

How educators can pay for their renewals on-line.

Dear Educator;

The on-line Educator Information System (EIS) is now available for superintendents to recommend those educators who are up for renewal and for educators to then pay for their renewal on-line. This is a simple to use system and we are ready and available to assist you should the need arise.

As an educator, please follow these steps. **Realize, the Superintendent must first recommend you on-line before you are able to login and renew your license.**

Step 1:	Login to https://my.doe.nh.gov and select Educator Information System
Please Note:	If you have trouble logging in, there are options on the login page if you forgot your login name or password. Do not set up a new account. Contact Lisa Landenberger at 603-271-0072 or email Lisa.Landenberger@doe.nh.gov for assistance. Or you can also contact help support on the login page.
Step 2:	From your EIS home page select <i>Renew your credentials here.</i> <i>If you do not see your renewal when you login, contact your superintendent to ensure they have recommended you for renewal.</i>
Step 3:	Click “ Renew ” next to the license to begin the renewal process.
Step 4:	Follow the seven simple steps to confirm your identity and pay for the renewal on-line. You must complete all steps which includes paying for the licenses with a credit card.
You are now done! <i>You will see the renewal date for your credential has been updated!</i>	

Questions about credentialing or renewals?

Contact Lisa Landenberger, (603) 271-0072 or Lisa.Landenberger@doe.nh.gov

Difficulties logging into MyDOE?

Contact Mike Cote, (603) 271-2775 or EIS.Help@doe.nh.gov.

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

Login and choose the Educator Information System:

The screenshot shows the 'myNHDOE Single Sign On System' interface. At the top, it identifies the user as 'chloepschwartz' and 'Chloe P Schwartz'. The main content area features two primary options: 'Educator Information System' (with a red box around it) and 'Performance Pathways'. A callout box points to the 'Educator Information System' link with the text: 'Login and select the Educator Information System.' The left sidebar contains navigation links for 'Systems', 'My Profile', and 'Help', along with a 'Logout' section. The footer includes 'nh.gov | Privacy Statement | Accessibility Policy'.

If your superintendent has recommended you for renewal you will see it waiting for you to renew when you login:

The screenshot displays the 'New Hampshire Educator Information System' dashboard for user 'Susan Bearor (Educator)'. A purple arrow points from the text above to a purple box around the 'Apply For Your Credentials Here' link. The dashboard includes a welcome message: 'Welcome Educator Susan Bearor. Thank you for using EIS and keeping the information up to date!'. Other visible links include 'View Your Credentials Here' and 'Online Applications'. The left sidebar provides navigation for 'Home', 'My Profile', and 'Applications'.

You can now click to “Renew” to follow six short steps to renew and pay for your license. You will be required to pay for the license on-line.

1.

New Hampshire Educator Information System - Educator Certificate Renewals - Windows Internet Explorer

https://my.doe.nh.gov/NHEIS/NormalPages/EducatorCertificateRenewalList.aspx

New Hampshire Educator Information System
New Hampshire Department of Education
Commissioner Virginia M. Barry, Ph.D.

Home My Profile Applications

Certificate	Status	Issue Date	Expire Date	Renew Date	Endorsement(s)
BEC - Beginning Educator Certificate	Issued	8/8/2011	8/30/2014	7/1/2014	0036 - Library Media Specialist
INT4 - Educational Intern License - Alternative 4	Expired	1/19/2010	8/8/2011		

The table above shows certificates that are eligible for online renew or upgrade. Some certificates are not eligible online, in which case the list may be empty and you may still need to apply. The list may also be empty if you have already applied for your credentials online or through a paper application.

If the expiration date for your credential on your My Credentials page is set to 07/01/2014 or sooner then you have certificates that can be applied for. If those credentials do not appear here then those credentials are not eligible for online application. In this case (and this case only) you should send in a paper application.

If you have already applied online (or previously sent in a paper application) then your My Credentials page will show either an issued credential with an expiration date past 07/01/2014 or you will see your old credential along with a new credential that is Pending Review. If you have a certificate that is Pending Review (or a newly issued certificate with an expiration date past 07/01/2014) then you DO NOT have to do anything further to renew your credentials.

2.

New Hampshire Department of Education

Renew Educator Certificate - Step 1 of 7

You are renewing an educator certificate.

Please edit the profile information and click the next button.

SSN: [Redacted] *

Prefix: [Dropdown] *

First Name: Lisa *

Middle Initial: M *

Last Name: Landenberger *

Maiden Name: [Text] *

Suffix: [Dropdown] *

Gender: Female *

Birth Date: 9/4/1958 *

Ethnicity: White (Non-Hispanic) *

Once you have entered the required data click on the Next button.

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

Next

3.

New Hampshire Department of Education

Renew Educator Certificate - Step 2 of 7

You are renewing an educator certificate.

Please edit the address information and click the Next button.

Address ID: 360058

Mailing Address: 21 Aberdeen Street *

Address2: [Text] *

Address Physical: [Text] *

City: Hooksett *

Country: United States *

State: New Hampshire *

Zip Code: 03106 *

Zip Plus4: [Text] *

Updated: llandenberger - 9/21/2011 10:57:28 AM
Created: llandenberger - 9/21/2011 10:57:28 AM

Once you have entered the required data click on the Next button.

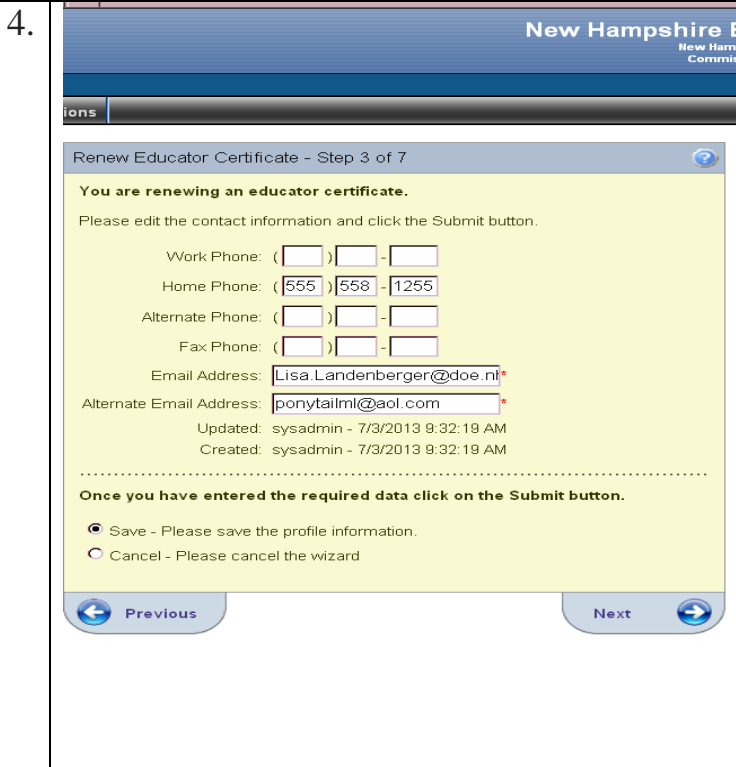
Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

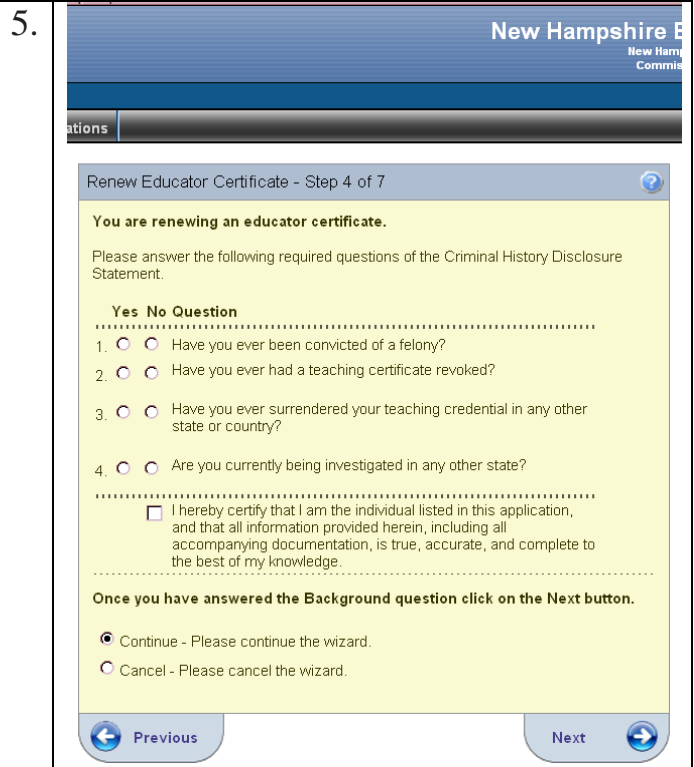
Previous Next

Verify your name, and enter your ethnicity.

Verify and/or update your mailing address.

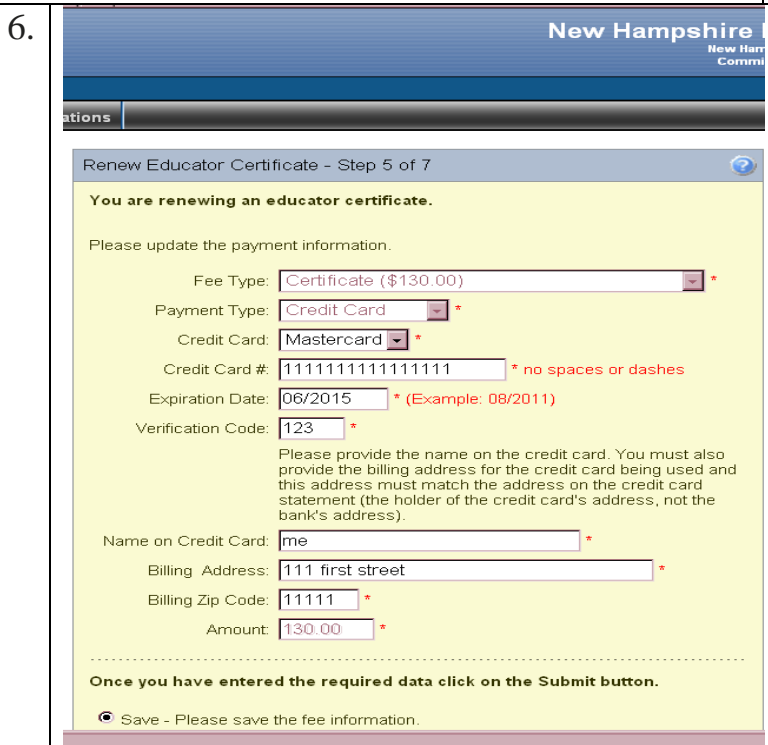
You will also be required to complete the experience piece as well.

4. 

5. 

Verify and update your phone numbers and email addresses.

Answer all the questions

6. 

Enter your credit card information.
 EIS accepts Visa and MasterCard only.
 Enter submit at the end and you're done.
 There is no notice to you that your payment has gone through. Go back and check your credential, you should see that it is "Queued" to print. It will print usually the next day and go out in the mail.

You will have seven steps to confirm your identity and pay for the renewal on-line. You must complete all steps which includes paying for the license with a credit card.

Once you complete the steps you are done.

You will then be returned to a screen showing your credential now with a new renewal date three years later.