


Maine Department of Education

Updating District Assessment Coordinators (DACs) in NEO Portal

1. Log into NEO <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>
2. Go to Staff Module



3. Click on  and choose Certification Report
4. Scroll down to the bottom of the screen to the District Roles section



District Roles

Role	Designee
Assessment Coordinator	Godfrey, Nancy ▼
Chemical Hygiene Officer (CHO)	Cunningham, Ryan ▼
Data Specialist	Cunningham, Ryan ▼
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 ▼

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

5. Under Designee – click on the dropdown arrow and select the correct person that will be the District Assessment Coordinator (DAC). The person must already have another position for your district in NEO staff or the person will not show on the list.
6. Once the person is selected, Click the Save Designees button to save the information to the database.
7. If you have issues with the NEO staff module, please send an email describing the problem to MEDMS.Helpdesk@maine.gov