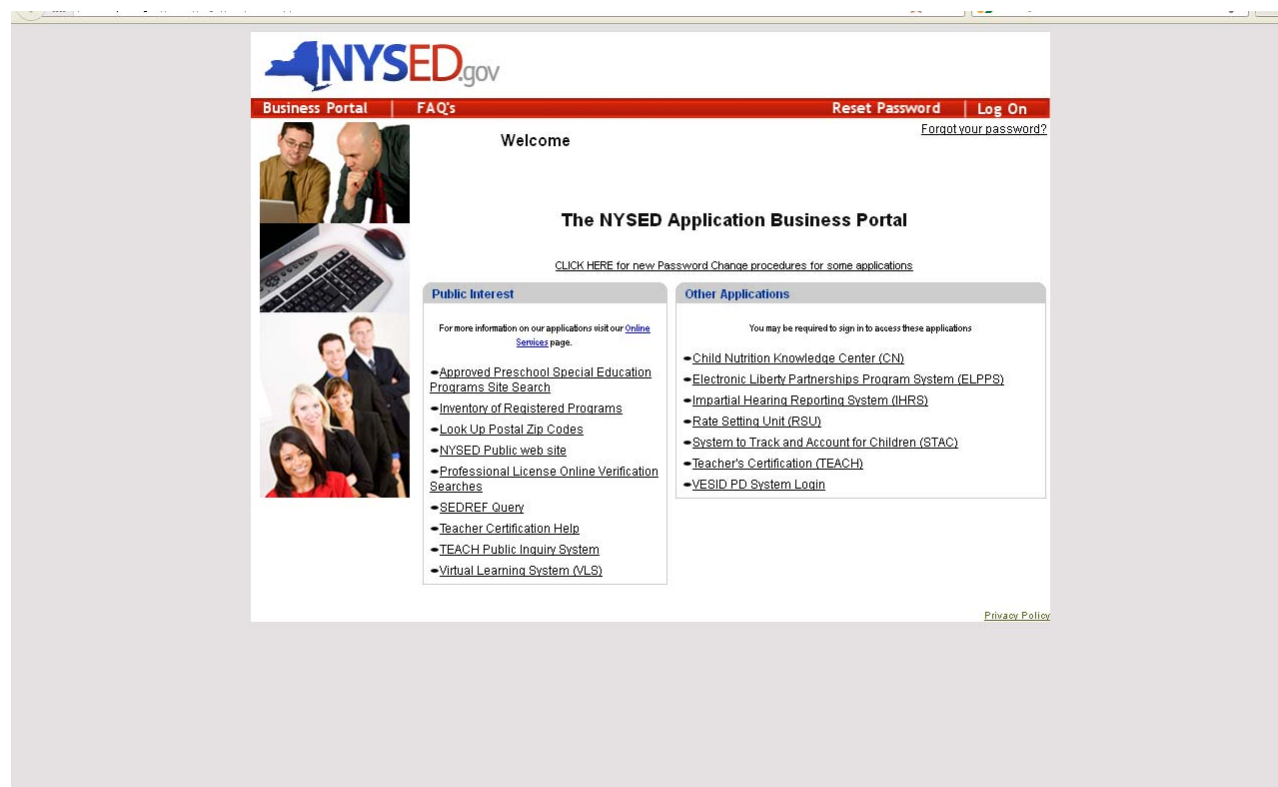


## ***Directions for Disabling a Teacher TSRV Account:***

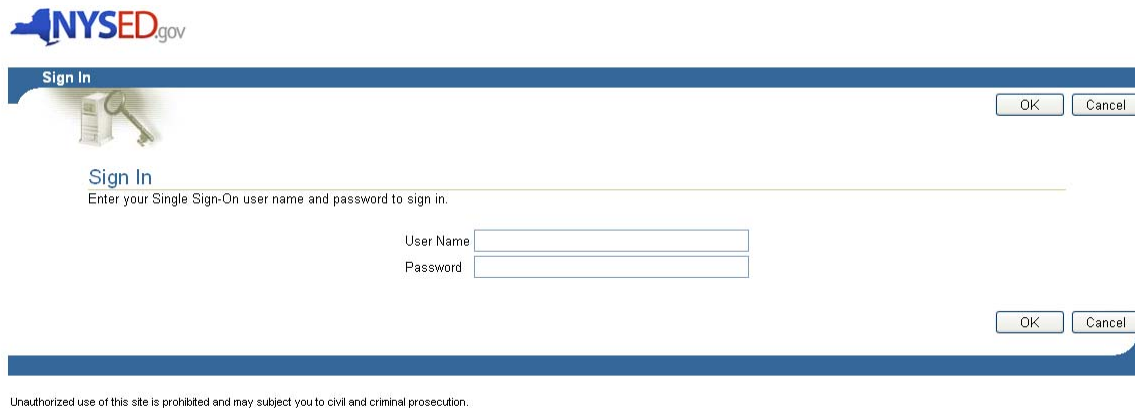
### **STEP 1**

To disable a teacher's account, a delegated administrator at the district or charter school where the student is receiving instruction must log in to the State Education Department Delegated Account System (SEDDAS) system through the NYSED Portal <http://portal.nysed.gov/portal/page/pref/PortalApp>. Use the Log On link in the upper right hand corner.



## STEP 2

Enter your User Name and Password on the sign in page.



The screenshot shows the NYSED.gov Sign In page. At the top is the NYSED.gov logo. Below it is a blue header bar with the text "Sign In" and two buttons: "OK" and "Cancel". The main content area has a "Sign In" heading followed by the instruction "Enter your Single Sign-On user name and password to sign in." Below this are two input fields: "User Name" and "Password". At the bottom right of the form are "OK" and "Cancel" buttons. A footer note at the bottom states: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution."

## STEP 3

Once you have logged in successfully you will want to select the *State Education Department Delegated Account System (SEDDAS)* link. Your list of applications may vary from the ones in this screenshot depending on what applications you have permissions to view.



The screenshot shows the NYSED Business Application Portal. At the top is the NYSED.gov logo. Below it is a red header bar with links: "Business Portal", "FAQ's", "Reset Password", and "Log Off". The main content area has a "Welcome" message and a "Forgot your password?" link. Below this is a "My Applications" section with a "Notice: If the Superintendent or Principal has Changed" and a "Click Here" link. The "State Education Department Delegated Account System (SEDDAS)" link is highlighted. Below this are "Public Applications" and "Other Applications" sections, each with a list of links. The "Public Applications" list includes: "Approved Preschool Special Education Programs Site Search", "Inventory of Registered Programs", "Look Up Postal Zip Codes", "NYSED Public web site", "Professional License Online Verification Searches", "SEDRF Query", "Teacher Certification Help", "TEACH Public Inquiry System", and "Virtual Learning System (VLS)". The "Other Applications" list includes: "Child Nutrition Knowledge Center (CN)", "Electronic Liberty Partnerships Program System (ELPPS)", "Impartial Hearing Reporting System (IHRS)", "NYS Student Identification System (NYSSIS)", "Rate Setting Unit (RSU)", "System to Track and Account for Children (STAC)", "Teacher's Certification (TEACH)", and "VESID PD System Login".

## STEP 4

You will want to select the *Disable Teacher* link in the left menu bar. You want to search for the teacher for whom you want to disable the account. The search will return teachers with classes at the institutions in the jurisdiction of the logged in administrator.



University of the State of New York  
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## Delegated Account System

### Search Teacher


Welcome	Disable Teacher - Search for and select a teacher to disable.	
Search User	Teachers	
Search Teacher	Please enter your search criteria according to the following:	
Advanced Search		
Create User	<ul style="list-style-type: none"><li>• All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.</li><li>• A wildcard character (*) - following a minimum of 3 characters - may be used on any text field.</li></ul>	
Update User		
Disable User	Institution Name	<input type="text"/>
► Disable Teacher	First Name	<input type="text"/>
Reactivate User	Last Name	<input type="text" value="gibson"/>
Reset User Password	<input type="button" value="Search"/>	
Entitlements	Teacher List	
Reassign Institution	Nothing found to display.	
SEDDAS Support		

### Logged In As



## STEP 5

Identify the appropriate teacher from the returned list and hit the *Select to Disable* button.



University of the State of New York  
State Education Department

### Delegated Account System

**Search Teacher**

Welcome Disable Teacher - Search for and select a teacher to disable.

Search User Teachers

Search Teacher Please enter your search criteria according to the following:

Advanced Search

- All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.
- A wildcard character (\*) - following a minimum of 3 characters - may be used on any text field.

Create User

Update User

Disable User

► Disable Teacher

Reactivate User

Reset User Password

Entitlements

Reassign Institution

SEDDAS Support

Institution Name

First Name

Last Name

Teacher List

	First Name	Last Name	Institution	Teacher ID	Position/Title	Account Status
⊞		GIBSON			Teacher	Enabled

Logged In As

For assistance using the SEDDAS system, you may contact NYSED using the following:

Help Desk: (518) 473-8832, E-mail: [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov), or go to the website for more information <http://www.p12.nysed.gov/seddas/seddashome.html>