

How to create an account

1.) Go to <u>https://www.mymainecertification.com/SSO_PROD/Signin.aspx</u>. Select "Are you a new user? Click here to create an account."

(Welcome	to the Malee EIS sig	n în page.		
-				
servane:				
San	84			
Are 101 1 10	ne user? Cars have to use	ante an account		

- 2.) Create a user name.
- 3.) Next, create a password consisting of at least 6 characters. The password must also have two of the following: upper-case letter, lower case letter, number, or special character (@,;,&).
- 4.) Enter your demographic information. For Superintendents and Renewal Chairpersons, please enter your school email as your primary email and your personal email as your secondary email. All others should only enter personal emails.
- 5.) Enter town and date of birth. Select "Next".

Please enter the informati	on below and click the Next button.		
User Name:	Erin Educator		
Password:			
Confirm Password:			
Confirm Passwort	Erin		
Last Name:	Educator		
Primary Email Address:	Erin Educator@Email.com		
2nd Email Address:		optional	
Town of Birth:	Portland		
Date of Birth:	Aug * 18 * 1981 *		
Required Field			



Maine Educator Information System (MEIS) 6.) Choose and answer

the three secret questions. Select Next.

Use this form to cr	eate an account.	button				
C REALES THE THE THE						
Secret Question 1:	What is your father's middle name?					
Secret Answer 1:	Alfred					
Secret Question 2:	What town were you born in?					
Secret Answer 2:	Portland					
Secret Question 3.	What is the name of your first pet?					
Secret Answer 3:	Chuck					
Note: These que	tions will be used to verify your i	dentity i	f you ever n	eed to reset your p	assword.	

7.) Select you do want access to your Maine certification records and enter your social security number. (NEO staff ID is being removed as an option) Select Next.

Create A User Account - Step 3 of 4	
Use this form to create an account. Please enter the information below and click the Next button.	
Would you like to access your Maine certification records? If so, provide your NEO Staff ID or SSN. I do NOT want to access my Maine certification records. I DO want to access my Maine certification records. Note: NEO Staff ID or Social Security Number is required. NEO Staff ID: Social Security Number:	
*Required Field	
Cancel Previous Step	Next



Maine Educator Information System (MEIS) 8.) Verify information is

correct and select "Submit".

Create A User Account -	Step 4 of 4
New User Account Summar	/ Page
Please enter the information b	elow and click the Submit button.
User Name: Eri	n.Educator
Password: ""	
First Name: En	n
Last Name: Ed	ucator
Primary Email Address: Er	n Educator@Email.com
2nd Email Address:	
Phone:	
Phone Extension: Fax:	
Second Question 1: W	at is used fathade middle name?
Secret Answer 1: All	red
Secret Question 2: W	at town were you born in?
Secret Answer 2: Po	rland
Secret Question 3: W	at is the name of your first pet?
Secret Answer 3: Ch	uck
Town of Birth: Po	fland
Date of Birth: 8/1	8/1981
NEO Staff ID:	
Social Security Number:	
Required Field	
	Cancel Previous Step Submit