

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Assistant Commissioner  
Office of

## ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required in order to access the [online examination request system](#). If you were the principal of the same school during the 2019-20 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 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.
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- Restricted editions: The braille editions of the Regents Examinations in Living Environment and Physical Setting/Earth Science are available only in restricted form. Each copy of a restricted test is numbered and sealed in its own individual envelope and must be returned, whether used or unused, to the Department. The student answer booklets and the rating guides for all restricted examinations are also restricted and must be returned to the Department. Photocopying and/or school retention of copies of restricted examination booklets and/or notes pertaining to their contents is strictly prohibited. Schools must not request any more copies of these editions than they require for administration to students in June 2021. However, be sure to include a copy for the proctor(s), as well, if the restricted

secure test materials. [Additional information](#) on the online edition of reference tables can be found on

**WALK-IN VAULTS** must have all of the following:

- poured concrete floor
- no windows or access panels
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