

**The University of the State of New York**  
**THE STATE EDUCATION DEPARTMENT**  
Office of State Assessment  
Albany, New York 12234

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

June 2024

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

### **Usernames and Passwords**

A username and password are required for access into the [online examination request system](#). If you were the principal of the same school during the 2022–23 school year and submitted your school's examination requests, the expectation is that you know your username and password.

If you have forgotten or need to reset your password, use the "Reset Password" utility available at <https://portal.nysed.gov/abp>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) [Help Desk](#).

If you are a new principal for your school and do not have a valid username and password, determine

- 1) Go to the [NYSED Business Application portal, https://portal.nysed.gov/abp/](https://portal.nysed.gov/abp/), and click the “Log In” button in the upper-right corner of the screen. Enter your username and password (case-sensitive), and then click “Sign In.”
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