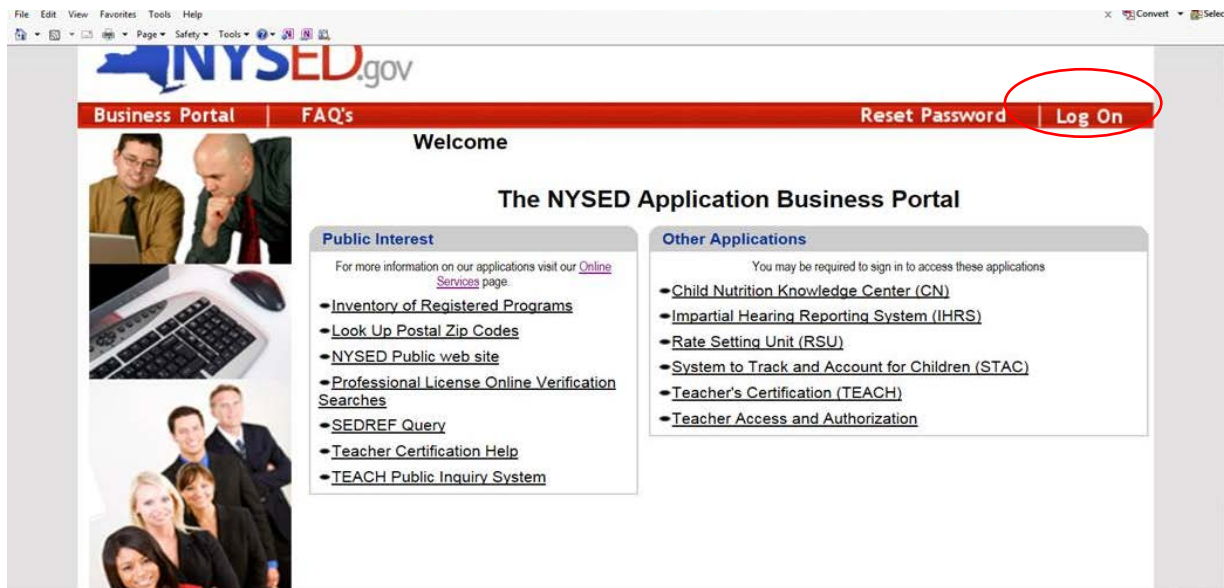


Quicksheet: Accessing the SED Monitoring System

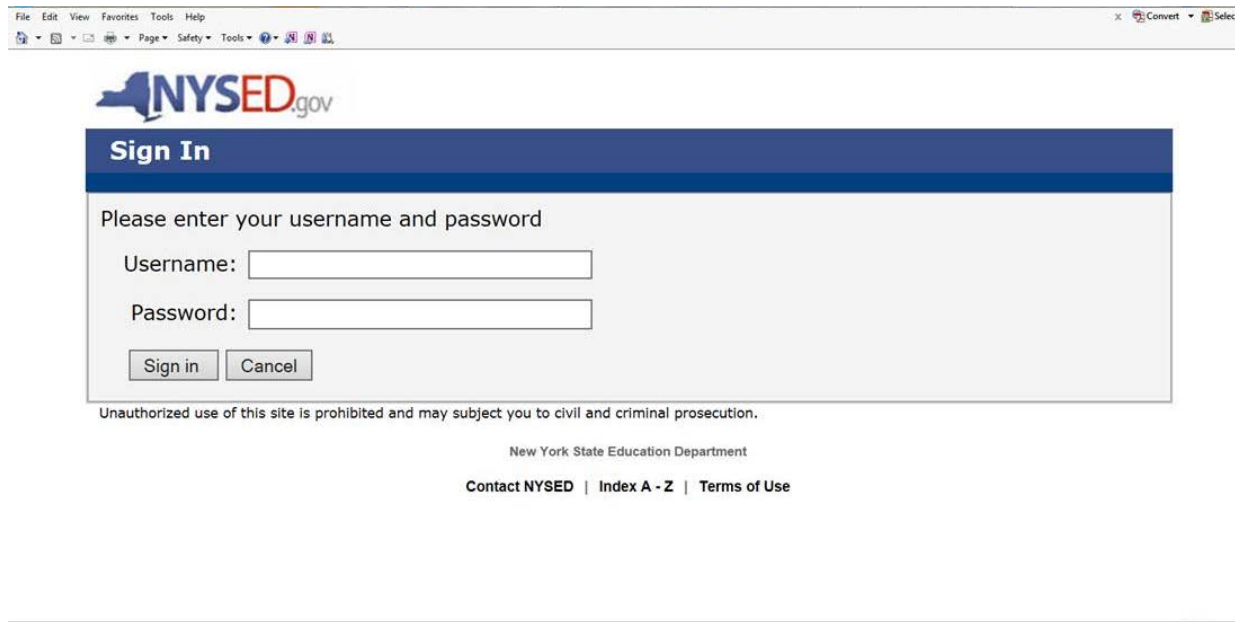
IMPORTANT: You must be added to the system as an "entitled user" by the CEO and you must have log-in info/permissions before following these steps. If you or the designated administrator (superintendent or staff) needs assistance there is an email helpdesk.

The SEDDAS helpdesk's role is to assist users in logging in and resetting their passwords. They can also walk CEOs and/or their delegated users through creating an account and entitling a user to a system: **seddas@nysed.gov**

Screen one: Go to the NYSED Application Business Portal and select log on at the upper right corner:



Screen two: Enter user name and password:



Screen three: Select SED Monitoring and vendor performance system

The screenshot shows the NYSED.gov Business Portal. The header includes the NYSED.gov logo, navigation links for Business Portal, FAQ's, Reset Password, and Log Off. The user is logged in as PAULA ORLANDO. The main content area features a 'My Applications' section with a 'Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)' and a 'Click Here' link circled in red, which points to the 'SED Monitoring and Vendor Performance System'. Below this, there is a 'Public Interest' section with links to 'Inventory of Registered Programs', 'Look Up Postal Zip Codes', and 'NYSED Public web site'. To the right, there is an 'Other Applications' section with links to 'Child Nutrition Knowledge Center (CN)', 'Impartial Hearing Reporting System (IHRS)', 'Rate Setting Unit (RSU)', and 'System to Track and Account for Children (STAC)'.

Screen Four: Go to dashboard and then inbox

The screenshot shows the NYSED.gov Office of Bilingual Education and World Languages dashboard. The header includes the NYSED.gov logo, the office name, and navigation links for Dashboard, Main Menu, Help, and the user's name (PAULA O. (NYSED EMPLOYEE)). The main content area features a 'Welcome Message' section with text about the office's goal and a 'Please contact us for additional information' link. Below this, there is a 'Survey Recipient' table with columns for Survey, Cycle, Status, and Status Date. The 'Inbox (2)' link is circled in red, and the table shows a survey for PAULA MARIE, CR Part 154 Comprehensive ELL Education, ANNUALLY, 2016, Not Submitted, with a status date of 9/21/2016.

Survey Recipient	Survey	Cycle	Status	Status Date
PAULA MARIE	CR Part 154 Comprehensive ELL Education	ANNUALLY, 2016	Not Submitted	9/21/2016