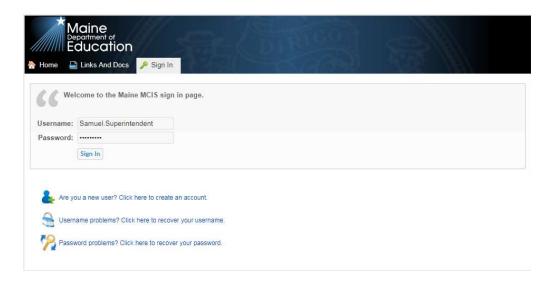


Maine Educator Information System (MEIS)

A Guide for Superintendents

How to assign a district chairperson to your district

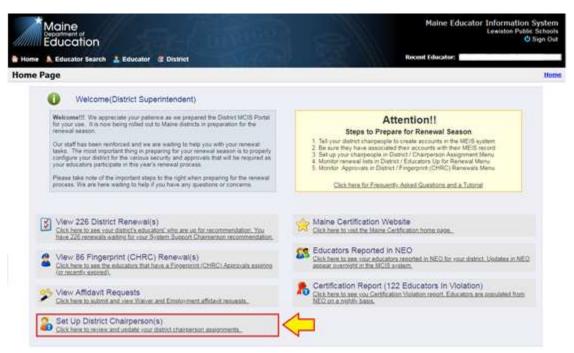
1.) Log in to the Maine Educator Information System with your credentials.



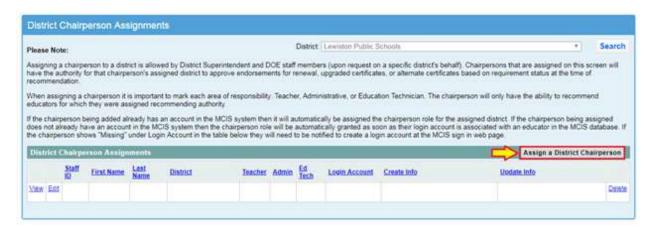
2.) Select the "DSTSUP - District Superintendent" role.



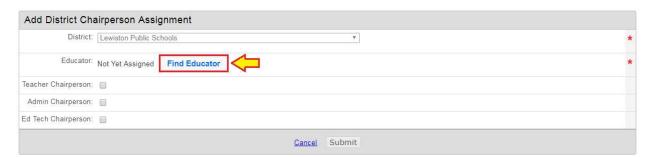
3.) Select "Set up District Chairperson/s".



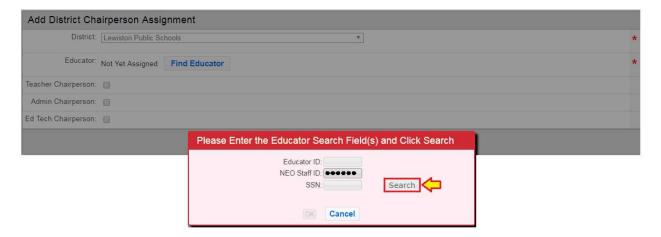
4.) This will bring up a screen that shows you your District Chairperson Assignments and allows you to assign a new District Chairperson/s. To assign a new District Chairperson/s select "Assign a District Chairperson".



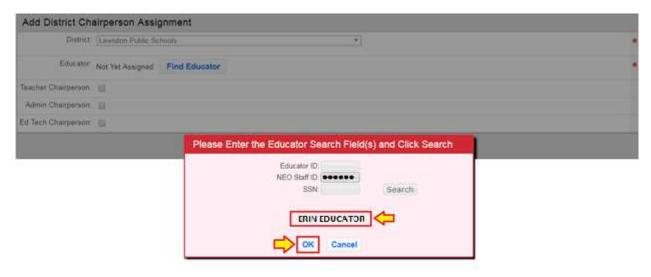
5.) Select "Find Educator".



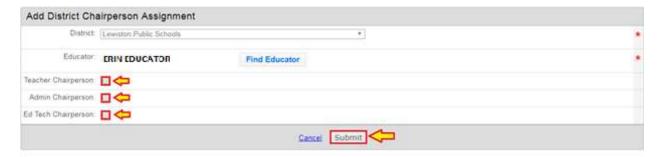
6.) Enter the Educator ID, NEO Staff ID or SSN for the desired District Chairperson. Please be sure to also add the Chairperson for the Superintendent's Region so they can recommend administrator renewals. Select Search.



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



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



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.

