



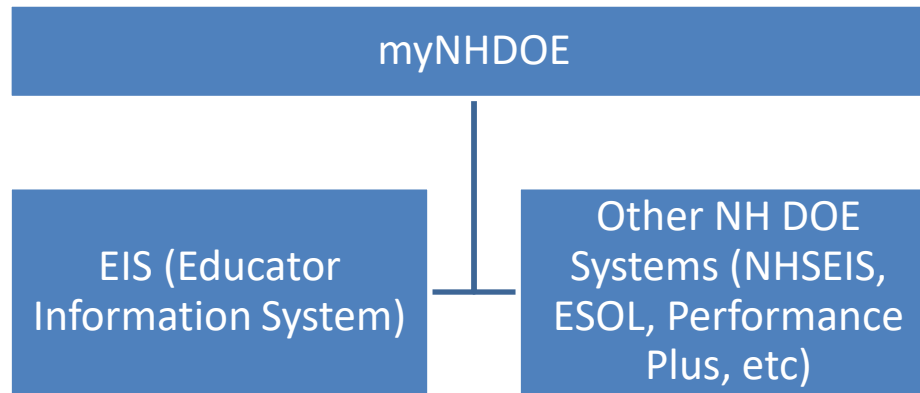
**State of New Hampshire, Department of Education
Bureau of Credentialing**

101 Pleasant Street
Concord, N.H. 03301
Tel: 603-271-2409
Fax: 603-271-4134
cert.info@doe.nh.gov

NH Approved Educator Preparation Program Recommendation

Apply for your License

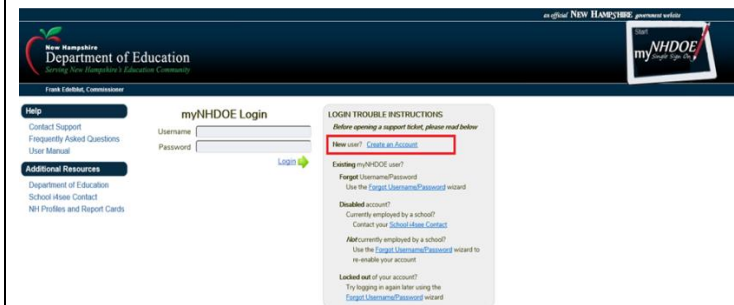
myNHDOE
<https://my.doe.nh.gov>



Do not create a new myNHDOE account if you have already created one. myNHDOE is used as a portal for many NHDOE systems – EIS (Educator Information System) is one of them.

Instead, log in or use the Forgot Username/Password link to log into your account if needed. If you no longer have access to the email you used to set up your myNHDOE account, please email myNHDOEhelp@doe.nh.gov

If you have had any name changes since you completed testing, enrolled in your program, or previously applied for a credential with our office, you must submit a name change form and receive confirmation that the name change is complete via email prior to beginning this process.
<https://www.education.nh.gov/certification/documents/nameaddresschangeform.pdf>



If you have ever submitted a test evaluation form, applied for any credential, had test scores submitted from ETS or Pearson to our office, or received a recommendation for licensure from a NH approved educator preparation program, you may already have an EIS account established. This account may or may not have sufficient profile information to associate with your myNHDOE account during the set-up process.

If you receive any errors while attempting to create your myNHDOE account, cancel the set-up wizard and email myNHDOEhelp@doe.nh.gov

If the issue requires assistance from the EIS support team, your request will be forwarded.

Please do not submit multiple support requests.

Create User Account Wizard - Step 1 of 4

You are completing the Create User Name Wizard.

Please tell us who you are.

We need First Name, Last Name, Date of Birth and Email Address.
You can enter an alternate email address if you choose.

First Name:


Last Name:

Date of Birth:

E-Mail Address:

Alternate E-Mail Address (Optional):
This optional, alternate email address would typically be a secondary personal or work email address.

Once you have entered the required information click the Next button.

[Cancel](#) [Next](#) 

Troubleshooting at Step 1

You may be using an email already used by another family member with an EIS account or your EIS account has a different name or incorrect date of birth listed.

Your EIS account may contain different emails than the emails you are using to create a myNHDOE account or your EIS account may contain no emails at all.

Please cancel the wizard and email EIS.Help@doe.nh.gov

Create User Account Wizard - Step 1 of 4

You are completing the Create User Name Wizard.

Please tell us who you are.

We need First Name, Last Name, Date of Birth and Email Address.
You can enter an alternate email address if you choose.

First Name:

Last Name:

Date of Birth:

E-Mail Address:

Alternate E-Mail Address (Optional):
This optional, alternate email address would typically be a secondary personal or work email address.

You entered an email address this is already associated with an account. [Forgot Your Password?](#)

Once you have entered the required information click the Next button.

A user with the same name and date of birth exists in myNHDOE but the email address does not match our records. Please verify the email address that you entered. [Forgot Your Password?](#)

Once you have entered the required information click the Next button.

A recent streamlining of our process has eliminated Step 2 ☺ The wizard continues straight to Step 3 of 4.

Your next task is to create a User Name. The system will suggest a User Name but you can create one of your own if you choose. Please be advised that those with permissions to access the EIS system for work-related reasons will be able to see your username.

Be sure to follow the directions regarding restrictions for Username and Password length and characters.

an official NEW HAMPSHIRE government website

New Hampshire
Department of Education
Serving New Hampshire's Education Community

Frank Edelblut, Commissioner

Start myNHDOE Single Sign-On

Help
Contact Support
Frequently Asked Questions
User Manual

Additional Resources
Department of Education
School Use Contact
NH Profiles and Report Cards

Login
Login

Create User Account Wizard - Step 3 of 4

You are completing the Create User Name Wizard.

Please enter and confirm the User Name and Password. We'll make sure the user name is unique. Enter your town of birth. Then set up a Secret Question & Answer you would like to use to access the system.

Your User Name must be between 6 and 20 characters long.

User Name:

Confirm User Name:

User Name Suggestion: **ssmith1**

Your password must be between 6 and 20 characters long and consist of 2 types of characters (Lowercase letters, Uppercase letters, Numbers, or Symbols).

New Password:

Confirm New Password:

Your town of birth will be used to help you access your account if you forget your username and/or password.

Town of Birth (City/Town Only):

The secret question that you select will be asked any time you reset your User Name. It will be verified every 25 logins to ensure that it is current.

Secret Question:

Secret Question Answer:

Once you have entered the required information click the Next button.

[Previous](#) [Cancel](#) [Next](#)

Troubleshooting Step 4 of 4

If you submit and then receive an error message, try using a new browser window <https://my.doe.nh.gov> and log in with the username and password you just created.

If this is unsuccessful, please email myNHDOEhelp@doe.nh.gov

Create User Account Wizard - Step 4 of 4

You are completing the Create User Name Wizard.

You are almost finished!

Please click the Submit button to finalize your account settings. Your new myNHDOE Single Sign On System account will **NOT** be updated until you click on the Enter button.

After your account settings are saved you will be able to review your full Profile and make changes if you choose. Confirm your profile by selecting Save and Submit.

If you are able to log in and you do not see the EIS/Educator role and instead see “New Applicant”, this means your EIS account has not been associated with your myNHDOE account.

If you know your Ed ID, please click the link to associate your accounts by adding in your NH Educator Number to your profile.

If you do not know your Ed ID, or you receive any error message, please email myNHDOEhelp@doe.nh.gov

System Listing

ordered by the systems that you use most frequently

[Click here if you have a New Hampshire Teacher Number \(EdID#\).](#)



Educator Information System (EIS)
New Applicant

If you click on your EIS/Educator role, but do not see the link on your Welcome page to “Apply For Your College Recommendation Here”, this could mean you have two EIS/Educator accounts or your educator preparation program has not submitted an electronic recommendation for you yet – please email EIS.Help@doe.nh.gov



Apply For Your College Recommendation Here

Click here to apply for your New Hampshire college recommendation. You have recently completed an approved New Hampshire teacher education program. Your institution has electronically recommended you for a New Hampshire teaching credential. Click on this link to start your application process.

Click on “Apply for Credential” to begin the seven step application/payment wizard. You will confirm your profile information, respond to conduct/ethics acknowledgements and submit payment.

Tips:

Our system only accepts Visa/MasterCard.

There is a time limit for completing the payment wizard. Please have your card ready.

If you cancel the wizard, your information/application will not be saved.

College Recommendations Awaiting Application					
Certificate	Status	Institution	Recommended	Endorsements	Apply
EEC - Experienced Educator Certificate	Pre-Completion of Program	NH-University of New Hampshire	2/11/2019	0100 - Comprehensive Agricultural Education(Pre-Completion of Program) 0607 - English for Speakers of Other Languages(Pre-Completion of Program)	Apply For Credential

If your status is Pre-Completion of Program, then you can apply for your credential. However, the Department of Education cannot approve your credential until your Institution of Higher Education notifies us that you have met all the program requirements. Please contact your Institution of Higher Education.

You can see if your transaction has been successful from EIS/Educator/Home/View Your Credentials/Fees. Any payment issues should be emailed to EIS.Help@doe.nh.gov

Home	My Profile	Applications
Location		
Home		
Educator Options		
Credentials		
Professional Development		
Assignments (0)		
Certification Summary		
Degrees (2)		
Tests (0)		
Documents (5)		
Fees (2)		
History		
Print History		

General Questions: cert.info@doe.nh.gov

Name change: <https://www.education.nh.gov/certification/documents/nameaddresschangeform.pdf>