

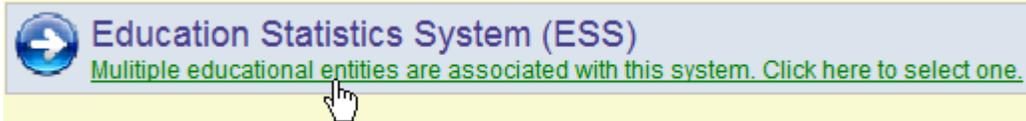
Instructions for logging into myNHDOE

Please note:

- Submitting the collection is not intuitive. You must first save the collection, then click on the blue link to the right of “Current Status” at the top of the collection, and then check, “Yes, submit this survey for review.” The Superintendent will need to login, review the data, and then click on the blue link next to “Current Status” to submit.
- If you don’t see the data collection, first check the upper right corner to make sure you are in the correct year, 2015-2016. If the year isn’t the issue then contact your SAU i4See contact person.

Steps for logging into the data collections:

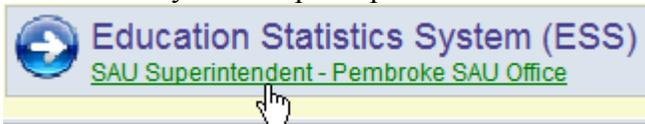
1. Go to the ESS (Education Statistics System) at the following link:
<https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>.
2. If you have a login ID then enter your user account ID & password then click “Login to System.”
If you do not have a login ID then skip to “Steps for creating a new user account.”
3. Once you are logged in you should be able to see the **Education Statistics System (ESS)** link. Click on that link.



If the ESS link does not appear, please contact your SAU i4see contact person for assistance. Here is a link to the i4See Contact list:

<http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>

4. On the “Systems Listing” screen click on “Education Statistics System.” If ESS is listed multiple times choose the “SAU Superintendent” role if you are a Superintendent and click on the “General User” role if you are a principal:



5. Check the year in the upper right. Make sure that 2015-2016 is selected.

[Home](#) [myNHDOE](#) [Logout](#)

Year: ▼

6. Click on the data collection you are going to complete in the list and then click the green arrow.

[Special Education Personnel](#)

7. If you have access to multiple schools, choose the correct school from the drop-down list then click on the green arrow:

NHDOE Survey ->

1) Please select entities from the list/s below.

Select an SAU:	Pembroke SAU Office
Select a District:	427 - Pembroke
Select a School:	Select a School...

2) Click the green arrow to view

Select a School...		
22610 - Green Valley School		
22620 - Pembroke Academy		
22615 - Pembroke Hill School		
22625 - Pembroke Village School		
27955 - SAU #53 TLC Preschool		
26925 - Three Rivers School		



8. If requested, fill out the “person responsible” information and click on “Save”.

Person Responsible:	<input type="text"/>
Telephone:	<input type="text"/>
Email Address:	<input type="text"/>
Save	

9. Fill out the data collection and save your responses.

10. Once your responses are finalized, click on the blue word next to “Current Status” at the top of the data collection.

Current Status: **Started** ←

Created On: 3/6/2015 2:55:19 PM
Created By: jkendrick

Last Updated: 10/28/2015 3:26:20 PM
Last Updated By: jkendrick

SAVE YOUR WORK OFTEN! The form times out 30 minutes after you last saved the form.

11. Click on “Yes, submit this data collection for review!” and then click on the “Submit” button.

Submit To Superintendent:

If you are ready to submit this survey for Superintendent review/approval place a check in the checkbox below and click the Submit button. Otherwise, click the Cancel button to return to the survey.

Yes, submit this survey for review!

12. The Superintendent will need to review the survey and submit to the NH Department of Education by click on the blue word next to “Current Status.” Once the Superintendent certifies the data by sending it to the DOE, the submission will be complete.

Steps for creating a new user account:

1. If you do not have a login ID, click “New User? Create an account here” on the right.

Already Have A User Account? Login Here:	New user? Create an account here.
User Name: <input type="text"/>	Forgot Your Username/Password?
Password: <input type="text"/>	
Login 	

2. Follow the instructions to setup an account.
3. Once your account is setup you will need to contact your SAU i4see contact person in order to get ESS added to your account. Here is a link to the i4See Contact list:
<http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts>
4. After ESS is added to your account follow steps 1-12 to complete the data collection.