

NHSEIS SAU Security Administrator Instructions

Adding and removing NHSEIS Users

NHSEIS users with the following user types will access NHSEIS using the web address.

User types: IEP Team Member, General Ed Teacher, and Provider.

Web address: <https://nhses.ed.state.nh.us/nhSAUNAME/>

(for example, to access the Concord site, replace nhSAUNAME with nhConcord.)

Districts can add and remove these NHSEIS users within NHSEIS.

NHSEIS users with the following user types will access NHSEIS through MYNHDOE.

User types: School Administrator, Case Manager, District IT Administrator, District Administrator, SAU System Administrator, SAU System Staff and SAU District Administrator.

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

In the MYNHDOE SYSTEM

Steps to enter a NEW NHSEIS user, through MYNHDOE.

Steps to enter a NHSEIS user already in NHSEIS must also follow steps

1. The user needs to give the school district their MYNHDOE username. If the user does not have a MYNHDOE account, they will need to create an account.
2. The districts NHSEIS SAU Security Administrator will access MYNHDOE and add the district specific, and user type specific NHSEIS link.
3. Log into MYNHDOE. Select "Security."

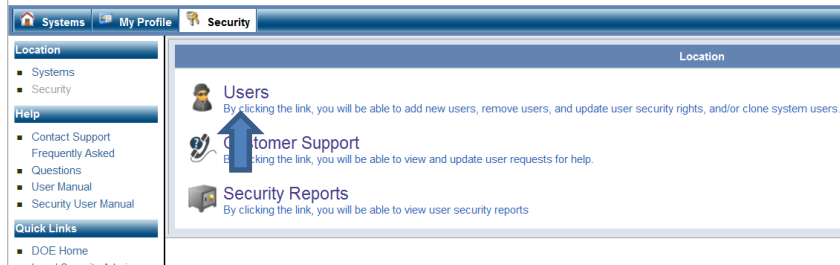
The screenshot shows a web browser window with the URL <https://my.doe.nh.gov/myNHDOE/NormalPages/Summary.aspx?SYSTEMID=34>. The page header includes the New Hampshire Department of Education logo and the text "Commissioner Virginia M. Barry, Ph.D." and "an official NEW HAMPSHIRE government website". The user is logged in as "thersh" and the user name "Terry Hersh" is visible in the top right. The navigation menu includes "Systems", "My Profile", and "Security". The "Security" menu item is highlighted with a blue arrow pointing to the "System Listing" page. The "System Listing" page is titled "System Listing" and is ordered by the systems that you use most frequently. The list of systems includes:

- NH Special Ed Information System
Case Manager - Out Of State Districts
- NH Special Ed Information System
SAU System Administrator - Out Of State Districts

The left sidebar contains navigation links for Location (Systems), Help (Contact Support, Frequently Asked Questions, User Manual, Security User Manual), Quick Links (DOE Home, Local Security Admins, NH Profiles and Report Cards), and Logout (Logout of myNHDOE).

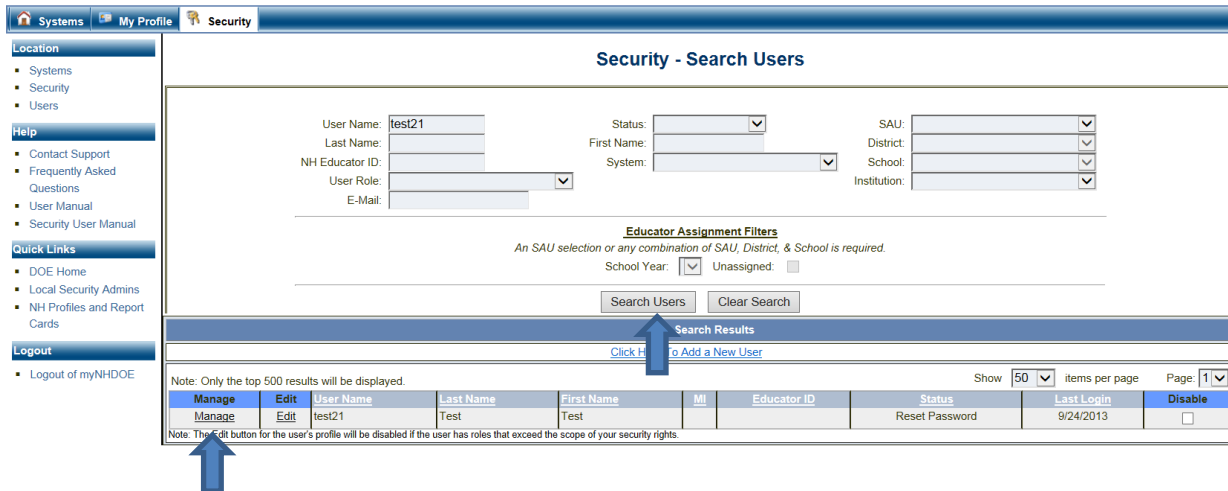
Adding and removing NHSEIS Users

4. Select "Users".



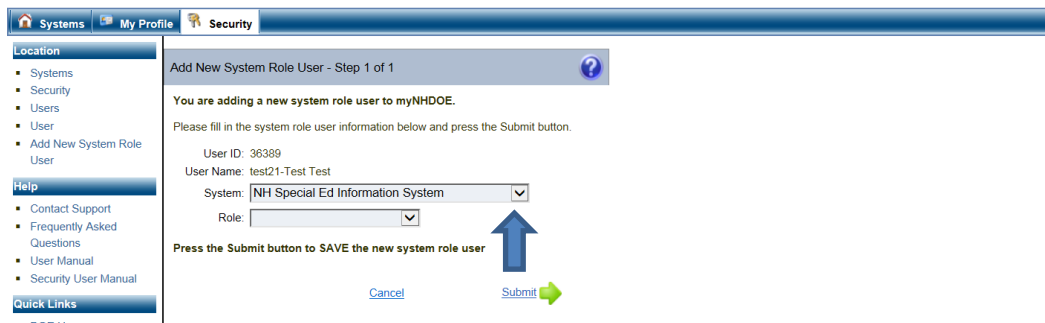
5. Enter user name, or last name and first name, or NH Educator ID. Click "Search Users."

6. When the NHSEIS user appears in the Manage section, Click "Manage" button.



7. Click "Add User System Role."

8. Select System "NH Special Ed Information System."



Adding and removing NHSEIS Users

9. Select NHSEIS user's "Role" (NHSEIS user type).

thersh

Systems My Profile Security

Location

- Systems
- Security
- Users
- User
- Add New System Role User

Help

- Contact Support
- Frequently Asked Questions
- User Manual
- Security User Manual

Quick Links

- DOE Home
- Local Security Admins
- NH Profiles and Report Cards

Logout

- Logout of myNHDOE

Add New System Role User - Step 1 of 1

You are adding a new system role user to myNHDOE.

Please fill in the system role user information below and press the Submit button.

User ID: 36389
 User Name: test21-Test Test
 System: NH Special Ed Information System

Role: Case Manager, District Administrator, District IT Administrator, General Ed Teacher, IEP Team Member, SAU Authorized Official, SAU District Administrator, SAU System Administrator, School Administrator

Press the Submit button to create the new system role user

Submit

10. Select the SAU from the drop down list.

11. Click "Submit."

Systems My Profile Security

Location

- Systems
- Security
- Users
- User
- Add New System Role User

Help

- Contact Support
- Frequently Asked Questions
- User Manual
- Security User Manual

Quick Links

- DOE Home

Add New System Role User - Step 1 of 1

You are adding a new system role user to myNHDOE.

Please fill in the system role user information below and press the Submit button.

User ID: 36389
 User Name: test21-Test Test
 System: NH Special Ed Information System
 Role: Case Manager
 SAU: Concord SAU Office

Press the Submit button to create the new system role user

Cancel Submit

12. The NHSEIS link is now available to user.

- Questions
 - User Manual
 - Security User Manual
- Quick Links
- DOE Home
 - Local Security Admins
 - NH Profiles and Report Cards

Roles									
Add User System Role Copy User Roles From Another User Disable All User System Roles									
Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	182753	The New Hampshire Network	Public Access					True	Delete
Edit	194272	NH Special Ed Information System	SAU System Administrator	Concord SAU Office				True	Delete
Edit	182753	Grants Management System	SAU User	Concord SAU Office	Concord			True	Delete

6 digit id code

Adding and removing NHSEIS Users

In the NHSEIS System.

13. **For NHSEIS users already entered in NHSEIS**, district must enter the id number shown on the left of the NH Special Ed Information System in NHSEIS. Follow steps 13 – 18.
14. In NHSEIS, click the “Users” button on the main menu bar. Enter users name and click “View User(s)” button.
15. On the Select a User Screen, click the users name. This brings you to the users profile.

Edit User Information Terry L HERSH

Name:	First	Middle	Last	Suffix	
	Terry	L	HERSH	*	
Username:	thersh *				
User Code:	213238 ?				
Date of Birth:				Gender:	
School System/Agency:	-this school system- ?				
Account Type:	External Single Sign-On Account				
Password:					(See How to choose a good password)
Password (again):					
Title:	Special Education Teacher ?				
Address:					
City, State, ZipCode:					
Home Phone:					
Work Phone:					
E-Mail Address:	terry.hersh@ed.state.nh.us ?				
	<input checked="" type="checkbox"/> Allow Continuous Login				
User Type:	Case Manager ?				

16. Enter the 6 digit id number from the users MYDOE NHSEIS link (shown below #12 above) in the user code box in NHSEIS.
If something is in the user code box it must be deleted and you must click the “Update the Database” button prior to entering the user code.
17. Select Account Type: “External Single Sign-On Account.”
18. Select User Type: As selected in MYNHDOE for the user.
19. Click the “Update the Database” button.

User Code:	213238 ?
Date of Birth:	
School System/Agency:	-this school system- ?
Account Type:	External Single Sign-On Account
Password:	
Password (again):	
Title:	Special Education Teacher ?
Address:	
City, State, ZipCode:	
Home Phone:	
Work Phone:	
E-Mail Address:	terry.hersh@ed.state.nh.us ?
	<input checked="" type="checkbox"/> Allow Continuous Login
User Type:	Case Manager ?

Adding and removing NHSEIS Users from MYNHDOE

In the MYNHDOE SYSTEM – Removing NHSEIS district access

Steps to inactivate NHSEIS User.

1. Login to MYNHDOE.
2. Click “Security”
3. Click “Users”
4. Enter User information and click “Search Users” button.
5. Select the users “Manage” link.
6. Select the “Edit” button for the NH Special Ed Information System you want to inactivate.

Roles									
Add User System Role Copy User Roles From Another User Disable All User System Roles									
Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	182753	The New Hampshire Network	Public Access					True	Delete
Edit	194272	NH Special Ed Information System	SAU System Administrator	Concord SAU Office				True	Delete
Edit	182754	Grants Management System	SAU User	Concord SAU Office	Concord			True	Delete

7. Uncheck the “Active” check box and click “Submit”

Location

- Systems
- My Profile
- Edit Existing System Role User

Help

- Contact Support
- Frequently Asked Questions
- User Manual
- Security User Manual

Quick Links

- DOE Home
- Local Security Admins
- NH Profiles and Report Cards

Logout

- Logout of myNHDOE

Edit Existing System Role User - Step 1 of 1

You are editing an existing system role user.

Please edit the system role user information below and press the Submit button.

System Role User ID: 179044
 User ID: 41497
 User Name: thersh-Terry Hersh

System:

Role:

SAU:

Active:

Create Information:
 Update Information:

Press the Submit button to SAVE the changes to the system role user

[Cancel](#) [Submit](#)

8. The NH Special Ed Information System will now show as “False” under the Active column header.

Roles									
Add User System Role Copy User Roles From Another User Disable All User System Roles									
Edit	ID	System	Role	SAU	District	School	Institution	Active	Delete
Edit	179038	The New Hampshire Network	Public Access					True	Delete
Edit	191211	myNHDOE	DOE Security Administrator Assign Systems					True	Delete
Edit	179043	NH Special Ed Information System	SAU System Administrator	Out Of State Districts				True	Delete
Edit	179044	NH Special Ed Information System	Case Manager	Out Of State Districts				False	Delete

