

# Updating Staff Contact Information

Please note this is a **two-step process** and the second step requires updating Staff Certification in order for step one to work correctly.

## Part One - Updating Staff Record:

Report Location: NEO -> Staff -> SAU Search (You can also go through Staff Search but keep in mind that requires the SSN or Educator ID).

- First log into NEO then navigate to Staff

The screenshot shows the Neo Dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Core, Bomb Threat Reporting, Bullying Reporting System, DC&R, Facilities, Graduation Data, Maine Educational Assessment, Maine Schools, Nutrition, RAS, School & Program Approvals, Special Education, and Staff. Below this is the 'Neo Dashboard' section, which is organized into several categories:

- PUBLIC**: Certification Application Lookup, Contact Search (formerly Superintendent Search), Graduation Rates & Dropout Rates Data, Home Instruction, MeDOE on Maine.gov P100.
- CORE**: Core Home, Create Organization, Manage Accounts, Manage Funding, Organization, User Rights.
- BOMB THREAT REPORTING**: Bomb Threat Reporting Home, Main Page.
- BULLYING REPORTING SYSTEM**: Bullying Reporting System Home.
- DC&R**: DC&R Home, DC&R Main Report, DC&R Reporting Calendar.
- FACILITIES**: Facilities Home, Annual Facilities Data, EFP-10 Instructional Planning Inventory, Facilities Planning.
- GRADUATION DATA**: Graduation Data Home, District Certified Graduation and Dropout Rates.
- MAINE EDUCATIONAL ASSESSMENT**: Maine Educational Assessment Home.
- MAINE SCHOOLS**: Maine Schools Home, Main Page.
- NUTRITION**: Nutrition Home, Manage Nutrition, Nutrition Records.
- RAS**: RAS Home.
- SCHOOL & PROGRAM APPROVALS**: School & Program Approvals Home.
- SPECIAL EDUCATION**: Special Education Home.
- STAFF**: Staff Home, Staff Details - Courses, Staff Details - FTE.
- STUDENT DATA**: Student Data Home.
- TRANSPORTATION**: Transportation Home, Bus Purchase Approvals, ED546 School Transportation Expenditures And School Bus Inventory Report (2014), ED546 School Transportation Expenditures And School Bus Inventory Report (2015), ED546 School Transportation Expenditures And School Bus Inventory Report (2018), EFT-10 Instructions To Transfer A Bus To Another District, EFT-17 Instructions To Request New School Bus, EFT-18 Instructions For Superintendent Intent To Purchase Bus (Authorization), EFT-19 Instructions For School Bus Cancellations Report, EFT-20 Instructions For School Bus Purchase Report, EFT-21 Instructions For Transportation Safety and Training Report, EFT-24 Instruction and FAQs, Existing Vehicle Inventory, Frequently Asked Questions (FAQs), Request Summary.

A yellow circle with the number '1' is placed over the 'STAFF' link in the 'STAFF' category, with an arrow pointing to it from the left.

- Next navigate to SAU Search (You can also go through Staff Search but keep in mind that requires SSN or Educator ID).

Maine DOE Staff

Dashboard Home Manage Staff Certification Reports Admin Help

Staff Search SAU Search

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Messages

[Click here to search](#)

- Next select your SAU and choose the person you're updating.

Maine DOE Staff

From Maine Department of Education

Dashboard Home Manage Staff Certification Reports Admin Help

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Maine Department of Education

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Staff ID	Last Name	First Name	Date of Birth	Pending	Navigation
150480	Mitchell	Drew		No	<a href="#">Certification</a>
				No	<a href="#">Certification</a>
				No	<a href="#">Certification</a>
				No	<a href="#">Certification</a>
				No	<a href="#">Certification</a>
				No	<a href="#">Certification</a>

Showing 1 to 6 of 6 entries

Previous Next

- Once you click the Staff ID you will see all positions for the staff member. You will select the Actions dropdown for the position(s) you're updating then choose Edit. Enter or update the required data fields and save the updates by clicking Submit.

Staff Member:  
Mitchell, Drew

Assignment Status: ALL

SAU Name	School Name	Position	Subject Name	FTE	EPS	Status	Actions
Maine Department of Education		Data Specialist		1.0	No	Active	Edit Select View <b>Edit</b> Leave Of Absence End Assignment

Total FTE: 1.0      EPS FTE: 0

**Edit Assignment**

Last Updated By: Cunningham, Ryan      Last Updated Date: 2/26/2020 3:17:49 PM

Fields marked with \* are required

Position Start Date \* 10/01/2018

SAU Name: Maine Department of Education

Position: Data Specialist

Years of Experience in this Position \* 3

Is this person's Employment Type a W-2 employee or contractor ? \*  W2Employee  Contractor

Is this Position performed at the District or School Level ? \*  District  School

Does this person receive a salary wage or a fixed Stipend ? \*  Salary  Stipend

Salary or Stipend amount for this assignment \*

Select the FTE for this position \* 1.0

Is Federal Funding a payment source for this position ? \*  Yes  No

Educational Category \*  Not Applicable  CTE  Gifted & Talented  I.D.E.A. - C.E.I.S  Special Education

Contact Email \*

Contact Phone # \*

Phone Extension or Option #

Fax #

## Part Two - Updating Staff Certification:

Report Location: NEO -> Staff -> Certification -> Staff Certification

- Now that the data is saved you will need to update the Staff Certification page by navigating to Staff -> Certification -> Certification Report and re-saving the data. Make sure you have edited all contact information for all staff before saving the Staff Certification. The reason this needs to be done is that the NEO database will not update staff contact edits unless this is re-saved.

From Maine Department of Education

Dashboard Core Bomb Threat Reporting Bullying Reporting System DC&R Facilities Graduation Data Maine Educational Assessment Maine Schools Nutrition RAS School & Program Approvals Special Education **Staff**

Student Data Transportation

Neo Dashboard

**PUBLIC**  
Certification Application Lookup  
Contact Search (former) Superintendent  
Search  
Graduation Rates & Dropout Rates Data  
Home Instruction  
HISDDE on Maine.gov  
PI100

**CORE**  
"Core Home"  
Create Organization  
Manage Accounts  
Manage Existing Organization  
User Profile

**BOMB THREAT REPORTING**  
"Bomb Threat Reporting Home"  
Main Page

**BULLYING REPORTING SYSTEM**  
"Bullying Reporting System Home"

**DC&R**  
"DC&R Home"  
DC&R Main Report  
DC&R Reporting Calendar

**FACILITIES**  
"Facilities Home"  
Annual Facilities Data  
RFF-10 Instructions  
Facilities Inventory  
Facilities Planning

**GRADUATION DATA**  
"Graduation Data Home"  
District Certified Graduation and Dropout Rates

**MAINE EDUCATIONAL ASSESSMENT**  
"Maine Educational Assessment Home"

**MAINE SCHOOLS**  
"Maine Schools Home"  
Main Page

**NUTRITION**  
"Nutrition Home"  
Nutrition  
Nutrition Reports

**RA S**  
"RAS Home"

**SCHOOL & PROGRAM APPROVALS**  
"School & Program Approvals Home"

**SPECIAL EDUCATION**  
"Special Education Home"

**STAFF**  
"Staff Home"  
Staff Details - Courses  
Staff Details - FTE

**STUDENT DATA**  
"Student Data Home"

**TRANSPORTATION**  
"Transportation Home"  
Bus Purchase Associate  
EDS&E School Transportation Expenditures And School Bus Inventory Report

- Once within Staff click on Certification -> Certification Report.

From Maine Department of Education

Dashboard Home Manage Staff **Certification** Reports Admin Help

Welcome to NEO Staff

Messages

Click here to search

- On the Staff Certification page select your SAU in the dropdown. **This page takes a moment to load after you select your SAU, please be patient.**

## SAU Staff Certification

Maine Department of Education

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FiscalYear: Current Fiscal year

- Once you staff details load please confirm the District Roles at the bottom of the page (Some of the staff updates may be requiring this, also it's a great time to make sure they're still correct) then click the Save button. You will see a "Saving Data, Please wait..." pop-up. Once it disappears you're finished.

## District Roles

Role	Designee
Assessment Coordinator	Godfrey, Nancy ▼
Chemical Hygiene Officer (CHO)	Cunningham, Ryan ▼
Data Specialist	Mitchell, Drew ▼
Director of Technology	Cunningham, Ryan ▼
Dropout Prevention Coordinator	Cunningham, Ryan ▼
Facilities-Director/Manager	Cunningham, Ryan ▼
Integrated Pest Management Coordinator	Cunningham, Ryan ▼
Librarian	Cunningham, Ryan ▼
McKinney-Vento Liaison	Cunningham, Ryan ▼
Nurse	Cunningham, Ryan ▼
School Security	Cunningham, Ryan ▼
Superintendent of Schools	Cunningham, Ryan ▼
504 Coordinator	Cunningham, Ryan ▼
Attendance Coordinator	Cunningham, Ryan ▼
Foster Care Point of Contact	Cunningham, Ryan ▼

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All roles must have an assigned designee in order to Certify.

Save Designees

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If you have questions regarding this process, or for assistance with NEO, contact:

The MEDMS Helpdesk – Email: [MEDMS.Helpdesk@Maine.gov](mailto:MEDMS.Helpdesk@Maine.gov)

Phone: (207) 624-6896