

INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

January 2023

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

IMPORTANT NOTES

- Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail.**
- Be sure to use the "Next Page" and "Previous Page" buttons, located at the bottom of each web page, to move between pages within the online examination request system. If you use your browser's forward and back buttons, any information entered on the page 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 page without submitting the entire request by use of that button, the Department will not receive your examination request.

Username and Passwords

A username and password are required for access into the [online examination request system](#). If you were the principal of the same school during the 2021-22 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 and next steps 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.
- **Principals of Religious, Independent, or Charter Schools.** Contact the SEDDAS Help Desk at seddas@nysed.gov to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via e-mail to datasupport@nysed.gov that you are the new principal. This notice must be written on the school letterhead stationery and must include your school's BEDS Code, your full name, your e-mail address and phone number, the effective date of change, and the signature of the current superintendent or principal.

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

- 1) Go to the [NYSED Business Application portal](https://portal.nysed.gov/abp/), <https://portal.nysed.gov/abp/>, and click the “Log In” button in the upper right corner of the screen. Enter your username and password (case-sensitive), and then click “Sign In.”
- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading “My Applications” toward the top center of this page, click on “Examination Request System.”
- 3) A dialogue box displaying the “Request Agreement” appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials, as provided in the [School Administrator’s Manual](#). Carefully read the agreement and click “Accept” to indicate your agreement.
- 4) From the drop-down menu under “Select Examination Period,” select “2023 January Regents Examination Period” and click “Go.” This will bring you to the “School Information” page.
- 5) Carefully review the “School Information” page in order to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information.

The online examination request system has the capacity to receive and store three e-mail addresses for each school—principal, alternative contact, and summer school administrator. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by contacting [Information and Reporting Services](#). Schools must also fax such changes to 518-474-2021.

- 6) Scroll down to the section titled “District/BOCES/Regional Center Data” and select from the drop-down menu next to “Scanning Center” the center with which you have contracted for scanning services. **You must enter this information in order to proceed with ordering tests.**
- 7) If your school does not have an ongoing Department-approved storage location for secure examination materials, or if you need to amend the storage information for your school, you will need to complete and submit an *Examination Storage Plan* (DET 599). (See the message at the bottom of the “School Information” page for instructions; Adobe Reader® required.)
- 8) When you are finished reviewing and/or updating the information on the “School Information” page, click the “Save and Proceed to Request Examinations” button at the bottom of the page. The online examination request system will allow you to request only the types of secondary-level New York State examinations for which your school is eligible based on enrollment.
- 9) When the next page opens, you may enter the quantities needed for each regular, translated, large-type, and/or braille edition, based on the number of students who will be taking that examination. Request specific editions only for those students eligible to take those editions. When you have finished entering the quantities needed for the examinations on that page, click the “Next Page” button to proceed to the next category of examinations that your school is eligible to order.
- 10) When you have finished entering all examination quantities needed for your school, use the “Next Page” button to navigate to the “Review and Submit Your Examination Request” page.
- 11) Carefully review your examination request. **Request only the quantity needed for eligible students.** If you need to change your request, click the “Previous Page” button until you have reached the page on which you want to make changes. When all changes have been made, click the “Next Page” button until you are returned to the “Review and Submit” page.
- 12) When you have determined that all information listed is correct, click the “Submit and Certify Your Request” button. **CAUTION: If you close the “Review and Submit” page without submitting the entire request by use of this button, the Department will not receive your examination request.**

- 13) The next page will advise you that your examination request has been properly submitted to the Department's database, and you will receive a confirmation of your request via e-mail within three business days. All school information and examination quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the "Submit and Certify Your Request" button on the "Review and Submit" page. To order tests for another Examination Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Examination Cycle" to select the next group of tests to be ordered and repeat this process.
- 14) Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Business Application Portal, click "Log Off" in the upper right corner of the Portal page.

Any questions about your school's examination request may be directed to examrequest@nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@nysed.gov.