Directions on Accessing the EANS Letter of Intent Survey

The EANS Letter of Intent Survey is located in the New York State Education Department's Business Portal, which can be accessed at the following link: https://portal.nysed.gov/abp/

Nonpublic schools with previously designated accounts should have their institution's assigned CEO log in using the username and password. More information for users with accounts that need assistance locating their username or password can be found on page 2.

Accessing the Application
After logging into the Business Portal, you will be directed to the Business Portal home screen, which includes the list of applications you have been granted access to under "My Applications". The Reopening Survey is located within SED Monitoring and Vendor Performance System, as indicated below.

Once the user has accessed SED Monitoring and Vendor Performance System, a list of surveys that the user has access to will be displayed. The user should select "SORIS" to enter the survey.

The survey is titled EANS Letter of Intent and should be in the school's inbox. The school can then complete and submit.

Username Assistance

If the CEO or Delegated Account Administrator of the school has difficulty locating their username, e-mail the SEDDAS help desk to request the correct username at SEDDAS@nysed.gov.

Password Assistance

1. Go to the website http://Portal.nysed.gov
2. On the right hand side top click on Reset Password.
3. Enter your username, email address and click in the check box next to where it says "I'm not a robot".
4. Click the Submit button.
5. You may be prompted to answer random questions for the reCAPTCHA system.
6. You will then get a confirmation page and an email will be sent to you to finish changing your password.
7. In your email click the link that says reset Password.
8. A new site will open and you choose your new password there. Enter it twice. The page will inform you if it is not correct or if you have used it before.
9. Go back to portal.nysed.gov and enter your user name and new password.

There is also a separate Quick Guide for Password resets that can be found at: http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf