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Bureau of Special Education FY'15 Memo #9

Date: November 21, 2014

To: Superintendents of Schools
Special Education Directors

From: Office of the Commissioner of Education
Division of Educational Improvement
Bureau of Special Education

Re: My SSO and New Hampshire Special Education Information System (NHSEIS)

On November 24, 2014 the LEAs will be using my single sign on access to NHSEIS through the MyDoE Single Sign On (SSO). This has been in process for a number of months and is for the convenience of the LEA to have one password and user name.

This will allow the Local Education Agency (LEA) and Superintendent Administrative Unit (SAU) staff the ability to have one location to sign into the various systems maintained by the Department. The user types in NHSEIS that will use the SSO are:

- SAU System Administrator
- SAU System Staff
- SAU District Administrator
- Case Manager
- District Administrator
- School Administrator
- District IT Administrator
- General Ed Teacher
- IEP Team Member

The new process is being implemented in conjunction with the Department of Information Technology for security and to support the districts in the ability to have only one log in and password access for any and all programs supported by the Department.

All "providers" (user type) will access the New Hampshire Special Education Information System (NHSEIS) as they presently do through the current sign on for your district going through the internet. This includes all Allied Health providers.

In order give access to SSO for LEA staff, the Department has compared the first and last name, e-mail addresses to what is presently in MyDoE Single Sign On and NHSEIS to provide access. The following steps will provide access for those LEA staff:

- The LEAs staff will log into SSO system as they do for the other software system maintained by the Department,
- Once in SSO they will have the option to select NHSEIS, and
- It will put them into their district with the User definition that they presently have in NHSEIS.

If you find that the staff is not allowed into NHSEIS through SSO, please have them notify Terry Hersh at 603 271-3775 / Terry.Hersh@doe.nh.gov or Ralph Tilton at 603 271-3839 / ralph.tilton@doe.nh.gov for access to the NHSEIS system. Make sure that the staff has access to the MyDOE Single Sign On prior to calling the Department.

The present log in process will remain for approximately two weeks when the staff employees will not be able to use this process.