**INSTRUCTIONS FOR SUBMITTING**
**NEW YORK STATE IDENTIFICATION TEST FOR ENGLISH LANGUAGE LEARNERS (NYSITELL)**
**EXAMINATION REQUESTS ONLINE**

*Once you have completed the Worksheet for Developing Online Requests* (DET 1362)*, you are ready to submit your request via the online examination request system using the following directions.*

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***IMPORTANT NOTES***

‰ Be sure to use the "Next Page" and "Previous Page" buttons to move between screens within the online examination request system. If you use your browser's forward and back buttons, the information just entered on the screen that 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 screen without submitting the entire request by use of that button, the Department will not receive your examination request.

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1. Go to http://portal.nysed.gov and click the "Log On" button in the upper right corner of the screen. Enter the username and password (case-sensitive), and then click "ok."

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

2. You at theR6 3