

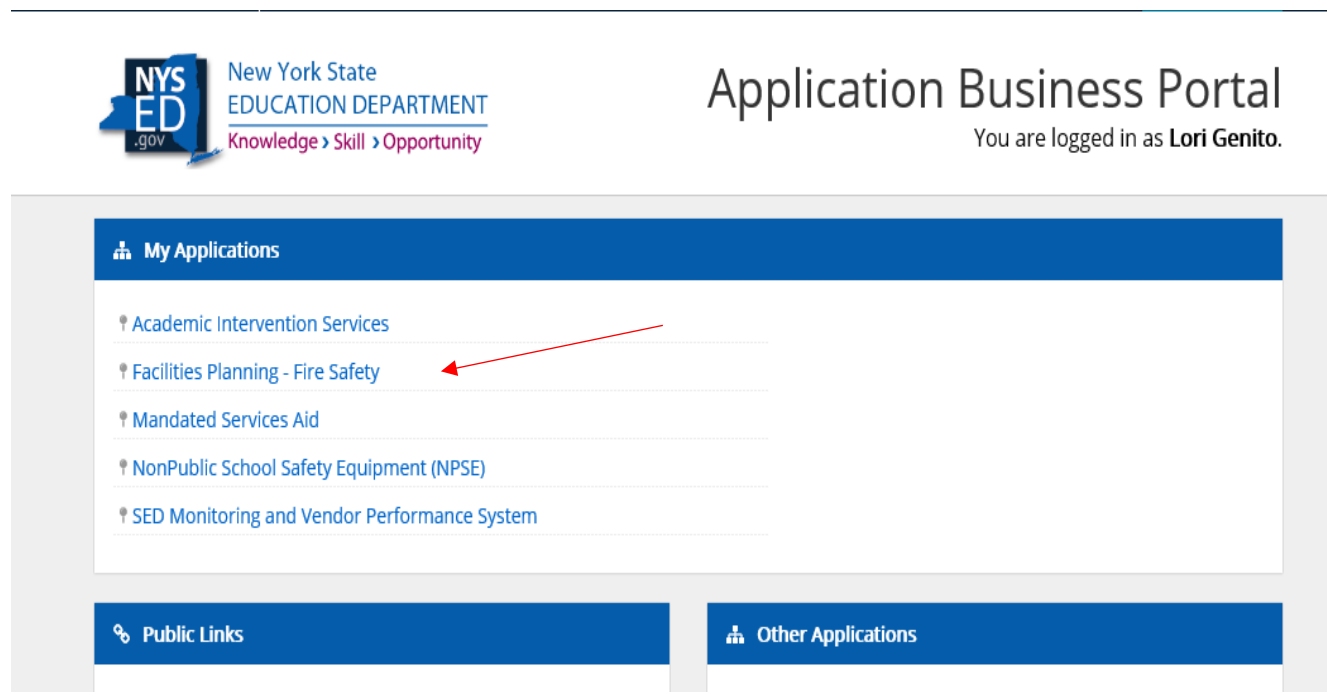
Directions on Accessing the Nonpublic School Annual Fire Safety Report

The Nonpublic School Annual Fire Safety Report is located in the [New York State Education Department's Business Portal](#).

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". You will then choose Facilities Planning-Fire Safety to enter the fire report. Once you click on Facilities Planning – Fire Report you will select SEDREF Buildings, and your school will appear. Select "Enter Report" to input the data.



The screenshot displays the 'Application Business Portal' interface. At the top left is the NYS ED logo with the text 'New York State EDUCATION DEPARTMENT' and the tagline 'Knowledge > Skill > Opportunity'. To the right, it says 'Application Business Portal' and 'You are logged in as Lori Genito.' The main content area is titled 'My Applications' and lists five items: 'Academic Intervention Services', 'Facilities Planning - Fire Safety' (highlighted with a red arrow), 'Mandated Services Aid', 'NonPublic School Safety Equipment (NPSE)', and 'SED Monitoring and Vendor Performance System'. At the bottom, there are two blue buttons: 'Public Links' and 'Other Applications'.

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 [NYSED Business Portal](#).
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 the [Business Portal](#) and enter your user name and new password.

[There is also a separate Quick Guide for Password resets that can be found here.](#)

Some schools find the [SEDDAS home page](#) helpful going through the process.