

## Creating a New User in the Single User Login System As a NH educator

1. 1. Go to: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>
2. Click on Create New User Account
3. You will then be asked whether you are a NH educator or not. Click in the radio button in front of Yes - I am a NH educator. Then click Next.
4. You will then be asked how you want to verify your identity.  
I wish to verify my identity with my Teacher Number  
I wish to verify my identity with my Social Security Number
5. Once you click on Teacher number, you will be asked to enter it and type it again to confirm it, put in your Last Name and Date of Birth. Then click Next. **Note:** You can do the same thing via SSN if you do not know your license number
6. Next you will be asked to type in your email and then retype to confirm it. Then click Next.
7. You are then asked to create a User Name and confirm by retyping. The name should be between 6 and 20 characters. **Remember to record this so you have it for future logins.**
8. You are then asked to create a password. This must have two different types of characters, like letters and numbers, e.g., smartin1  
**Remember to record this so you have it for future logins.**
9. Type in your password and confirm. Click Next.
10. You are now asked to select a secret question by highlighting it. Then type in the answer. **You should make note of this so you do not forget it.** Then click Next.
11. Now type in your Town of Birth, and then click Next.
12. You are then shown your User Name. Please make sure it is correct and you have recorded it so you do not forget it. If it is incorrect, click previous and go back to make corrections. If correct, then click Enter.
13. You have now arrived and can click into your Educator Information System.
  - a. If you need access to applications such as Performance Pathways, you should contact your i4see coordinator (Kathy Caisse at [kcaisse@conval.edu](mailto:kcaisse@conval.edu) ) to be granted permission to other DOE applications.
  - b. If you have questions regarding recertification or HQT status, contact Samantha Smith at [ssmith@conval.edu](mailto:ssmith@conval.edu).

If you have questions regarding this initial set-up, please contact your i4see field support person, [Cyndy Currier](mailto:Cyndy_Currier@mac.com) at [ccurrier@mac.com](mailto:ccurrier@mac.com) or 801-0444.