



Maine Educator Information System (MEIS) How to create an account

- 1.) Go to https://www.mymainecertification.com/SSO_PROD/Signin.aspx. Select “Are you a new user? Click here to create 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”.



Maine Educator Information System (MEIS) 6.) Choose and answer the three secret questions. Select Next.

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.



Maine Educator Information System (MEIS) 8.) Verify information is correct and select "Submit".

Create A User Account - Step 4 of 4

New User Account Summary Page

Please enter the information below and click the Submit button.

User Name: Erin.Educator

Password: *****

First Name: Erin

Last Name: Educator

Primary Email Address: Erin.Educator@Email.com

2nd Email Address:

Phone:

Phone Extension:

Fax:

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

Town of Birth: Portland

Date of Birth: 8/18/1981

NEO Staff ID:

Social Security Number:

*Required Field

Cancel

Previous Step

Submit