



Maine Educator Information System (MEIS)

[A Guide for Superintendents](#)

[How to assign a Superintendent Designee](#)

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

The screenshot shows the login page for the Maine MCIS. At the top is the Maine Department of Education logo and a navigation bar with links for Home, Links And Docs, and Sign In. Below the navigation bar is a welcome message: "Welcome to the Maine MCIS sign in page." There are two input fields: "Username:" with the text "Samuel Superintendent" and "Password:" with a masked password "*****". A "Sign In" button is located below the password field. At the bottom, there are three links: "Are you a new user? Click here to create an account.", "Username problems? Click here to recover your username.", and "Password problems? Click here to recover your password."

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

The screenshot shows the home page of the Maine MCIS after logging in. The top navigation bar includes links for Home, Your Account, Links And Docs, and Sign Out. The main content area is titled "Home" and contains a section for "Maine Certification Education System - TEST". Below this, there is a table with one row: "DSTSUP - District Superintendent: Lewiston Public Schools (01250)". A red box highlights this row, and a yellow arrow points to it from the right.

3.) Select “Set Up District Superintendent Designee”.

Welcome Erin Reinhard (District Superintendent)

Welcome to MEIS!!!

If you are a new superintendent and would like some assistance walking through this, please just let me know. Likewise, if you have switched districts and need the data to reflect that please just send an email and we can get that taken care of for you. cert.doe@maine.gov

Please keep in mind that we strictly adhere to confidentiality law and there are items in this system that are only allowed for superintendents to see. Please refrain from allowing anyone to access the system under your superintendent role. Please also ensure that your LCC is set up to be able to recommend Ed Techs for renewal. The LCC does not have to have a comprehensive plan for Ed Techs, but is supposed to verify the 45 contact hours for renewal and recommend them.

Renewal Season is now becoming a year round event

As you know, expiration dates are based on the date of issuance rather than 2/1 for Ed Techs and 7/1 for teachers. This rule that was passed a few years ago is just now starting to impact us. Best practices for managing this:

- Ensure your support chair is working to verify renewal requirements and is also ensuring verified educators are submitting their renewal applications online. If they are doing this once a month, no one should be missed
- Monitor renewal lists in District / Educators Up for Renewal Menu
- Monitor Approvals in District / Fingerprint (CHRC) Renewals Menu

Maine Certification Website
Click here to visit the Maine Certification home page.

Educators Reported in NEO
Click here to see your educators reported in NEO for your district. Updates in NEO appear overnight in the MCIS system.

Set Up District Chairperson(s)
Click here to review and update your district chairperson assignments.

Set Up District Superintendent Designee
Click here to assign district Superintendent Designee roles.

View 16 Fingerprint (CHRC) Renewal(s)
Click here to see the educators that have a Fingerprint (CHRC) Approvals expiring (or recently expired).

Certification Report (2 Educators In Violation)
Click here to see your Certification Violation report. Educators are populated from NEO on a nightly basis.

Set Up District Human Resources
Click here to assign district Human Resource roles.

4.) This will bring up a screen that shows you your District Superintendent Designees and allows you to assign a new Superintendent Designee. To assign a new Superintendent Designee select “Assign Superintendent Designee Staff”.

District Superintendent Designee Assignments

Please Note: District: [Search](#)

We're happy to provide Superintendents with the ability to designate up to **two staff members** as a “Superintendent Designee.” This role allows designated staff to view covered investigation flags pursuant to the new statutory language in 20-A M.R.S. § 13025(4)(D). Simply select the staff members you would like to designate below. You can update your designees at any time if your designated staff members change.

We also want to make this process as easy as possible! A step-by-step walkthrough showing how to assign or update your Superintendent Designees will be available under Forms and Resources on the Maine Department of Education's Certification webpage. We encourage you to use this resource if you need assistance navigating the designation process.

District Superintendent Designee Assignments

Staff ID	First Name	Last Name	District	Login Account	Create Info	Update Info
No Results To Display						

[Assign Superintendent Designee Staff](#)

5.) Select “Find Educator”.

Add Superintendent Designee Assignment

District:

Educator: [Find Educator](#)

[Cancel](#) [Submit](#)

- 6.) Enter the Educator ID, NEO Staff ID or SSN for the desired District Superintendent Designee. Select Search.

The screenshot shows the 'Add Superintendent Designee Assignment' form. The 'District' dropdown is set to 'RSU 02'. The 'Educator' field shows 'Not Yet Assigned' with a 'Find Educator' button. A modal window is open with the title 'Please Enter the Educator Search Field(s) and Click Search'. It contains input fields for 'Educator ID:', 'NEO Staff ID:', and 'SSN:', followed by a 'Search' button. A yellow arrow points to the 'Search' button. The modal also has 'OK' and 'Cancel' buttons at the bottom.

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

The screenshot shows the same 'Add Superintendent Designee Assignment' form. The search modal is open, and the 'Educator ID' field now contains '317232'. Below the input fields, the name 'ERIN REINHARD' is displayed. A yellow arrow points to the 'OK' button, which is highlighted with a red border. The 'Cancel' button is also visible.

- 8.) At this point you will be brought back to the "District Superintendent Designee Assignments" screen and should see a "Record saved successfully" message at the top of page.

The screenshot shows the 'District Superintendent Designee Assignments' screen. At the top, a green message bar says 'Record saved successfully.' Below this, the 'Please Note:' section contains text about designating staff members. A 'District' dropdown is set to 'RSU 02' with a 'Search' button. Below the text, there is a table titled 'District Superintendent Designee Assignments' with a header 'Assign Superintendent Designee Staff'. The table has columns for 'Staff ID', 'First Name', 'Last Name', 'District', 'Login Account', 'Create Info', 'Update Info', and 'Delete'. The first row shows 'Erin Reinhard' assigned to 'RSU 02' with login 'erin.reinhard' and creation/update info from 'Sep 23 2026 9:00AM'.

District Superintendent Designee Assignments								Assign Superintendent Designee Staff
	Staff ID	First Name	Last Name	District	Login Account	Create Info	Update Info	
View	Edit	Erin	Reinhard	RSU 02	erin.reinhard	erin.reinhard - Sep 23 2026 9:00AM	erin.reinhard - Sep 23 2026 9:00AM	Delete