



## THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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Tel. (518) 474-3906  
Website: <http://www.p12.nysed.gov/facplan/>

### **VISUAL INSPECTION FREQUENTLY ASKED QUESTIONS**

#### **GENERAL QUESTIONS**

1. **Q: Do I have to survey all buildings in the district?**  
**A:** *Only 'normally occupied' structures need to be surveyed (not Press Boxes, Storage, Concession Stands, Dugouts, etc).*
2. **Q: Should maintenance/storage buildings that are part time usage be surveyed?**  
**A:** *If the building is occupied by staff as a place of work, then it should be surveyed*
3. **Q: If a school district is leasing a school that they are not currently using to BOCES, who is responsible for completing the Visual Inspection? BOCES occupies the entire building.**  
**A:** *Since the school district owns the building, the school district is responsible for completing the Visual Inspection.*

#### **DATA ENTRY QUESTIONS**

1. **Q: I am a school superintendent and forgot my password to access the NYSED Application Business Portal, what should I do?**  
**A:** *If you have forgotten your password, you will need to contact (518) 473-8832 -or- [seddas@nysed.gov](mailto:seddas@nysed.gov)*
2. **Q: I am an architect for several school districts. How do I obtain a login and password. Does each district provide me with a password?**  
**A:** *Each school superintendent needs to add you as a user. You will need a unique username and password for each district (cannot use same one for several districts).*
3. **Q: When one of my school district clients logged into the portal, they were told my username 'john.smith' was already taken by another district. Do I need a separate username for each district?**  
**A:** *Only one username per district is available due to security reasons. Each school district will need to create a unique username if you need to complete data entry for more than one school district (ex: john.smith1, john.smith2, etc)*

4. Q: The superintendent said I had entitlements, but I cannot access the survey, what should I do now?

A: The superintendent most likely has not given you the correct entitlements, check with the superintendent. Correct entitlements should look like this:

### Delegated Account System

View User

User Information

<b>Name</b>		<b>Position/Title</b>	ARCHITECT
<b>User ID</b>	(Enabled)	<b>Institution</b>	UFSD (Active)
<b>Institution CEO</b>	SUPERINTENDENT		
<b>Institution ID</b>	80000	<b>BEDS Code</b>	2804
<b>RIC Inst ID</b>	80000	<b>RIC</b>	RIC NASSAU
<b>Work Phone</b>	(631) Ext:	<b>Email</b>	architect.com

<< Back
Account History
List Administrators

Application Entitlements

SED Monitoring & Vendor Performance System	
<b>Role</b>	Data Access
<b>Data Entry</b>	Facilities
<b>Data View</b>	Facilities

correct entitlements should look like this

5. Q: I have logged into the NYSED Application Business Portal but do not see the 2020 Visual Inspection?

A: The 2020 Visual Inspection is found under **SED Monitoring and Vendor Performance System**. Scroll down the page until you see this designation and click on this link which will take you to a list that contains the 2020 Visual Inspection Survey. See below screen shot:

[Business Portal](#) | [FAQ's](#)

[Reset Password](#) | [Log Off](#)

Welcome

**The NYSED Application Business Portal**

[My Applications](#)

**Notice:**

**If the Superintendent or Principal has Changed**  
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)

[Click Here](#)

[BEDS-IMF-School Safety \(VADIR/DASA\) Application](#)

[Examination Request System](#)

[State Aid Management System \(SAMS\)](#)

[New York State Student Identification System \(NYSSIS\)](#)

[Title One](#)

[Information and Reporting Services Portal \(IRSP\)](#)

[American Recovery and Reinvestment Act \(ARRA\) Reporting System](#)

**[SED Monitoring and Vendor Performance System](#)**

\* Includes Smart Schools Bond Act Investment Plan Application, APPR Implementation Certification plus others

[Facilities Planning - Fire Safety](#)

[State Education Department Delegated Account System \(SEDDAS\)](#)

[SEDDAS USER GUIDE](#)

6. Q: Is there a limit to the number of characters that can be used in the comments section of the Visual Inspection?

**A:** *There is not a limit on number of characters/words that can be used in the comment boxes*

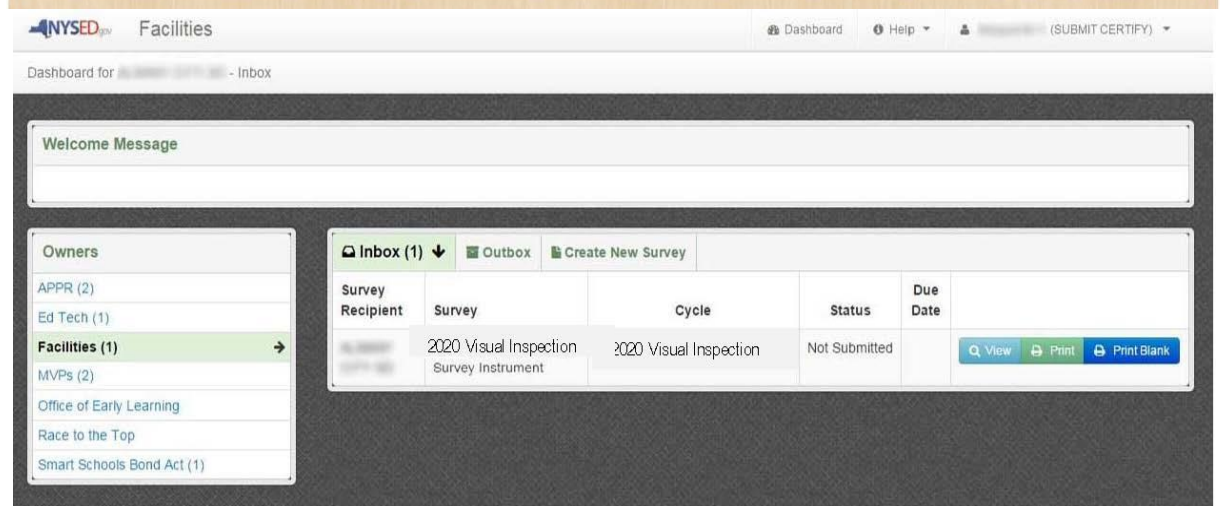
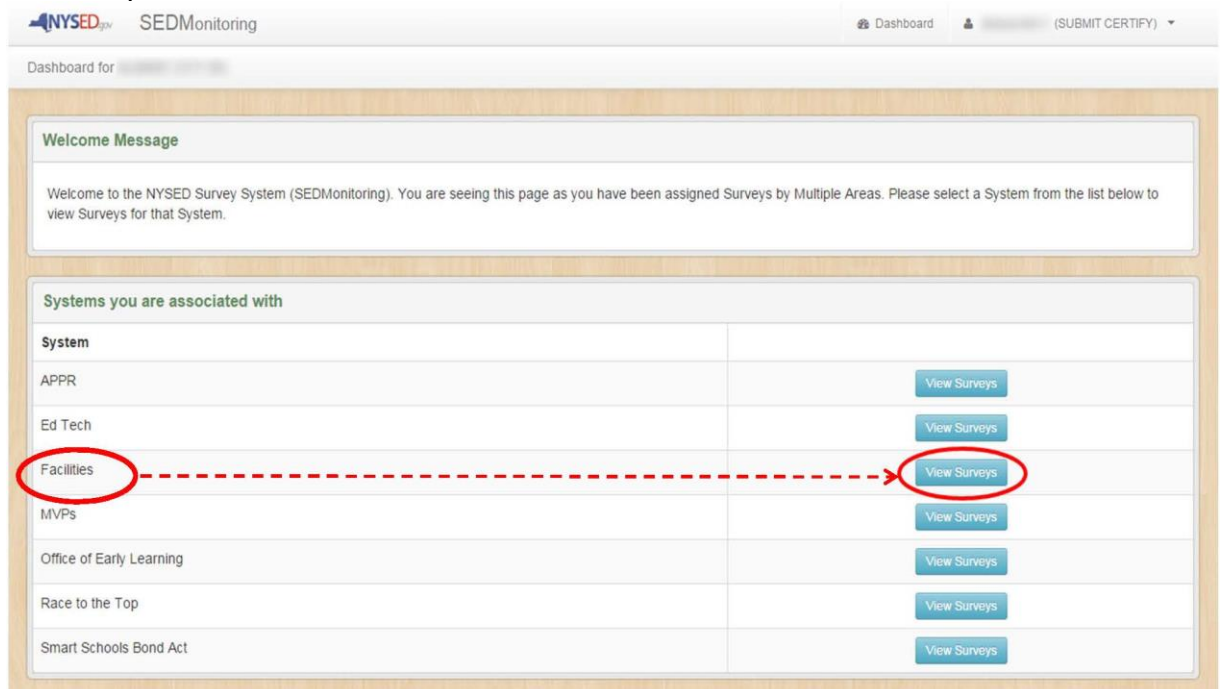
**7. Q:** **We made a mistake and entered data twice for the same building. Can the duplicate record be deleted?**

**A:** *Duplicate data entry cannot be deleted from the system if the duplicate record has been certified/submitted by the superintendent. If the duplicate record has not been certified/submitted by the superintendent, the duplicate building name should be changed to 'delete' (ex: Smith Elem School – change name to DELETE).*

*If the duplicate building has already been certified/submitted by the superintendent, there is no way to delete the record.*

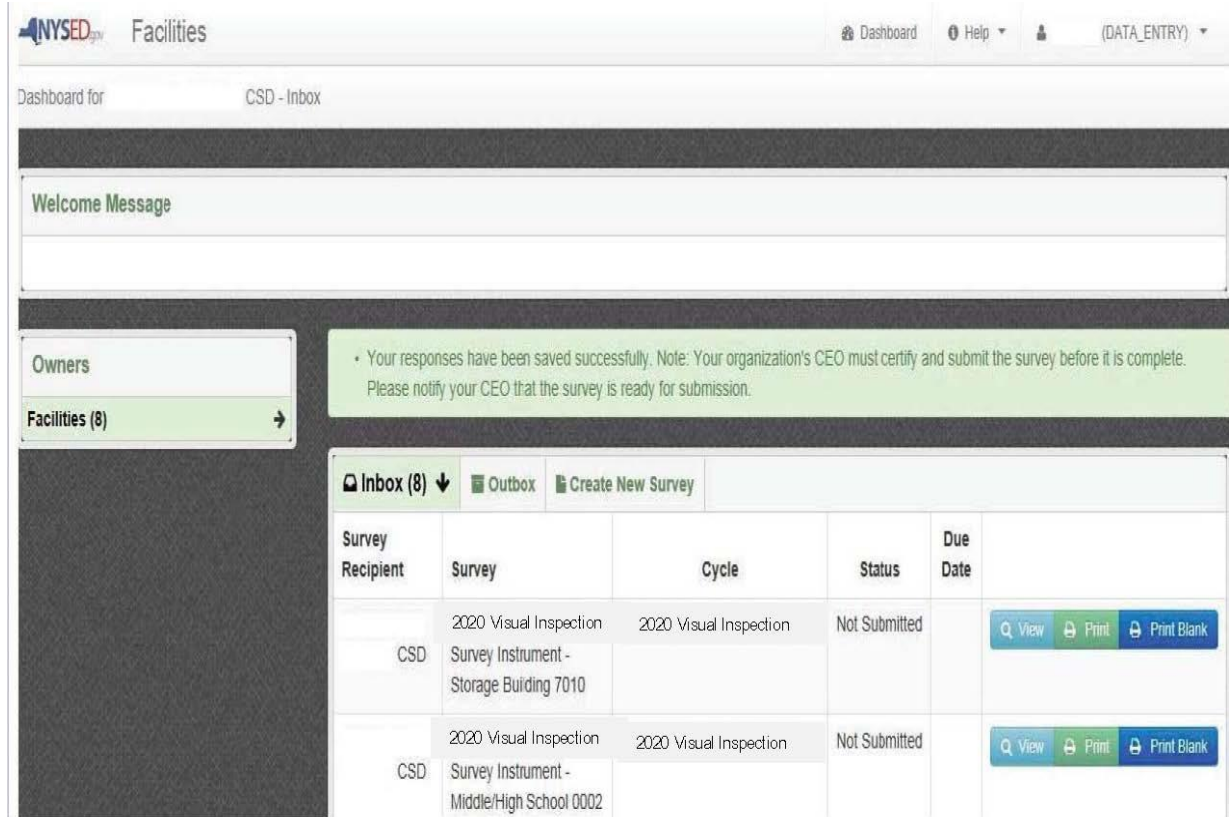
**8. Q:** **I have clicked on the *SED Monitoring and Vendor Performance System* tab but still do not see the 2020 Visual Inspection?**

**A:** *Once you click on the SED Monitoring and Vendor Performance System tab, the next screen will include a list of surveys. Click on the 'FACILITIES' tab, and on the next screen you will see the '2020 Visual Inspection Survey Instrument'. Click on that tab and it will take you to the 2020 Visual Inspection. See below screen shots:*



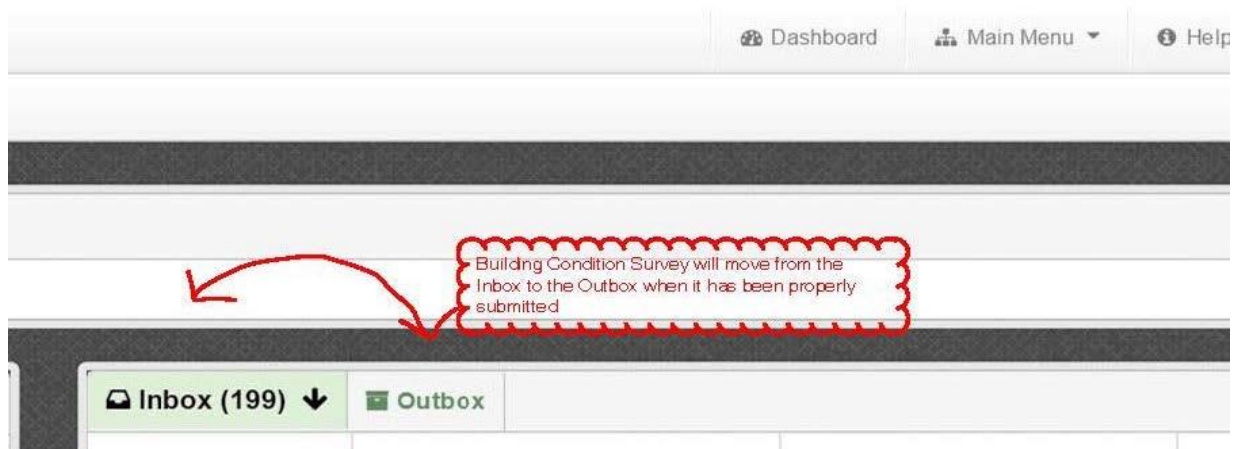
**9. Q:** **I have completed the data entry for the 2020 Visual Inspection. Is it done?**

**A:** Once the data entry is complete (if done by someone other than the superintendent), when the data entry user hits “Save & Continue” on the last page, they will be taken back to their dashboard where they will see a message “Your responses have been saved successfully. Note: Your organization's CEO must certify and submit the survey before it is complete. Please notify your CEO that the survey is ready for submission.” The superintendent must complete this step for the 2020 Visual Inspection to be complete and submitted for each building. See screen shot below:



**10. Q: How can I tell whether the Visual Inspection has been properly submitted?**

**A:** Once the Visual Inspection has been certified and submitted by the Superintendent, the Visual Inspection will move from the 'inbox' to the 'outbox' on the Dashboard in the Portal. If the Visual Inspection is showing in the 'outbox' it has been properly submitted. See screen shot below:



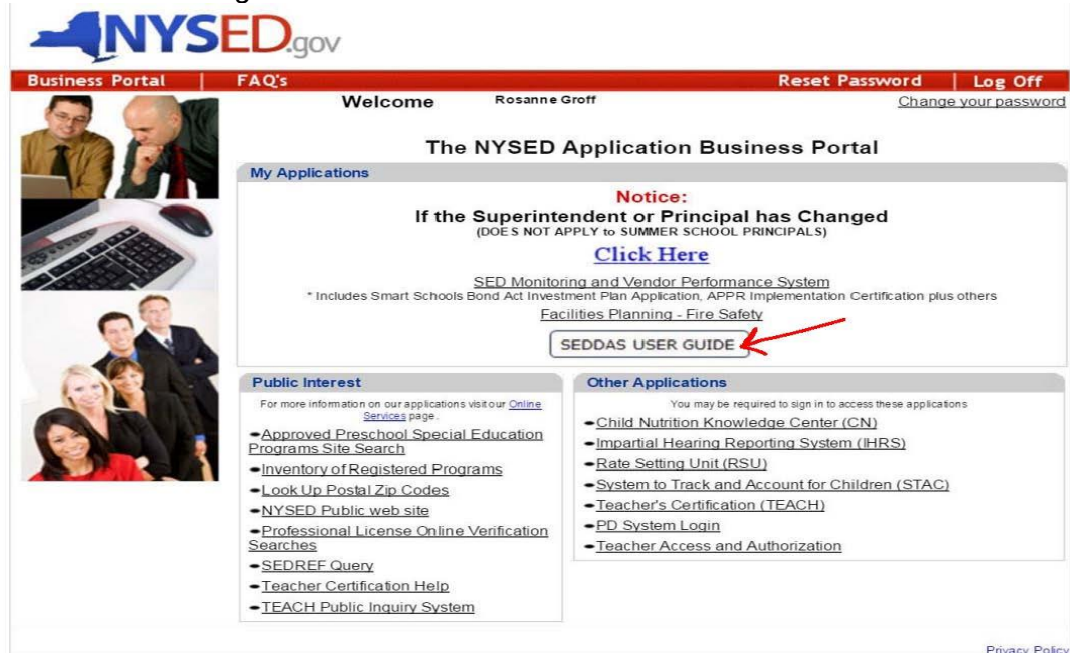
**11. Q: I have unsubmitted records in my inbox in the portal. Is there a way to delete these records if not needed?**



**A:** Districts should check the records remaining in the portal, and if the records are not needed to be submitted (blank copy or record with errors), the record should be labeled 'DELETE' as the unique identifier (building name) and saved. We will be running a clean-up program to remove any records that have been named 'delete' from the portal.

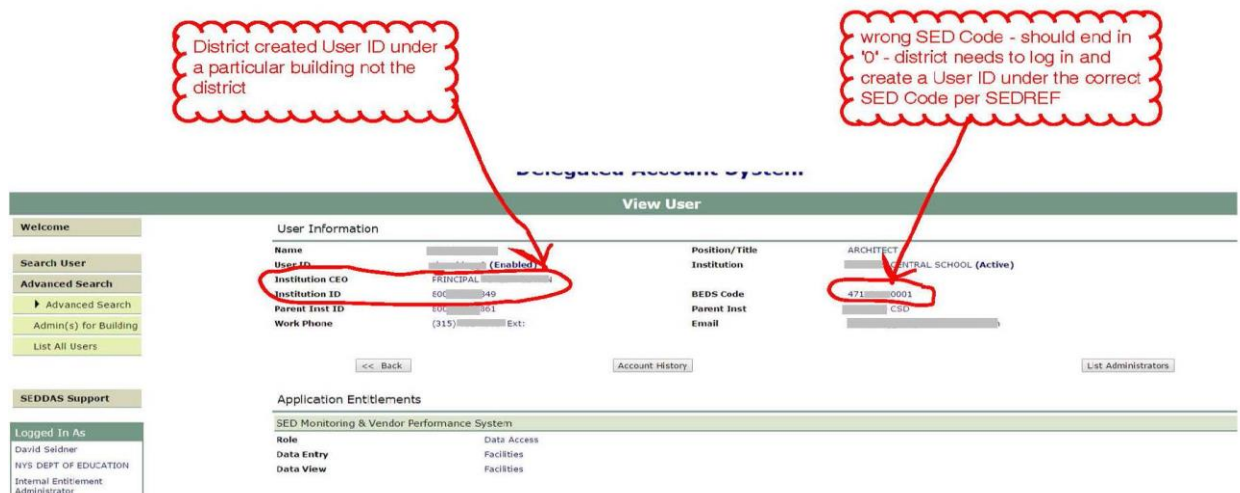
**12. Q:** Could you send a link to instructions to grant entitlement to the District's architect to access NYSED Application Business Portal so the 2020 Visual Inspection can be completed?

**A:** The Superintendent will need to log into the NYSED Application Business Portal. Once in the portal click on SEDDAS USER GUIDE. The SEDDAS User Guide has instructions on how to create a UserID and grant entitlements. See screen shot below:



**13. Q:** The School District says I have been given entitlements, but all I see is “No Assignments” when I click “SED Monitoring and Vendor Performance System”?

**A:** The school district most likely has entered the wrong SED Code for their school district. They will need to log back into the portal and correct the SED Code. The SED Code must match the district's SED Code in SEDREF. The SED Code in SEDREF ends in '0000'. Many districts are using an incorrect SED Code ending in '0001', which will result in this error. See screen shot below.



14. **Q: When I start the 2020 Visual Inspection it asks for a ‘unique identifier’. What should be used for this?**

**A:** A unique identifier needs to be entered to differentiate each building’s visual inspection survey. The name of the building should be entered (ex: elem school, high school, etc) so when the school district looks at their list of surveys, they can easily see which building a particular survey is for.

The screenshot shows the '2015 Building Condition Survey Instrument - Building Information' page. The top navigation bar includes the NYSED logo, 'Facilities', and links for 'Dashboard', 'Help', and a user profile 'Robert L. (DATA\_ENTRY)'. The main content area is divided into three sections. On the left is a 'Survey Navigation' sidebar with a list of survey sections: Building Information (selected), Space Information, Site Utilities, Site Features, Substructure, Building Envelope, Interior Spaces, Plumbing, HVAC Systems, Fire Safety Systems, Accessibility, Environment/Comfort/Health, Indoor Air Quality, and American Red Cross. Below this is a '2015 Building Condition Survey Instrument Instructions' box containing a welcome message, the survey data entry due date of June 30, 2016, and contact information for questions. The main form area on the right has a 'Save' and 'Save & Continue' button at the top. Below this is an 'Identifying Label' section with a text input field and a red error message: 'An unique identifier is required. Enter here an identifying label so you will be able to differentiate multiple submissions of this survey.' The 'Building Information' section contains four numbered fields: 1. Name of School District (with a dropdown menu showing 'CSD'), 2. SED District 8-Digit BEDS Code (with a dropdown menu showing '4400000000'), 3. Building Name (with a red asterisk indicating it is required), and 4. SED 4-Digit Facility Code (with a red asterisk indicating it is required).