

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

January 2023

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.

### IMPORTANT NOTES

- ‰ Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail.**
- ‰ Be sure to use the "Next Page" and "Previous Page" buttons, located at the bottom of each web page, to move between pages within the online examination request system. If you use your browser's forward and back buttons, any information entered on the page you are leaving will not be recorded in the Department's database.
- ‰ Similarly, on the final page ("Review and Submit"), you must send the data that you entered by using the "Submit Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your examination request.

### **Username 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 2021-22 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 <http://portal.nysed.gov>. 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 which of the following situations and next steps applies to you.

- **Principals of New York City Public Schools.** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO), in order to obtain your username and password.
- **Principals of Public Schools or BOCES Programs Located Outside of New York City.** Contact your School Superintendent or Delegated Administrator to request a username and password.
- **Principals of Religious, Independent, or Charter Schools.** Contact the SEDDAS Help Desk at [seddas@nysed.gov](mailto:seddas@nysed.gov) to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via e-mail to [datasupport@nysed.gov](mailto:datasupport@nysed.gov) that you are the new principal. This notice must be written on the school letterhead stationery and must include your school's BEDS Code, your full name, your e-mail address and phone number, the effective date of change, and the signature of the current superintendent or principal.

All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district or, for religious, independent, or charter schools, the SEDDAS [Help Desk](#).



