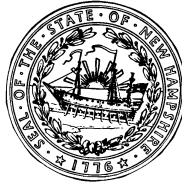


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Bureau of Special Education FY'16 Memo #6

Date: September 8, 2015

To: Superintendents
Special Education Directors
District i4See Coordinators

From: Office of the Commissioner of Education

Division of Educational Improvement
Bureau of Special Education

RE: MyNHDOE Single Sign On and NHSEIS, Adding and Removing NHSEIS access

As of December 1, 2015 all districts will be responsible to add and remove their qualified NHSEIS users through MYNHDOE.

The Bureau of Special Education will be providing the following training webinars:

- ❖ Monday, September 21, 2015 – 2:00 pm to 3:00 pm
- ❖ Thursday, October 8, 2015 – 10 am to 11 am
- ❖ Tuesday, October 13, 2015 – 11 am to 12 pm

To register for a webinar: <https://attendee.gotowebinar.com/rt/8492618286311248129>

The district i4See coordinator will provide the Special Education Director or designated staff the authority in MYNHDOE to add or remove NHSEIS access. The designated staff (NHSEIS SAU Security Administrator) must be a SAU System Administrator user type in NHSEIS. The i4See coordinator will add the following authority to the NHSEIS SAU Security Administrator's MYDOE account: "myNHDOE", "SAU Security Administrator" authority for their SAU.

NHSEIS access through MYNHDOE is only available to the following NHSEIS user types: Case Manager, District Administrator, District IT Administrator, SAU System Staff, SAU District Administrator, SAU System Administrator, and School Administrator.

Attached are instructions for NHSEIS SAU Security Administrator and i4See District Coordinator, who are responsible for these functions.

The NHSEIS SAU Security Administrator instruction document is uploaded on the main menu page in NHSEIS: "NHSEIS SAU Security Administrator Instructions."

If you would like further clarification or have questions please contact Terry Hersh: 603-271-3775 or Terry.Hersh@doe.nh.gov.