

Multilingual Literacy SIFE Screener (MLS) Quicksheet

Updated May 2022

STEP 1

Apply for an account

1. Go to mls.slalab.org
2. Select 'Apply for an Account'
3. Input info, one login per BEDS Code:
 - a. District or school BEDS code
 - b. New password

Reset your password at:
<https://mls.slalab.org/Account/ForgotAdminPassword>

Register. Create a new account.
For any issues or questions related to account registration please contact user services at mls.email.server@gmail.com.

12-digit BEDS Code * (no spaces or hyphens)

School Name *

Email * (please use your school email address) ← Official school email

Account Password *

Confirm Account Password *

Register

STEP 2

Register a student

1. Select 'Register a Student'
2. Input all student info*

*See sample of info required on the right and in the MLS Checklist & Worksheet

- First and last name
- NYSSIS ID or OSIS number from principal. If you do not know the student's state ID, check the box provided to enter it later.
- Date of birth
- A guardian's name and address
- Education language (language of materials and textbooks at school). This is the language the MLS should be administered in.
- Home language (language student speaks in the home)
- Student date of enrollment in NYS school

STEP 3

Administer the MLS

1. Select Test type:
 - a. Reading Comprehension, Math, Vocabulary, or Early Literacy
2. Complete the exam login and select test language*

*See ⓘ on page 2 before administering.

Exam Login

Fill out and submit the form to continue.

Proctor Full Name *

BEDS Code *

Password * [reset password]

Test Language *
(valid login required) ▼

Click here if you are testing the technology – Only practice passage will run.

Student *
Check box to search for students registered in earlier school years.
(valid login required) ▼

Submit

All fields must be completed to start the exam.

Contact the MLS Support Team at: MLS.email.server@gmail.com

STEP 4

Access Student Performance Reports

1. Go to **Student Reports** on the homepage to see a list of tested students
2. Select a student's test type to automatically download the **Student Performance Report**

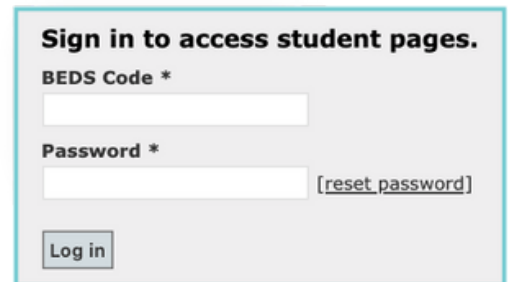
District accounts can access reports for all students in the district

STEP 5

After the Exam

Proctors will be contacted via email to update or input this information:

- Student's Final SIFE Determination
- Student school placement, if missing
- Student's NYSSIS or OSIS number



Sign in to access student pages.

BEDS Code *

Password *

 [\[reset password\]](#)

Log in

Edit student information at:
mls.slalab.org/Student



- **How can I ensure the MLS works on the device I'll be using for testing?**
 - To make sure the MLS works on your device, select 'Click here if you are testing the technology' on the exam page.
- **Are there any technical requirements to administer the MLS?**
 - The MLS can be administered on desktops, laptops, Chromebooks, and tablets using any browser. If using Chrome, please ensure that the Google translation function is not active. We recommend headphone use for audio instructions and practice sections.
- **What tests/languages are offered by the MLS?**
 - This can be found on the MLS site as well as on the graphic below.

MLS Languages

Arabic
Bangla
Burmese
Chinese
English
French
Fula
Haitian Creole
Maay-Maay
Nepali
Russian
S'gaw Karen
Somali
Spanish
Swahili
Urdu



Reading Comprehension
All 16 languages



Math
All 16 languages



Vocabulary
Chinese, English, Haitian Creole, Spanish, Urdu



Early Literacy
English

Find the MLS Manual, Webinar, and Checklist at mls.slalab.org