



Maine Educator Information System (MEIS)

How to create an account

- 1.) Go to 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”.



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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](#)



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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](#)