE?
Contact Mike Cote, (603) 271-2775 or myNHDOEHelp@ed.state.nh.us
Following please find screen prints for the steps above...

The superintendents home page in EIS should have a message that identifies the number of educators who must be recommended. Select this activity to recommend your educators. Click on the link below the message to view the educators awaiting recommendation.
Check all of the educators that you are ready to recommend. Note that you can click on a column heading to sort by that column (sort by school for example). Also, you can select “All” next to the “Show” drop-down if you want to see all educators. You can also “Check All” and then ‘unselect’ a few if most of the educators are ready for recommendation.
Once you select the educators you are ready to recommend and then click “Recommend Selected Educator(s)” you will then need to confirm the correct endorsement area(s) for each of the educators.

You will then be done!