



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. Please only use personal emails, as this is your personal account.
- 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 "I am creating an account for Operational Functions" if you are creating an account as an HR employee, an Institution (Higher Ed) Role, or similar role. Select "I am, or want to work in a Maine school" if you desire to work in a school in any capacity that requires a background check. (Bus Driver, Lunch Staff, Teacher, Administrator, etc.) 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 SSN.

☐ I am creating an account for Operational Functions (Superintendent, HR, Certification Chair, University).

☐ I am, or want to work in a Maine School (Teacher, Ed Specialist, Administrator, Coach, Bus Driver, etc).

Note: Social Security Number is required. *

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](#)