

## How educators can pay for their renewals on-line.

Dear Educator;

The new 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>/NHEIS and select Educator Information System  
Note: If you do not know your login id and the system indicates you have a login, click “Reset Password” and enter your work email. Also, your i4see coordinator (<http://www.ed.state.nh.us/education/datacollection/i4see/i4seeContacts.asp>) should be able to assist you with your login.

Step 2: From your EIS home page select **Renew your credentials here.**  
***If you do not see your renewal when you login, contact your superintendent to ensure they have recommended you for renewal.***

Step 3: Click “**Renew**” next to the license to begin the renewal process.

Step 4: Follow the six steps to confirm your identity and pay for the renewal on-line. You must complete all six steps which includes paying for the licenses with a credit card.

You are now done! *You will see the renewal date for your credential has been updated to 2016!*

Please see TIPS on the credentialing home page for more examples or call for help.

<http://www.ed.state.nh.us/education/doe/organization/programsupport/boc.htm>

### **Questions about credentialing or renewals?**

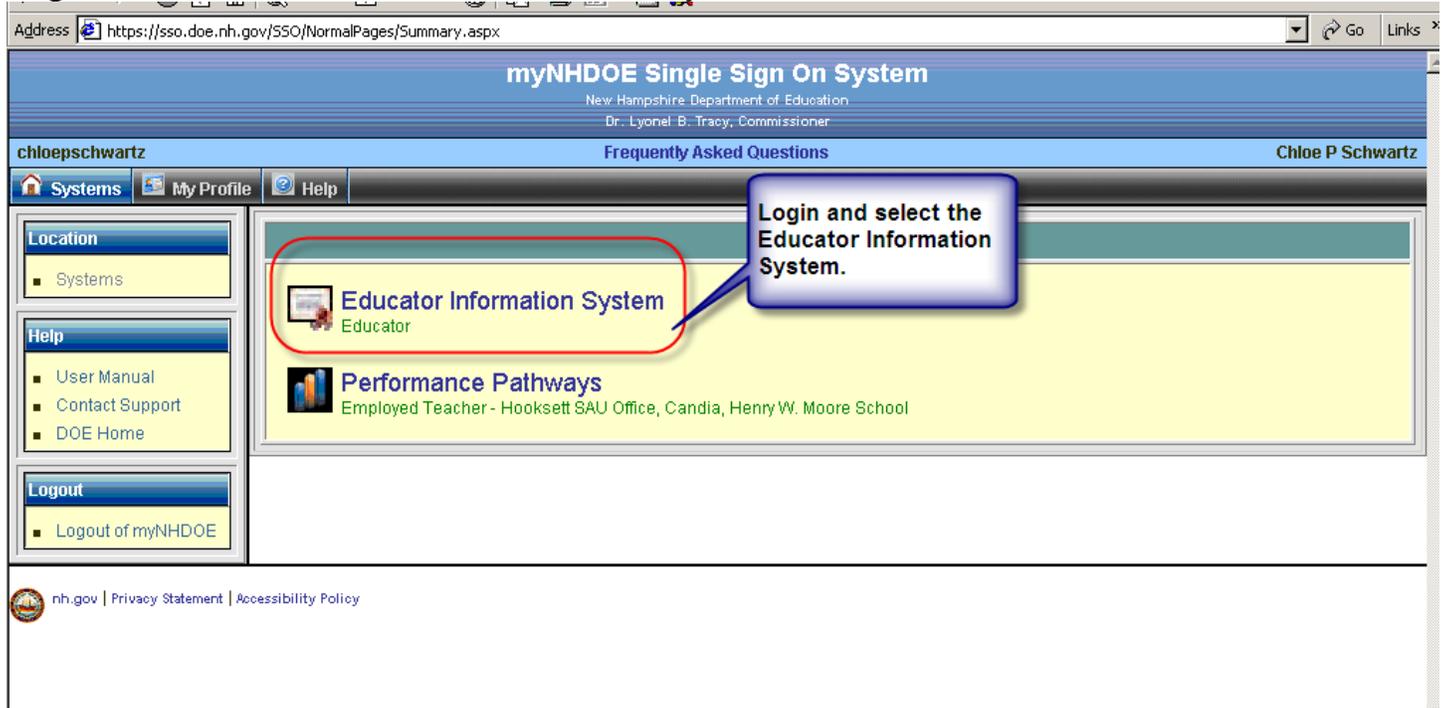
Contact Lisa Landenberger, (603) 271-2408 or [Lisa.Landenberger@doe.nh.gov](mailto:Lisa.Landenberger@doe.nh.gov)

### **Difficulties logging into MyDOE?**

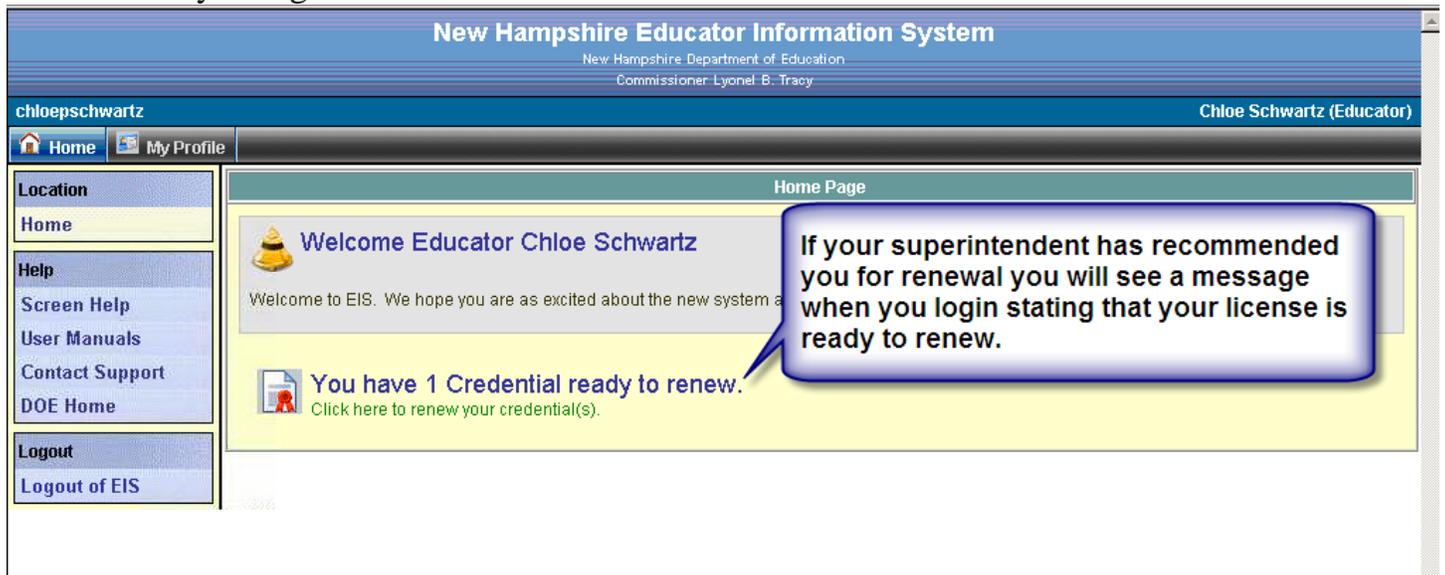
Contact Mike Cote, (603) 271-2775 or [EIS.Help@doe.nh.gov](mailto:EIS.Help@doe.nh.gov).

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

### Login and choose the Educator Information System:



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



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.

**New Hampshire Educator Information System**  
 New Hampshire Department of Education  
 Commissioner Lyonel B. Tracy

chloepschwartz Chloe Schwartz (Educator)

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**Logout**  
 Logout of EIS

**Certificates Eligible for Renewal**

Certificate	Status	Issue Date	Expire Date	Renew Date	Endorsement(s)	Renew
EEC - Experienced Educator Certificate	Issued	5/31/2006	6/30/2009	7/1/2009	1811 - Elementary Education (K-8)	<b>Renew</b>

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

If the expiration date for your credential on your My Credentials page is set to 07/01/2009 or sooner then you have certificates that can be renewed. If those renewing credentials do not appear here then those credentials are not eligible for online renewal. In this case (and this case only) you should send in a paper application.

If you have already renewed online (or previously sent in a paper renewal application) then your My Credentials page will show either an issued credential with an expiration date past 07/01/2009 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 07/01/2009) then you DO NOT have to do anything further to renew your credentials.

**Click to Renew**

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

Address [https://sso.doe.nh.gov/eis/\(S\(nzc2hrjnjobvd45pize1545\)\)/WizardPages/Profile.aspx](https://sso.doe.nh.gov/eis/(S(nzc2hrjnjobvd45pize1545))/WizardPages/Profile.aspx)

Home My Profile

**Location**  
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 Renew Educator Certificate

**Educator Options**  
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**Help**  
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 Contact Support  
 DOE Home

**Logout**  
 Logout of EIS

**Renew Educator Certificate - Step 1 of 6**

You are renewing an educator certificate.

Please edit the profile information:

SSN: \_\_\_\_\_

Prefix Code: \_\_\_\_\_

First Name:  \*

Middle Initial:

Last Name:  \*

Maiden Name:

Suffix Code:

Gender Code:  \*

Birth Date:  \*

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

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

**Follow six steps to confirm your profile and pay for the renewal.**

Once you complete the six steps you are done.

**You will then be returned to a screen showing your credential now with a new renewal date three years later (e.g. 2012)!**

Updated: 01/18/13