open up the Single sign on [https://my.doe.nh.gov/myNHDOE/Login/Login.aspx](https://my.doe.nh.gov/myNHDOE/Login/Login.aspx)

Have you ever logged on to the Single Sign on before?

- **Yes**
  - Do you remember your username and password?
    - **Yes**
      - Can you log on with your username and password?
        - **Yes**
          - Do you see an EIS icon?
            - **Yes**
              - Do you see a Performance Tracker icon?
                - **Yes**
                  - Follow the link for Forgot Password and check you e-mail for a response from the system.
                - **No**
                  - I got no response or the email they showed that it was sent to is incorrect.
                - **Yes**
                  - I got a response, but it is asking me secret questions and it doesn’t accept my answers.
              - **No**
                - In Performance Tracker, go to the link for Students and do a search for All students to see what student data you can see. If these are your students, then you are ready to go!
            - **No**
              - Ask your i4See coordinator to assign your username to a school or to create you as a user.
        - **No**
          - Ask your i4See coordinator to assign your username to a school or to create you as a user.
    - **No**
      - Can you log on with your username and password?
        - **Yes**
          - Follow the link for Forgot Password and check you e-mail for a response from the system.
        - **No**
          - Ask your i4See coordinator to assign your username to a school or to create you as a user.

- **No**
  - Are you a NH Educator?
    - **Yes**
      - Click on the Create new user button on the right. Follow the prompts and fill out the info.
    - **No**
      - Does it find your e-mail address through the Educator Number or the SSN?
        - **Yes**
          - Did you complete the screens and successfully get into the Single Sign on?
            - **Yes**
              - Go to the My Profile tab in the left hand upper portion of the Single Sign on to review/correct information.
            - **No**
              - Ask your i4See coordinator to assign your username to a school or to create you as a user.
        - **No**
          - Follow the link for Forgot Password and check you e-mail for a response from the system.

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