

Logging into NEO

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NEO Login: <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Setting up a NEO account

****All NEO users must have an active staff assignment in NEO Staff before an account can be created. This must be done by someone in the School Administrative Unit (SAU) with existing NEO Staff access.**

New Users:

If you need a new account set up, your superintendent must submit an [Access Request Form](#) on your behalf to the Maine DOE Data Team. Once the account has been created, you will receive an email with your username and a verification code.

Updating module access – Existing Users

If you have an existing NEO account, but your access does not include a module that you require, your superintendent will need to submit an [Access Request Form](#) on your behalf in order to have your account updated.

Password Reset – Existing Users

If you have an existing NEO account and you have forgotten your password, there is a “Forgot Password” option on the NEO login that will send you an email with your username and a verification code which will allow your password to be reset.

Verifying your account

You will receive an email like the top section below with a link to Verify your account and a Verification Code that will need to be copied into the Verification Code field when setting up the account or resetting your password.

New User Account - MDOE NEO application

An account has been created for you (Username: example@yourdomain.com to access the MDOE NEO application.

In order to finalize this account please click the link below (or copy and paste into your browser) to access your new account and create a new password.

<https://neo.maine.gov/neo/Accounts/Account/Verify> ← either click this link or if not clickable, copy and paste it into your web browser

Please type or copy/paste the following token into the VerificationCode box: d53c09a8-0218-4425-bd86-b0ed048c57db

This link is only available for 36 hours after which time the request is cancelled.

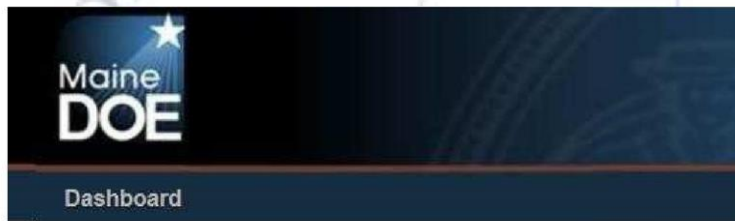
Then copy and paste this code into the website above in the VerificationCode box

If you have questions, please contact the DOE Help Desk at 624-6896. Do not reply to this message as it comes from an automated service and will not be answered.

Thank you

Maine Department of Education
NEO Core Database Team

Your NEO account verification page should look something similar to the following:



Verify Account

Username

jdoe@myschool.com

VerificationCode

d53c09a8-0218-4425-b

Set password

.....

Confirm password

.....

Update

1. Username = your email address

2. Copy This

3. Paste Here

4. Enter desired password

Confirm password

Click Update

- ☐ Password must contain at least 8 characters
- ☐ Must have at least 1 capital letter
- ☐ Must have at least 1 numeral