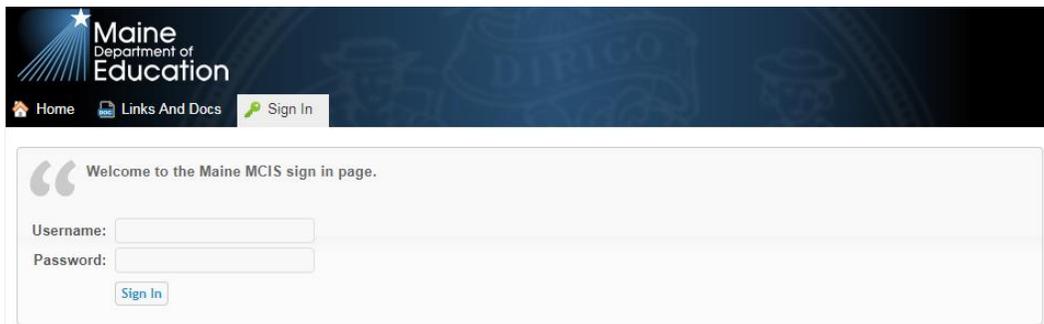# Maine Educator Information System (MEIS)

A Guide for District Human Resource Administrators

How to access the Certification Report for your district

1.) Log in to the Maine Educator Information System with your credentials.

2.) Select the "DSTHR – District Human Resources" role.

3.) Upon initial log in you will need to agree to the FERPA agreement.

4.) Select "Certification report".

5.) This will bring up your certification (violations) Report. Staff assignments that are in violation will appear in pink highlight. Any questions in regards to the reason why any given staff member is in violation should be posed to the Maine Education Data Management Systems (MEDMS) helpdesk at (207) 624-6896 or MEDMS.Helpdesk@Maine.gov .