

Quick Sheet for the Multilingual Literacy SIFE Screener (MLS)

What You Need to Use the MLS

- ✓ The master password: *mlsnysed*
- ✓ Your school's login and password to administer the tests:
 - The login is your school's BEDS code.
 - The password is created by someone at your school.



Only one set of credentials is issued per school. You must request the credentials three business days in advance of MLS administration. Once you receive your confirmation email you may use the MLS.

Step 1: Before Administering the MLS

1. Open Chrome or Firefox (Do **not** use Internet Explorer or Safari) and navigate to mls.slalab.org
2. Enter the master password *mlsnysed*
3. Apply for credentials by selecting **Apply for an account** from the homepage. This will take you to the registration page.

You will need:

- ✓ Your school's BEDS code
- ✓ A password of your own creation (this will be used by all educators at your school site)

Step Two: Registering a Student

1. Open Chrome or Firefox (Do **not** use Internet Explorer or Safari)
2. Visit mls.slalab.org
3. Enter the master password *mlsnysed* to access the homepage
4. Select **Student Registration**, and sign in using your credentials
5. Complete all information. This can be changed later under the student reports page

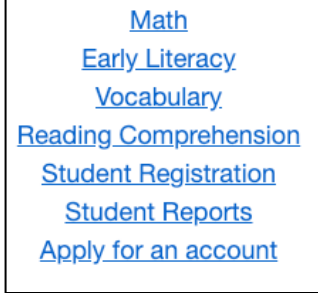
You will need:

- ✓ The student's NYSSIS ID number and date of birth. If you do not know the student's state ID, check the box provided. Do not enter a fake NYSED ID number.
- ✓ A guardian's name and address

For more information about the MLS, read the *MLS User Guide*.
Technical support is available from the *MLS Support Team* at
MLS.email.server@gmail.com

Step Three: Administering an Assessment Using the MLS

1. Open Chrome or Firefox (Do **not** use Internet Explorer or Safari)
2. Visit mls.slalab.org
3. Enter the master password *mlsnysed* to access the homepage
4. Administer an exam by selecting **Early Literacy**, **Vocabulary**, **Reading Comprehension** or **Math** from the homepage
5. Then, using your credentials, complete the exam login and select the appropriate language:



- Early Literacy: English, Spanish
- Reading Comprehension: Arabic, Bangla, Burmese, English, French, Fulani, Haitian Creole, Maay Maay, Simplified Mandarin Chinese, Nepali, Russian, S’gaw Karen, Somali, Spanish, Swahili, Urdu
- Vocabulary: English, Haitian Creole, Simplified Mandarin Chinese, Spanish, Urdu
- Math: Arabic, Bangla, Burmese, English, French, Fulani, Haitian Creole, Maay Maay, Simplified Mandarin Chinese, Nepali, Russian, S’gaw Karen, Somali, Spanish, Swahili, Urdu

Exam Login

Fill out and submit the form to continue.

Proctor full name *

Login (BEDS code) *

Password * [\[reset password\]](#)

Test Language *
(valid login required)

Student *
(valid login required)

You must have the proctor login and password entered correctly to select the language of the exam. The language dropdown menu will not be accessible until the correct credentials have been entered. All fields must be filled out in order to start the MLS.

Please note the following:

- This test is untimed, but must be completed in one sitting. Each test may take up to one hour.
- Instructions for the exam are given orally and in the student’s home language.
- The student should have headphones to listen to instructions which begin immediately after starting the exam. Do not close the browser until the test data has been sent to the server. If the browser is closed before the test is finished, no information will save and the student will need to begin the exam again.
- If using Chrome, please make sure that students do not use the translation function.
- **Monitor students during the test and make sure they are not using other browser functions, or the results will be meaningless.**

How do I access reports?

Go to the MLS homepage and enter the master password: *mlsnysed*

1. View the MLS Literacy Skills and Abilities Report by selecting **Student Reports** from the homepage
2. The report is available immediately after the test is completed.

You must have your login (BEDS code) and password.

Sign in to access student pages.

Username

Password [\[reset password\]](#)

If you have lost your password, please click “reset password” in the exam or reports login screen. You will receive an email from MLS.email.server@gmail.com with a link to reset your password.