



## **Local Credentialing Committee (LCC)**

### **Appendix A**

#### **How to Create an Account**

1. Go to [https://www.mymainecertification.com/SSO\\_PROD/Signin.aspx](https://www.mymainecertification.com/SSO_PROD/Signin.aspx).  
Select "*Are you a new user? Click here to create an account.*"
2. Create a user name.
3. Next, create a password consisting of at least 6 characters. The password must also have two of the following: upper-case letter, lower-case letter, number, or special character (@,;, &).
4. Enter your demographic information. For Superintendents and Renewal Chairpersons, please enter your school email as your primary email and your personal email as your secondary email. All others should only enter personal emails.
5. Enter town and date of birth. Select "*Next*".
6. Choose and answer the three secret questions. Select "*Next*".
7. Select "*you DO want access to your Maine certification records*" and enter your social security number. (NEO staff ID is being removed as an option) Select "*Next*".
8. Verify information is correct and select "*Submit*".