Creating a New User in the Single User Login System

1. Go to: http://mydoe.nh.gov

2. Click on Create New User Account

3. You will then be asked whether you are a NH educator or not. Either click in the radio button in front of Yes – I am a NH educator or No - I am not a NH educator.

4. If you are a NH educator
   • You will then be asked how you want to verify your identity.
   • I wish to verify my identity with my Teacher Number
   • I wish to verify my identity with my Social Security Number
   • Once you click on Teacher number, you will be asked to enter it and type it again to confirm it, put in your Last Name and Date of Birth. Then click Next. Note: You can do the same thing via SSN if you do not know your license number.

5. If you are not a NH educator
   • Type in your First Name, Middle Initial, Last Name and Date of Birth and then click Next.

6. Next you will be asked to put in your email and then retype it to confirm it. Then click Next.

7. You are then asked to create a User Name and confirm by retyping. The name should be between 6 and 20 characters. Remember to record this so you have it for future logins.

8. You are then asked to create a password. Follow instructions for the number of characters. This must have two different types of characters, like letters and numbers, e.g. myschool1 Remember to record this so you have it for future logins.

9. Type in your password and confirm. Click Next.

10. You are now asked to select a secret question by highlighting it. Then type in the answer. You should make note

11. Now type in your Town of Birth, and then click Next.

12. You are then showed your user Name and please make sure it is correct and you have recorded it so you do not forget it. If it is incorrect, click previous and go back to make corrections. If correct, then click Next.

13. You have now arrived and can click into your Educator Information System. If you need access to applications such as Performance Pathways, you should contact your i4see coordinator to be granted permission to other DOE applications. A list of i4see coordinators can be found at: http://www.ed.state.nh.us/education/datacollection/i4see/i4seeContacts.asp

If you have questions, please contact your i4see field support person, either Rebecca Gagnon at rebecca_gagnon@myfairpoint.net or 630-9174 or Cyndy Currier at ccurrier@mac.com or 801-0444, Paula Churchill at paula@ncedservices.org or 466-5437.

You can find out which person is responsible for your district by going to: http://www.ed.state.nh.us/education/datacollection/i4see.htm And downloading Field Support Contact List under Tip Documents.