

To access the Dual Enrollment Partnership Agreement Form survey, you must have access to the NYSED Business Portal. The Superintendent of a school district or the School Leader for a public school or BOCES is entitled with rights to the NYSED Business Portal as well as the Submit/Certify role necessary for the SED Monitoring and Vendor Application. **NYSED Staff are not able to grant access to the secure NYSED Business Portal.**

The screenshot shows the NYSED Application Business Portal dashboard. At the top, there is a navigation bar with links for 'NYSED Home' and 'Portal Home', and buttons for 'Reset Your Password' and 'Log In'. The 'Log In' button is highlighted with a red box. Below the navigation bar, the NYSED logo and 'New York State EDUCATION DEPARTMENT' are displayed, along with the tagline 'Knowledge > Skill > Opportunity'. The main heading is 'Application Business Portal' with a subheading 'Portal Dashboard'. A blue banner at the top of the main content area reads 'My Applications'. Below this banner, a message states: 'In order to view secure applications, you must be logged in. Please Log In to continue to your NYSED Business Portal Applications.' The main content area is divided into two columns. The left column, titled 'Public Links', contains a list of links: 'Inventory of Registered Programs', 'Look Up Postal Zip Codes', 'NYSED Public web site', 'Professional License Online Verification Searches', 'SEDREF Query', 'Teacher Certification Help', and 'TEACH Public Inquiry System'. The right column, titled 'Other Applications', contains a list of links: 'Child Nutrition Knowledge Center (CN)', 'Impartial Hearing Reporting System (IHRS)', 'Rate Setting Unit (RSU)', 'System to Track and Account for Children (STAC)', 'Teacher's Certification (TEACH)', and 'Teacher Access and Authorization'. At the bottom of the page, there is a footer with links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

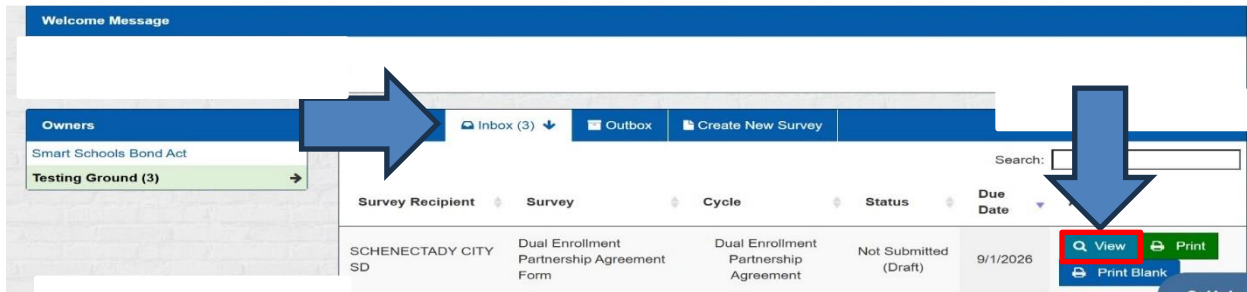
Clicking Log in will display the log in credentials screen. As mentioned above, access is granted at the School District or Public School Leader level. Please enter valid credentials here and click Sign In. If you are not able to log in at this stage please use the Lost Password link to reset your password.

The screenshot shows the NYSED Application Authentication login screen. At the top, there is a navigation bar with links for 'NYSED Home' and 'Portal Home'. The NYSED logo and 'New York State EDUCATION DEPARTMENT' are displayed, along with the tagline 'Knowledge > Skill > Opportunity'. The main heading is 'Application Authentication' with a subheading 'Login'. Below the heading, there is a 'Sign In' button. The main content area contains a login form with fields for 'Username' and 'Password'. Below the password field, there are 'Sign In' and 'Cancel' buttons, and a link for 'Lost Password?'. At the bottom of the page, there is a footer with links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

Once logged in successfully, at the top of the screen the system will display the applications you have access rights to.

The screenshot shows the NYSED Application Business Portal dashboard after a successful login. A large blue arrow points to the 'My Applications' section. The 'My Applications' section displays a list of applications, with 'SED Monitoring and Vendor Performance System' highlighted by a red box. To the right of the list, there is a 'Notice' box with the following text: 'Notice: If the Superintendent, Principal or CEO has changed, please Click Here to update SEDREF. Once SEDREF has been updated a new CEO account will be created in SEDDAS and the former CEO account will be disabled. Please allow 2 to 3 business days for this change to reflect in SEDDAS.'

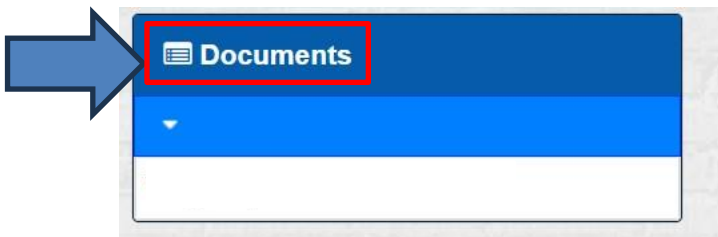
By clicking on the SED Monitoring and Vendor Performance link all surveys you have been granted access to will be listed in your Inbox. Next click the View icon to start the survey.



Next the system will display the survey form.

A screenshot of a survey form titled 'Dual Enrollment Partnership Agreement Form'. The form has a yellow header bar. Below the header, there is a section titled '1. Dual Enrollment Program Overview. Please respond to the following questions.' followed by '1a. P-12 Partners. List all school districts, charter schools, and BOCES in the dual enrollment program (P-12 partners) and their SEDREF BEDS codes. Use "Add a Row" to list multiple organizations.' Below this text is a table with two columns: 'School District, Charter School, BOCES Name' and 'SEDREF BEDS Code'. The table has three empty rows. At the bottom left, it says 'Report Title: 1A'. At the bottom right, there is a blue button with a question mark and the word 'Help'.

In the left hand margin links for the available Documents for more detailed information to help with completing the survey.



When all required questions are complete please select the Save and Submit button.

Dual Enrollment Partnership Agreement Form - Dual Enrollment Partnership Agreement - Page 1 - Page Last Modified: 2025-11-25

A screenshot of the survey navigation bar. On the left, a blue box labeled 'Survey Navigation' shows 'Page 1' with a right arrow. To the right of this is a green banner that says 'Your responses have been saved successfully.' Below the banner is a long blue bar. At the end of this bar, a red arrow points to a blue button labeled 'Save & Submit Draft' with a right arrow, which is highlighted with a red box.

Next the Certification screen will display and after reading and certifying the survey please select the Submit button to complete the survey or the Cancel button to return to the survey.

Dual Enrollment Partnership Agreement Form - Dual Enrollment Partnership Agreement - Page 1 - Page Last Modified: 2025-11-25

Survey Navigation

• Page 1 →

• Your responses have been saved successfully.

Save

Save & Submit Draft →

Dual Enrollment Partnership Agreement Form - Dual Enrollment Partnership Agreement - Submit/Certify

Certification & Submission

Print Survey

Email

This submittal does not require your Institution's Submit Certifier to signoff on the submission at this time. As such any user with Data Entry rights will be able to submit.

☒

By submitting the Dual Enrollment Partnership Agreement Form, I hereby certify that the information provided is as accurate as the information available to my organization (school district, charter school, or BOCES).

Cancel

Submit

