

Renewals 123

The new on-line Educator Information System (EIS) is now available for you to recommend those educators who are up for renewal this year. You are now able to view educator credentials on-line and recommend your educators for renewals. This is a simple to use system and we are ready and available to assist you should the need arise.

As Superintendent, please follow these steps:

Step 1: Login to <https://mydoe.nh.gov> and select Educator Information System

Step 2: From your home page select ***Educators Awaiting Certificate Renewal Recommendation***

Step 3: Check **all** educators you are ready to recommend (note: you can change the sort order of the list of educators by clicking on the column headings and/or choosing the number of records to 'show').

Step 4: Click: Recommend Selected Educator(s) (bottom of page)

Step 5: Next screen will be of individual educator: Check the correct endorsement area(s) for that individual. Click submit.

(This screen will repeat for each educator you are recommending).

You are now done!

Please see TIPS on the credentialing home page for more examples or call for help.

<http://www.ed.state.nh.us/education/doe/organization/programsupport/boc.htm>

Questions about credentialing or renewals?

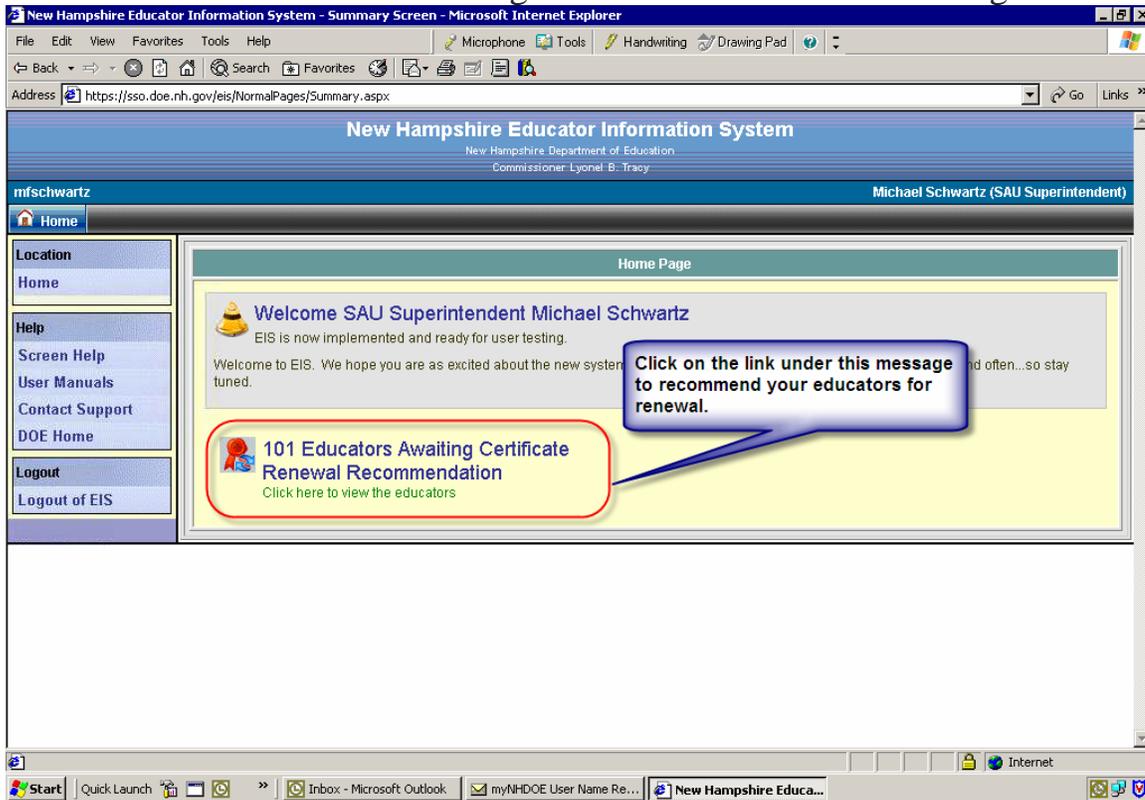
Contact Lisa Landenberger, (603) 271-2409 or llandenberger@ed.state.nh.us

Difficulties logging into MyDOE?

Contact Mike Cote, (603) 271-2775 or myNHDOEHelp@ed.state.nh.us

Following please find screen prints for the steps above...

The superintendents home page in EIS should have a message that identifies the number of educators who must be recommended. Select this activity to recommend your educators. Click on the link below the message to view the educators awaiting recommendation.



Check all of the educators that you are ready to recommend. Note that you can click on a column heading to sort by that column (sort by school for example). Also, you can select “All” next to the “Show” drop-down if you want to see all educators. You can also “Check All’ and then ‘unselect’ a few if most of the educators are ready for recommendation.

New Hampshire Educator Information System - Pending Renewal Recommendations - Microsoft Internet Explorer

Address: https://sso.doe.nh.gov/eis/No

mfschwartz

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Pending Renewal Recommendations

Check All Uncheck All Show 10 items per page Page: 1

Select	View	EdID#	Name	Certificate	Expires	School
<input type="checkbox"/>	View	3226		EEC	6/30/2009	Hollis-Brookline High School
<input type="checkbox"/>	View	104		EEC	6/30/2009	Richard Maghakian Memorial School
<input type="checkbox"/>	View	109		EEC	6/30/2009	Richard Maghakian Memorial School
<input type="checkbox"/>	View	114		EEC	6/30/2009	Captain Samuel Douglass Academy
<input type="checkbox"/>	View	141		EEC	6/30/2009	Richard Maghakian Memorial School
<input type="checkbox"/>	View	143		EEC	6/30/2009	Hollis Brookline Middle School
<input type="checkbox"/>	View	144		EEC	6/30/2009	Hollis Primary School
<input type="checkbox"/>	View	157		EEC	6/30/2009	Hollis Brookline Middle School
<input type="checkbox"/>	View	157	Susan	EEC	6/30/2009	Hollis Primary School
<input type="checkbox"/>	View	1651		PE2	6/30/2009	Hollis Primary School

Check All Uncheck All

[Recommend Selected Educator\(s\)](#)

Windows Taskbar: Start | Quick Launch | Inbox - Microsoft Outlook | myNHDOE User Name Re... | New Hampshire Educa...

Once you select the educators you are ready to recommend and then click “Recommend Selected Educator(s)” you will then need to confirm the correct endorsement area(s) for each of the educators.

You will then be done!

New Hampshire Educator Information System - Recommend Renewal - Microsoft Internet Explorer

File Edit View Favorites Tools Help Microphone Tools Handwriting Drawing Pad

Address: <https://sso.doe.nh.gov/eis/WizardPages/RenewalRecommendation.aspx>

mfschwartz Michael Schwartz (SAU Superintendent)

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Renewal Recommendation - Step 2 of 97

You are recommending renewal

EdID#: 1
Educator:
Certificate Number: 5
Credential Type: Experienced Educator Certificate
Status: Issued
Employment Status: Hollis-Brookline SAU Office

Endorsements:

Select	Code	Description
<input checked="" type="checkbox"/>	1811	Elementary Education (K-8)

By checking the endorsements above, clicking on the Continue option and then the Submit button, I certify that the above named has successfully participated in our approved local staff development plan and has thereby met the State of New Hampshire requirements as stipulated in Ed.512.04.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

Submit

For each educator you are recommending, you will need to confirm the endorsement areas, by checking the box next to the endorsement(s) you want to recommend. You then click Submit and you will be prompted for the next educator.

Note: You can click the enter key on your keyboard, rather than clicking the submit button with your mouse.

Note: If you cancel before completing all of the educators you have selected, then none of the recommendations will be saved.