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.”

![Screen shot of MYNHDOE interface with options for Special Education Information System and System Listing.](image-url)
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.”
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9. Select NHSEIS user’s “Role” (NHSEIS user type).

10. Select the SAU from the drop down list.

11. Click “Submit.”

12. The NHSEIS link is now available to user.

6 digit id code
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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.

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.


18. Select User Type: As selected in MYNHDOE for the user.

19. Click the “Update the Database” button.
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.

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

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