

A Guide for Superintendents

How to assign a district chairperson to your district

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

Home	Iaine sportment of ducation Links And Docs P Sign In
Username: Password:	Samuel.Superintendent Sign In
📥 Are yo 💁 Usern 🏸 Passv	ou a new user? Click here to create an account. name problems? Click here to recover your username. word problems? Click here to recover your password.

2.) Select the "DSTSUP – District Superintendent" role.



3.) Select "Set up District Chairperson/s".



4.) This will bring up a screen that shows you your District Chairperson Assignments and allows you to assign a new District Chairperson/s. To assign a new District Chairperson/s select "Assign a District Chairperson".

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ave the	ng a cha e author vendation	rperson to ty for that c	district is all airperson's a	wed by District Super saigned district to app	rintendent and DO prove endorsement	OE staff memi nts for renewa	ers (upon request o I, upgraded certificat	n a specific district's behal es, or alternate certificate	f) Chairpersons that are assigne s based on requirement status at	d on this screen w the time of
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5.) Select "Find Educator".

Add District Chairperson Assignment								
District:	ct: Lewiston Public Schools							
Educator:	Not Yet Assigned Find Educator	*						
Teacher Chairperson:								
Admin Chairperson:								
Ed Tech Chairperson:								
	<u>Cancel</u> Submit							

6.) Enter the Educator ID, NEO Staff ID or SSN for the desired District Chairperson. Please be sure to also add the Chairperson for the Superintendent's Region so they can recommend administrator renewals. Select Search.

District:	Lewiston Public Schools		¥	*
Educator:	Not Yet Assigned Find	Educator		*
Teacher Chairperson:				
Admin Chairperson:				
Ed Tech Chairperson:				
		Please Enter the Educator Searc	h Field(s) and Click Search	
		Educator ID: NEO Staff ID: ●●● SSN:	Search	
		ОК Са	ancel	

7.) The name of the individual should appear. Select "OK".

Add District Chairperson At	ssignment	
District Lewiston Publi	ic Schools •	*
Educator: Not Yet Assign	ned Find Educator	*
Teacher Chairperson		
Admin Chairperson: (j)		
Ed Tech Chairperson:		
	Please Enter the Educator Search Field(s) and Click Search	
	Educator ID NEO Staff ID SSN: Search	

8.) Check all that apply (Teacher Chairperson, Admin Chairperson and/or Ed Tech Chairperson). Select "Submit".

Add District Cha	airperson Assignment		
District:	Lewiston Public Schools	¥	*
Educator:	ERIN EDUCATOR	Find Educator	*
Teacher Chairperson:			
Admin Chairperson:			
Ed Tech Chairperson:			

9.) At this point you will be brought back to the "District Chairperson Assignments" screen and should see a "Record saved successfully" message at the top of page. Please note that if it reads "Missing" under "Login Account" then the district chairperson still needs to create their account in the system.

Rec	Record saved successfully.												
Dist	rict (Chairp	erson As	signments	3								
Pleas	Please Note: District Lewiston Public Schools											Search	
Assign have to recom	Assigning a chairperson to a district is allowed by District Superintendent and DOE staff members (upon request on a specific district's behalf). Chairpersons that are assigned on this screen will have the authority for that chairperson's assigned district to approve endorsements for renewal, upgraded certificates, or alternate certificates based on requirement status at the time of recommendation.												
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Dist	rict (Chairper	rson Assign	iments								Assign a District Cha	irperson
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