



## Maine Educator Information System (MEIS)

### How to create an account

- 1.) Go to [https://www.mymainecertification.com/SSO\\_PROD/Signin.aspx](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.

Create A User Account - Step 2 of 4

Use this form to create an account.  
Please enter the information below and click the Next button.

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 \*

Note: These questions will be used to verify your identity if you ever need to reset your password.

\* Required Field

Cancel Previous Step 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.

Create A User Account - Step 3 of 4

Use this form to create an account.  
Please enter the information below and click the Next button.

Would you like to access your Maine certification records? If so, provide your NEO Staff ID or SSN.

I do NOT want to access my Maine certification records.

I DO want to access my Maine certification records.

Note: NEO Staff ID or Social Security Number is required. \*

NEO Staff ID:

Social Security Number:

\* Required Field

Cancel Previous Step 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](#)