# Teacher Access and Authorization (TAA) Administration Application User Guide (Revised 11/24/14)

The Teacher Access and Authorization (TAA) platform provides an identity authentication process for teachers to log in to NYSED systems and applications, such as the Teachers Student Roster Verification (TSRV) system and ePMF (electronic Personnel Master File). The TAA Administration Application allows Data Coordinators and other LEA administration level staff to **log in to TAA** *using* ***SEDDAS credentials*** and support teachers using TSRV and ePMF. This guide provides directions on how to use the features of this application.

For more information on TSRV and ePMF please visit the following links:

TSRV- http://www.p12.nysed.gov/irs/teacher/

ePMF- http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html

Please send questions about this guide and the TAA Administration application to NYSED Information and Reporting Services (IRS) to datasupport@nysed.gov

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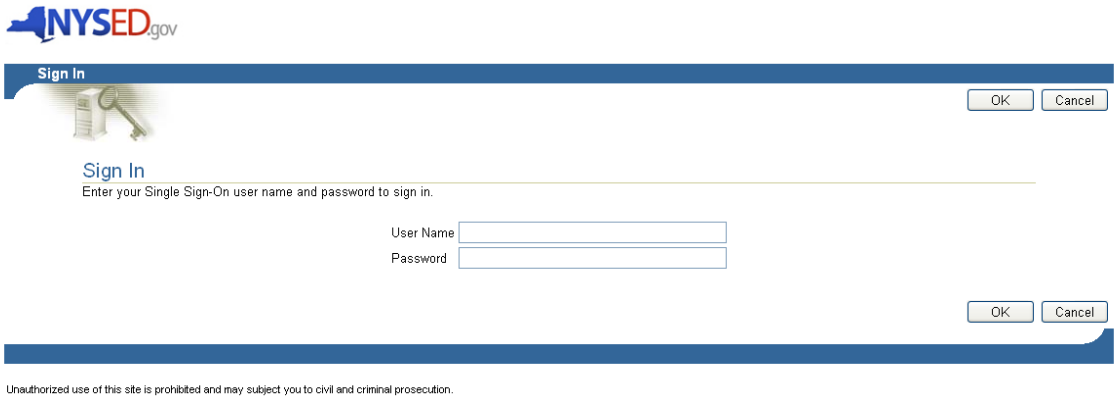
**Step 1** Your Superintendent must log in to the State Education Department Delegated Account System (SEDDAS) system through the NYSED Portal

http://portal.nysed.gov/portal/page/pref/PortalApp by clicking the *Log On* link located in the upper right hand corner.

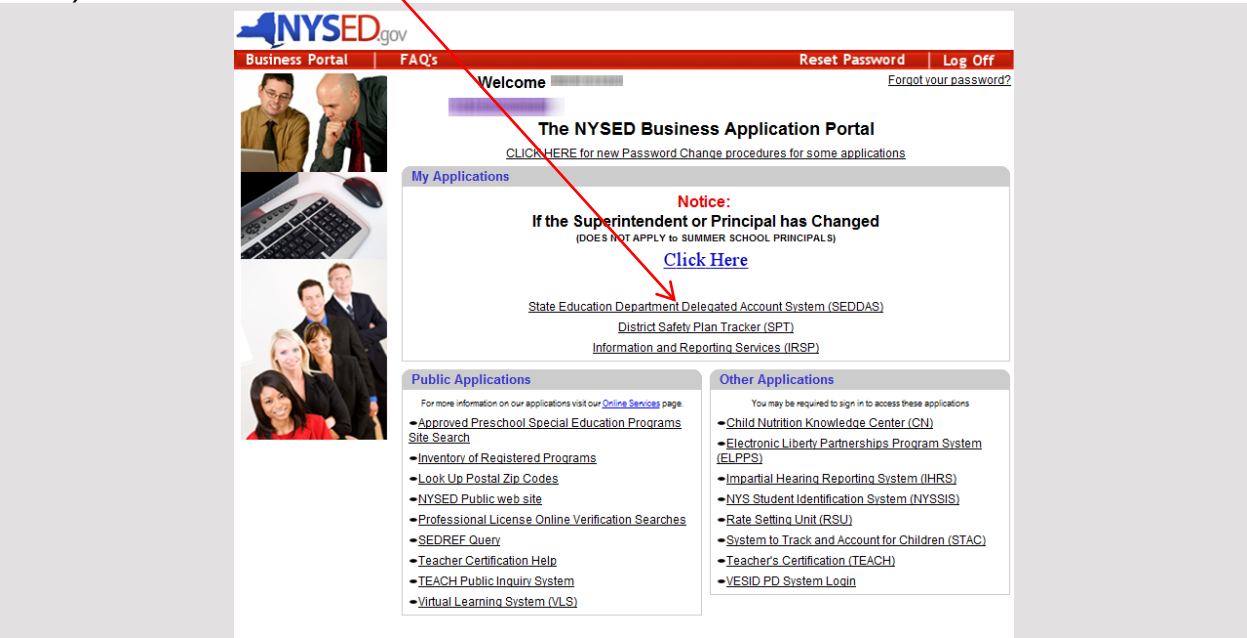
**Step 2**

Your Superintendent then enters his/her SEDDAS username and password on the sign in page.



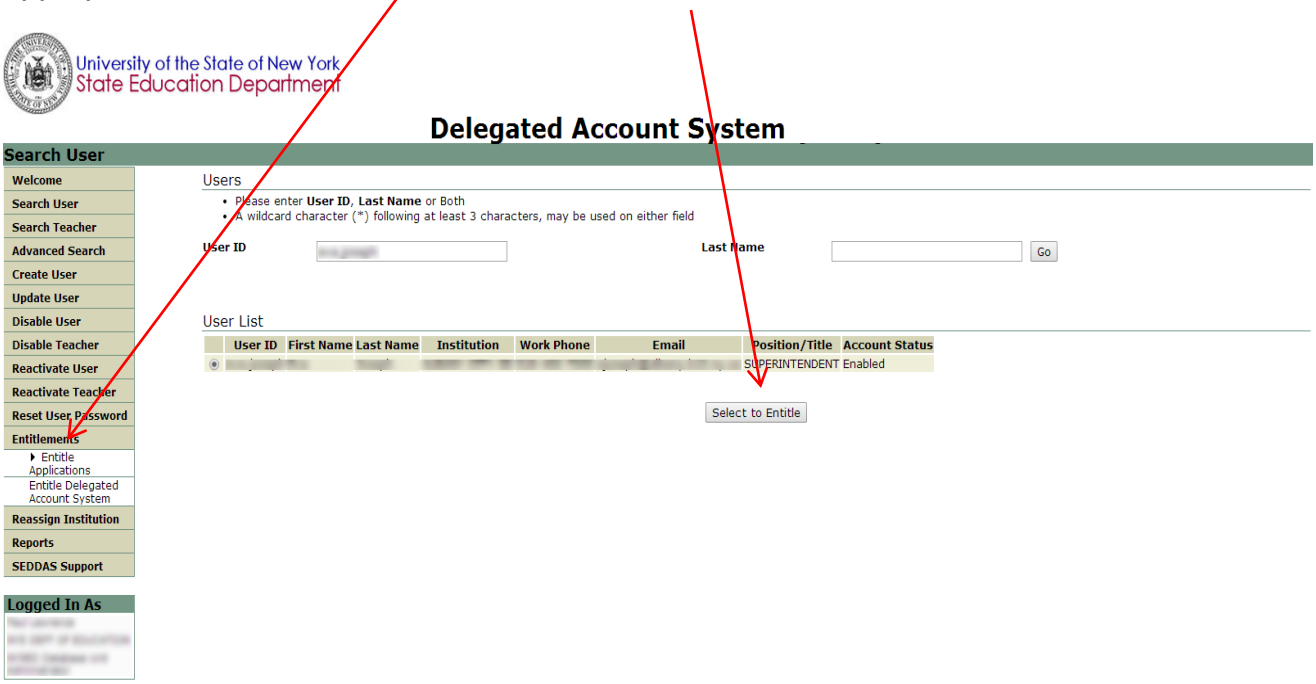

**Step 3**

Once logged in he/she selects the *State Education Department Delegated Account System (SEDDAS)* link. (Your superintendents list of applications may vary from the ones in this screenshot depending on what applications he/she has permissions to view.)



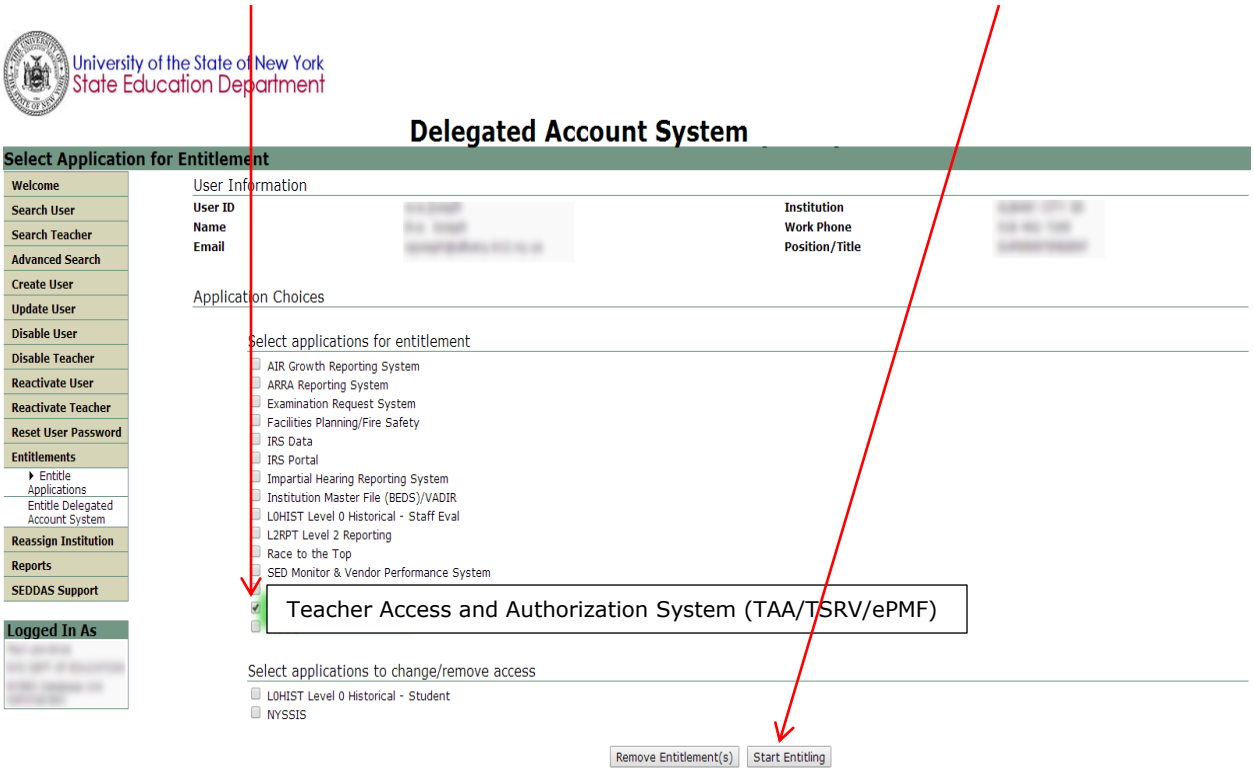

**Step 4**

In SEDDAS he/she chooses the *Entitlements* option from the left navigation bar. Then search for users by username or last name. A list of users matching the search criteria will populate below the search boxes. Click on the radio button to the left of the appropriate user and then click on *Select to Entitle.*




**Step 5**

Next a list of applications will appear. Select the check box to the left of *Teacher Access and Authorization System (TAA/TSRV/ePMF)* and click *Start Enabling.*




**Step 6**

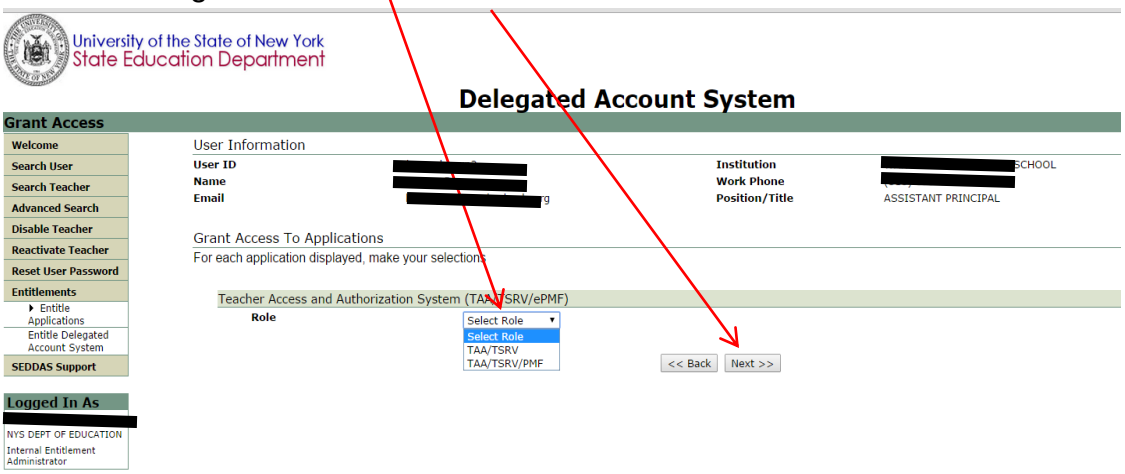
A list of roles (levels of entitlement) will appear in a dropdown menu when you click on the *Select Role* box. Choose the appropriate role:

**TAA/TSRV** entitlement is for school level administrators and allows a user to monitor TAA account status, deactivate TAA accounts, view basic TSRV roster data loaded to L2, and view ePMF status.

**TAA/TSRV/ePMF** entitlement is for district level administrators and allows allows all the features of TAA/TSRV with the added ability to drill down to ePMF data entered by teachers and make edits on those data.

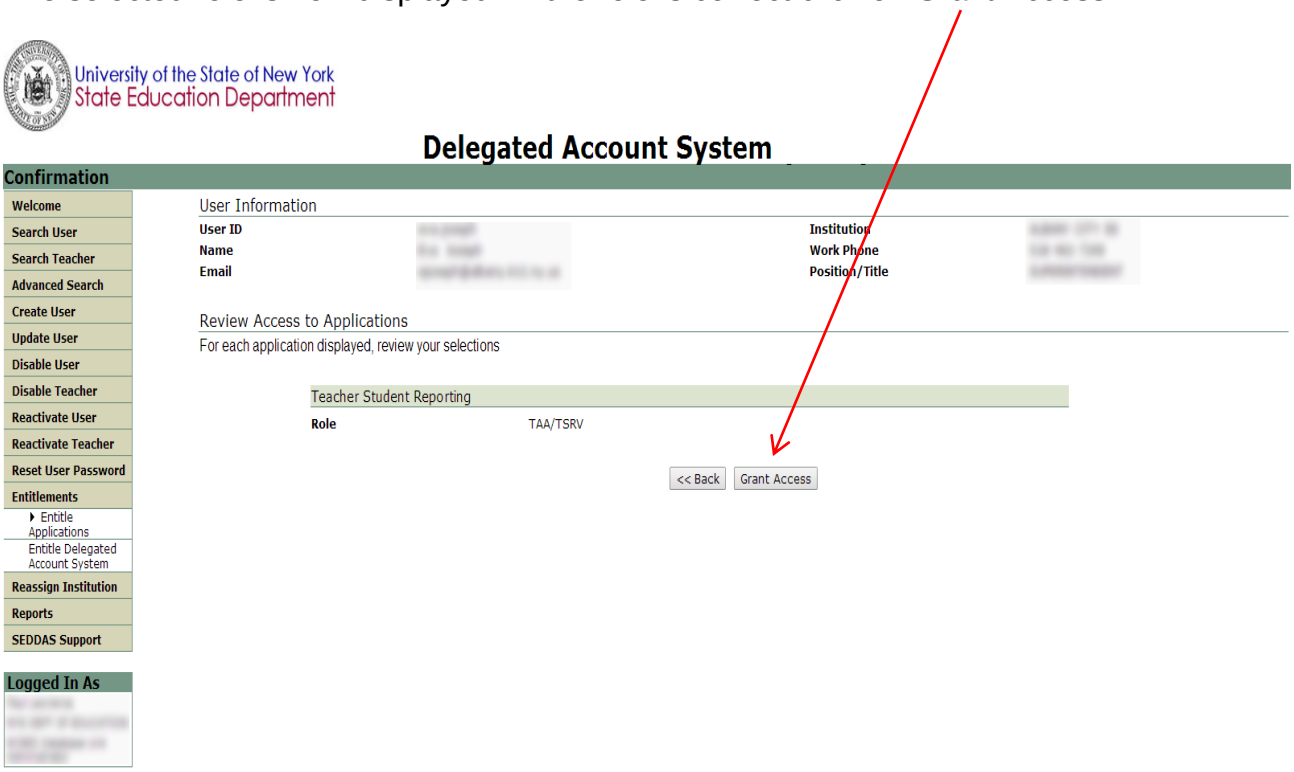
**Teacher** entitlement should not be selected. Teachers gain access to the TAA (TSRV and ePMF) by using PINs to create accounts.

After choosing a role click the *Next* button.



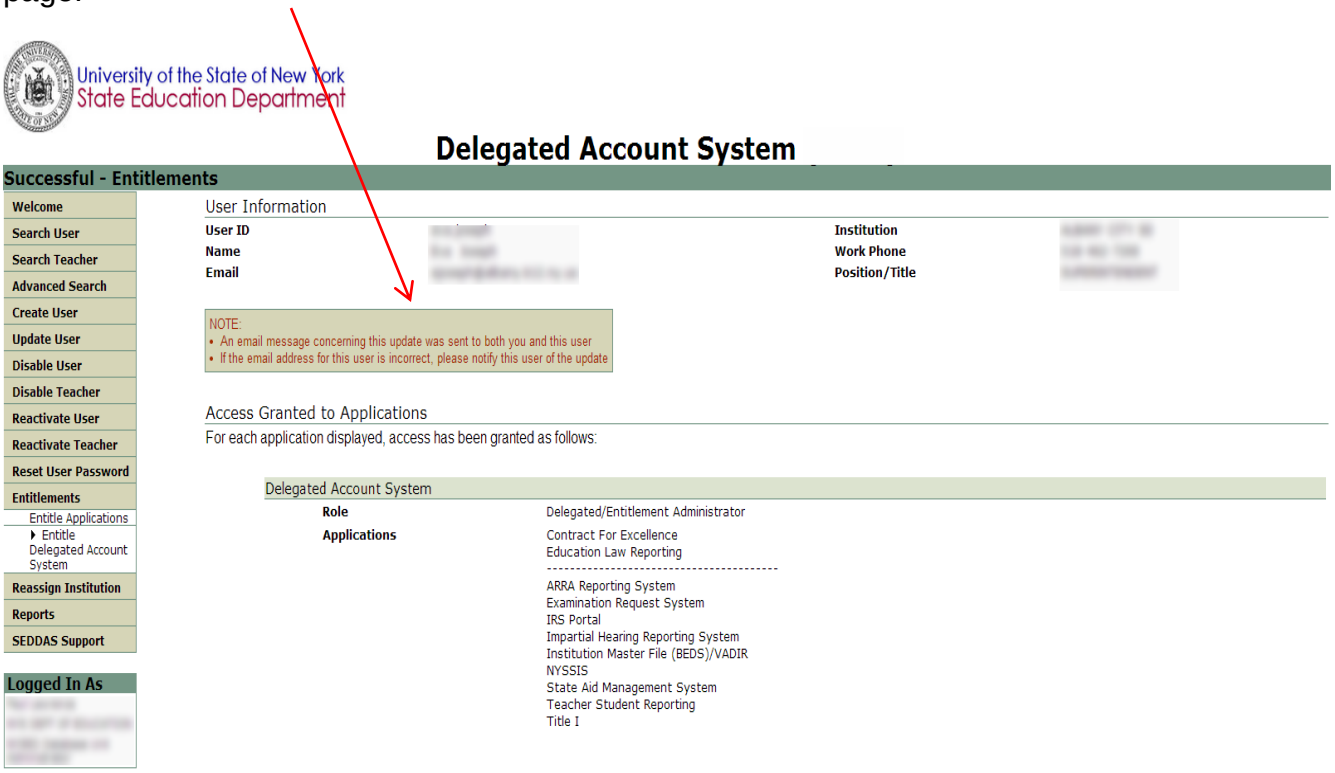

**Step 7**

The selected role is now displayed. If the role is correct click on *Grant Access*.



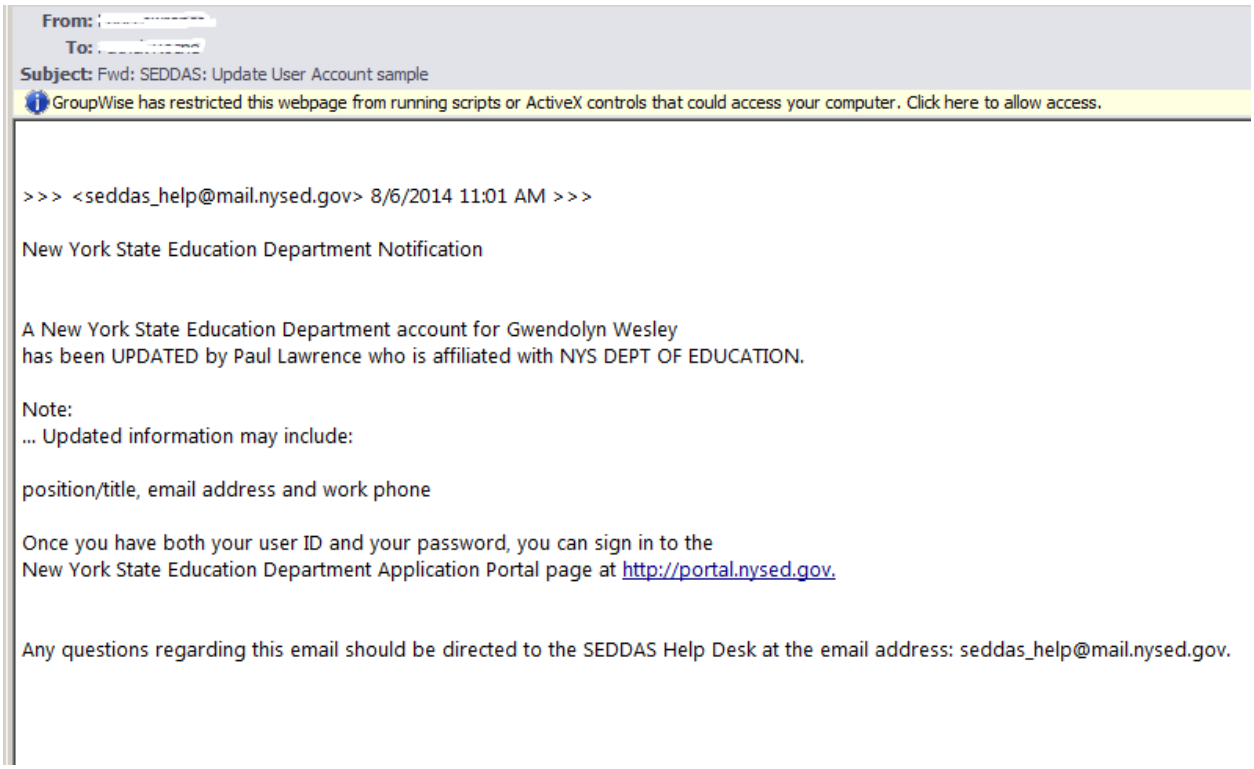
## Step 8

A list of all applications the user is entitled to will now appear. The entitled user will receive an email informing them of the change to their account also appears on the page.



**Step 9**

Once a user receives a confirmation email like the one below they can go to the TAA login page https://eservices.nysed.gov/taa// and log in using their SEDDAS password and username. (See the next page for more info on logging in.)



**From:**
**To:**
**Subject:** Fwd: SEDDAS: Update User Account sample

GroupWise has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here to allow access.

>>> <seddas_help@mail.nysed.gov> 8/6/2014 11:01 AM >>>

New York State Education Department Notification

A New York State Education Department account for Gwendolyn Wesley
has been UPDATED by Paul Lawrence who is affiliated with NYS DEPT OF EDUCATION.

Note:
... Updated information may include:

position/title, email address and work phone

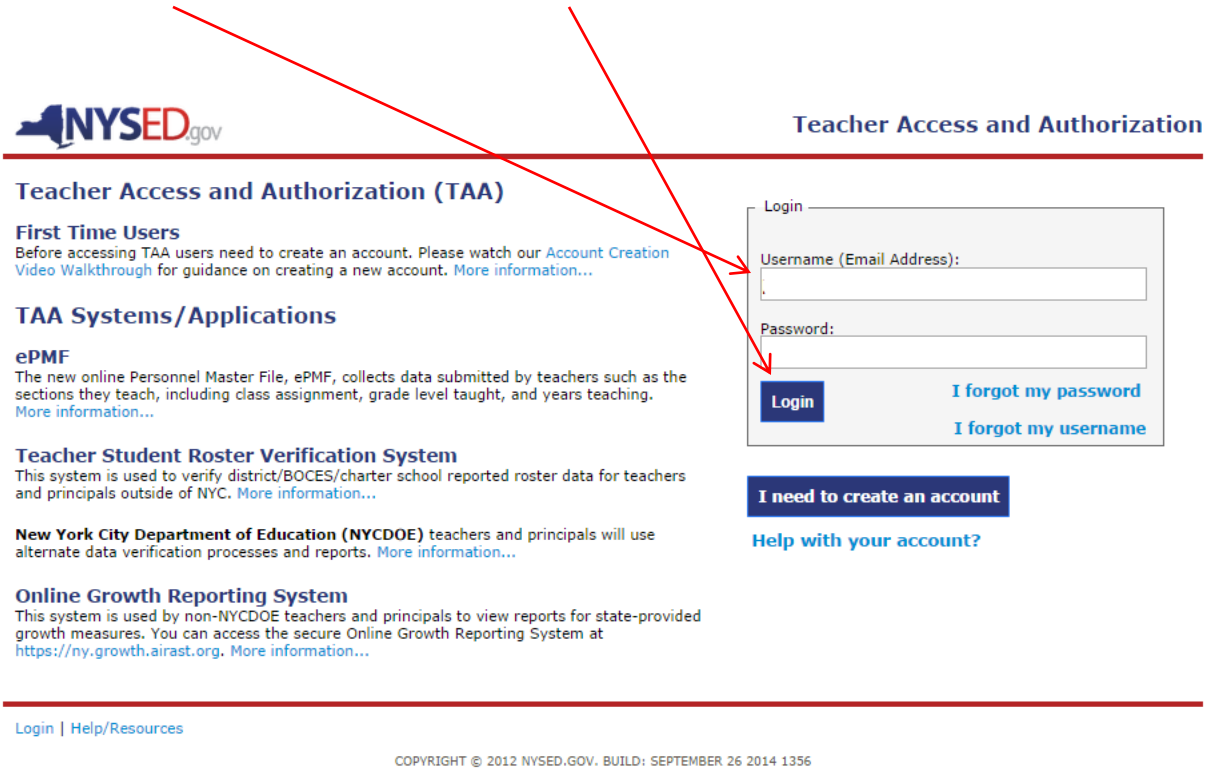
Once you have both your user ID and your password, you can sign in to the
New York State Education Department Application Portal page at http://portal.nysed.gov.

Any questions regarding this email should be directed to the SEDDAS Help Desk at the email address: seddas_help@mail.nysed.gov.

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, or go to the website for more information http://www.p12.nysed.gov/seddas/seddashome.html

## Logging into the Administration Application

After making sure you have the correct SEDDAS entitlement (see previous section), go to the TAA login page found at https://eservices.nysed.gov/taa//. Enter your ***SEDDAS*** username and password and click the *Login* button.




## TAA Administration Application Features-

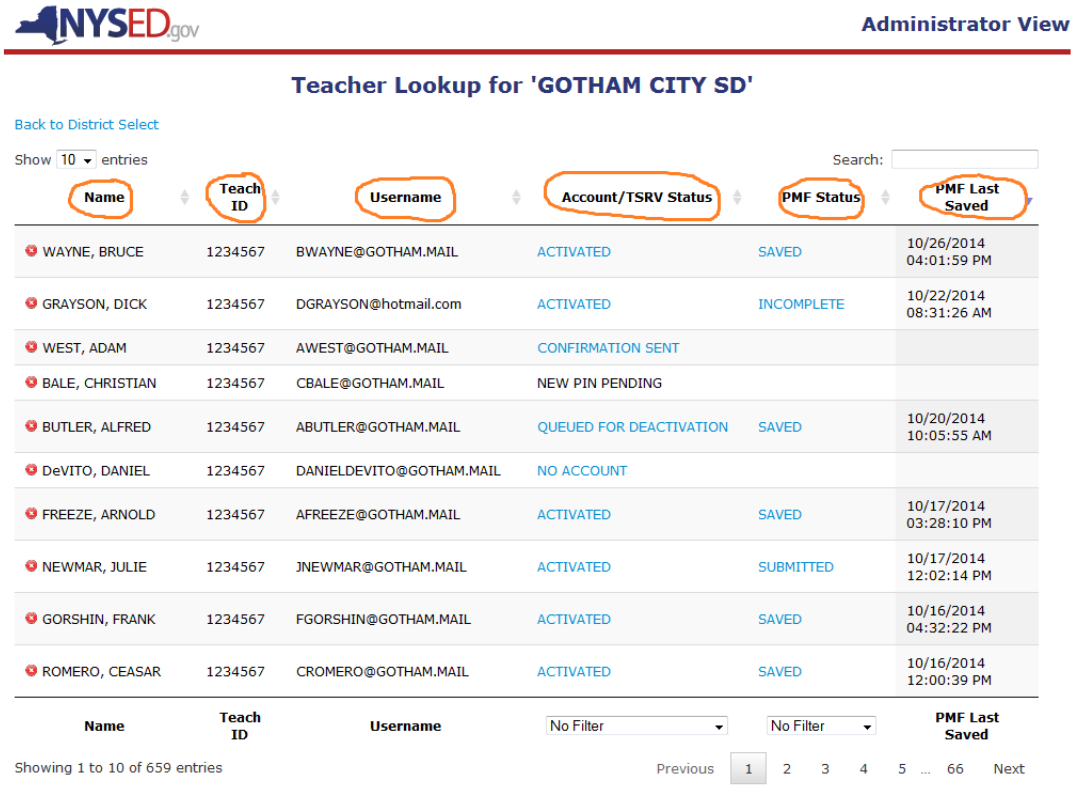
Successfully logging in directs you to the application's main page (below). A listing of your LEA's teachers appears with the columns listed below. As a default the list is sorted alphabetically by teacher last name, but can also be sorted on each column by choosing the up or down arrows to the right of the column heading.

**Columns** (circled in orange)**:**

- **Name-** Names of your LEA's teachers (first name first) with Staff Snapshot records in L2. Names are populated based on records from the NYSED Office of Teaching Initiatives.
- **TEACH ID-** This number is assigned by NYSED and important if a teacher forgets their username or password and needs their account deactivated.
- **Username-** The email address the teacher chose as a username (for active accounts)
- **Account/TSRV Status-** Indicates where a teacher is in the TAA account creation process (*Activated*, *No Account*, *Confirmation Sent*, *Queued for Deactivation,* or *New*

*PIN Pending*- more information on these in the *Account/TSRV Status* section below). Clicking on a teacher's status will display basic TSRV roster data. (More information on this in the *Account/TSRV Status* section below.)

- **ePMF Status-** Indicates whether a teacher has completed their ePMF form (*Submitted* status) or not (*Incomplete* or *Saved* status). For users with TAA/TSRV/ePMF SEDDAS entitlement clicking on a teacher's status displays any data the teacher entered in ePMF and allows the user to make edits. (More information in *ePMF Status* section below.)
- **PMF last saved-** Indicates the last date a teacher saved or submitted data in their ePMF form.

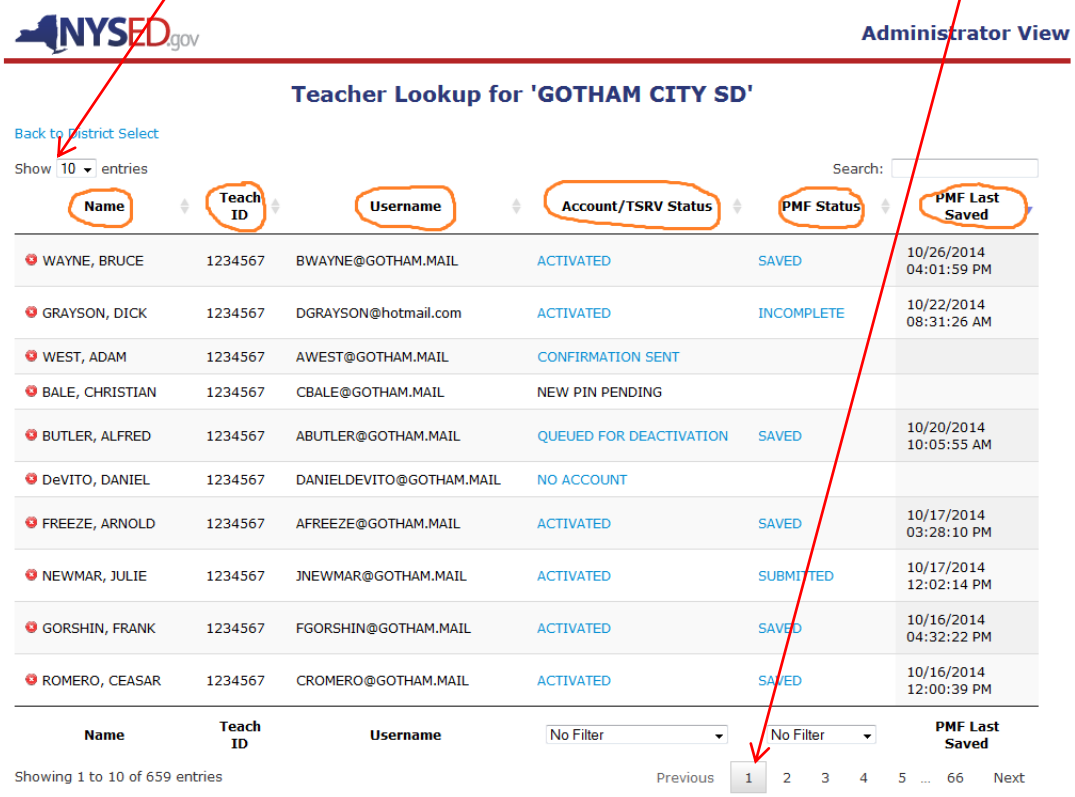


## Show Entries Feature

Located in the upper left corner of the main page, this feature allows users to choose how many entries (teachers) will be displayed on the page at once. The default number of teachers displayed is 10. Clicking on the dropdown arrow provides additional choices of 25, 50, and 100. (If there are more than 100 teachers in your district there is no option to display all teachers in your district at once.)

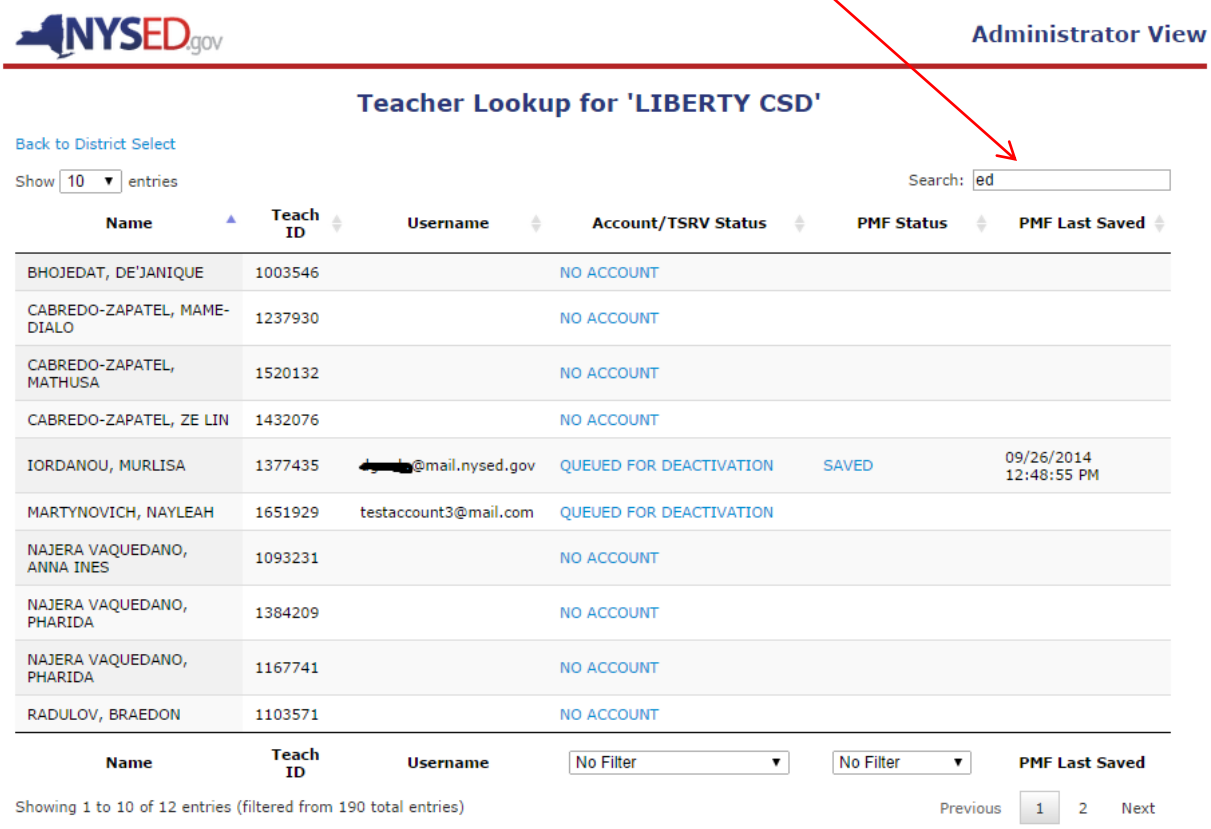
Depending on how many teachers are in your district, and the number of teachers you choose to display per page, page numbers will be at the bottom right corner of the page. You can navigate from one page to the next by choosing a number or the *Next* or *Previous* buttons.

***Remember only teachers who have a Staff Snapshot record loaded to Level 2 will be displayed for your district.***



## Search Feature

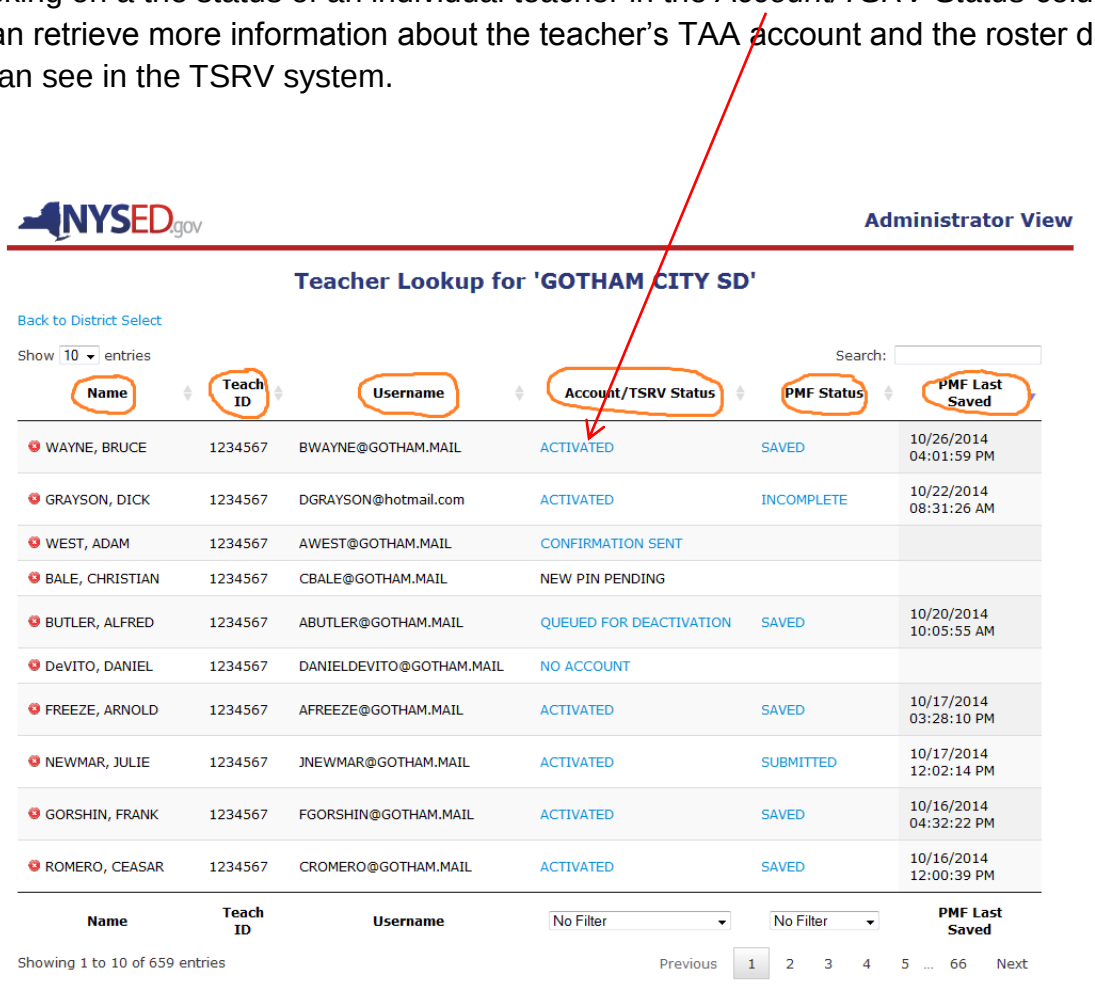
Located in the upper right corner of the main page, this feature allows users to search all columns of data at once to narrow the list of teachers. When you enter either letters or numbers in the search box the list will shrink by displaying only teachers with data from any column containing the letters or numbers you entered in the order you entered them. **(Important note: This means letters entered will be matched to columns other than *Name*.)** For example, in the screenshot below the letters "ed" were entered in the search box. Sample teachers Murlisa Iordanou and Nayleah Martynovich populate the list from this search not because "ed" appears in their names, but because "ed" appears in their account/TSRV statuses.




| Name | Teach ID | Username | Account/TSRV Status | PMF Status | PMF Last Saved |
|---|---|---|---|---|---|
| BHOJEDAT, DE'JANIQUE | 1003546 | | NO ACCOUNT | | |
| CABREDO-ZAPATEL, MAME-DIALO | 1237930 | | NO ACCOUNT | | |
| CABREDO-ZAPATEL, MATHUSA | 1520132 | | NO ACCOUNT | | |
| CABREDO-ZAPATEL, ZE LIN | 1432076 | | NO ACCOUNT | | |
| IORDANOU, MURLISA | 1377435 | [redacted]@mail.nysed.gov | QUEUED FOR DEACTIVATION | SAVED | 09/26/2014 12:48:55 PM |
| MARTYNOVICH, NAYLEAH | 1651929 | testaccount3@mail.com | QUEUED FOR DEACTIVATION | | |
| NAJERA VAQUEDANO, ANNA INES | 1093231 | | NO ACCOUNT | | |
| NAJERA VAQUEDANO, PHARIDA | 1384209 | | NO ACCOUNT | | |
| NAJERA VAQUEDANO, PHARIDA | 1167741 | | NO ACCOUNT | | |
| RADULOV, BRAEDON | 1103571 | | NO ACCOUNT | | |
| Name | Teach ID | Username | No Filter | No Filter | PMF Last Saved |

## Account/TSRV Status Feature

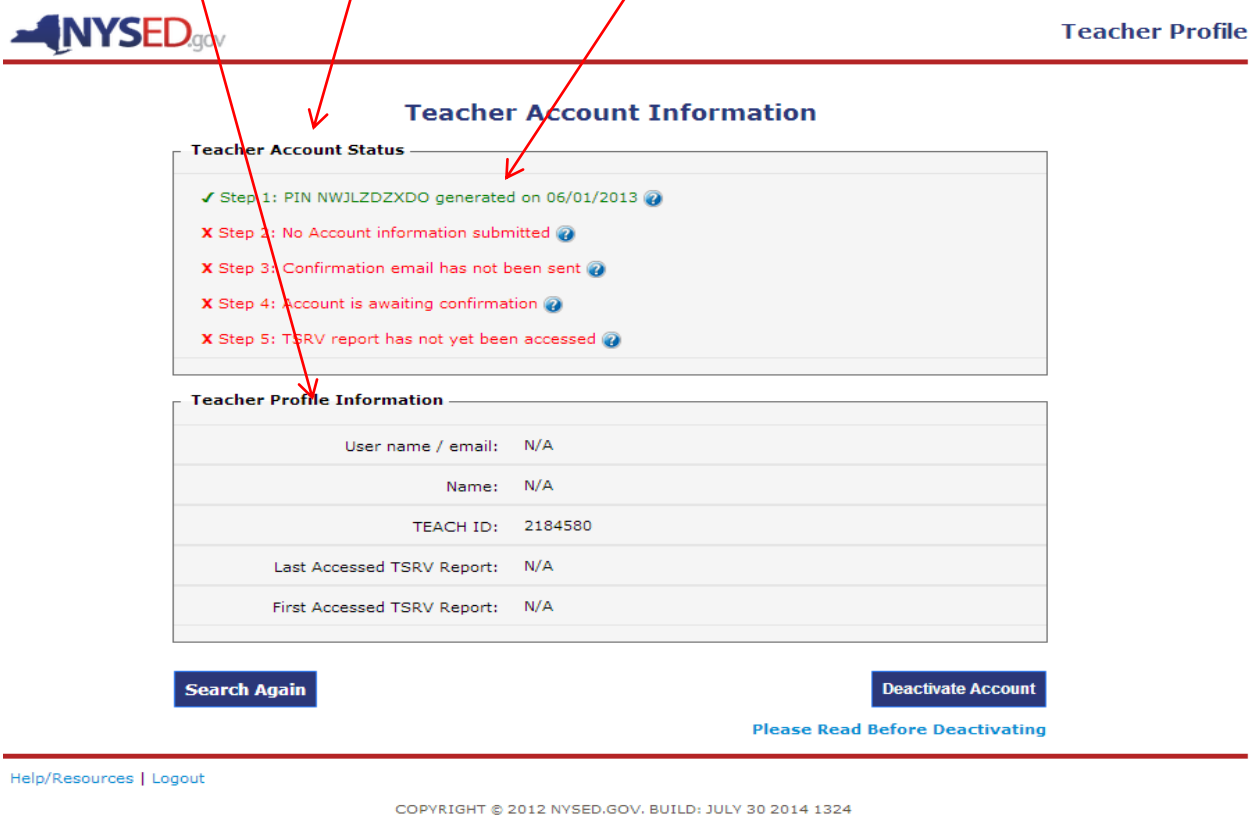
By clicking on a the status of an individual teacher in the *Account/TSRV Status* column you can retrieve more information about the teacher's TAA account and the roster data they can see in the TSRV system.



## Account/TSRV Status Feature- *No Account*

When you click on a teacher's *No Account* status you are taken to the view below. The top box (Teacher Account status box) indicates which steps in the five-step TAA account creation process the teacher in question has completed. Any teacher with an account status of *No Account* will have a green check next to **Step 1** to indicate a Personal Identification Number (PIN) was generated for the teacher and sent to the district. The teacher's PIN is also displayed along with the date it was generated. The PIN is required for TAA account creation. (For more information on PINs please go to http://www.p12.nysed.gov/irs/TSDL/TSRV-AdministratorApplication-FAQs.pdf )

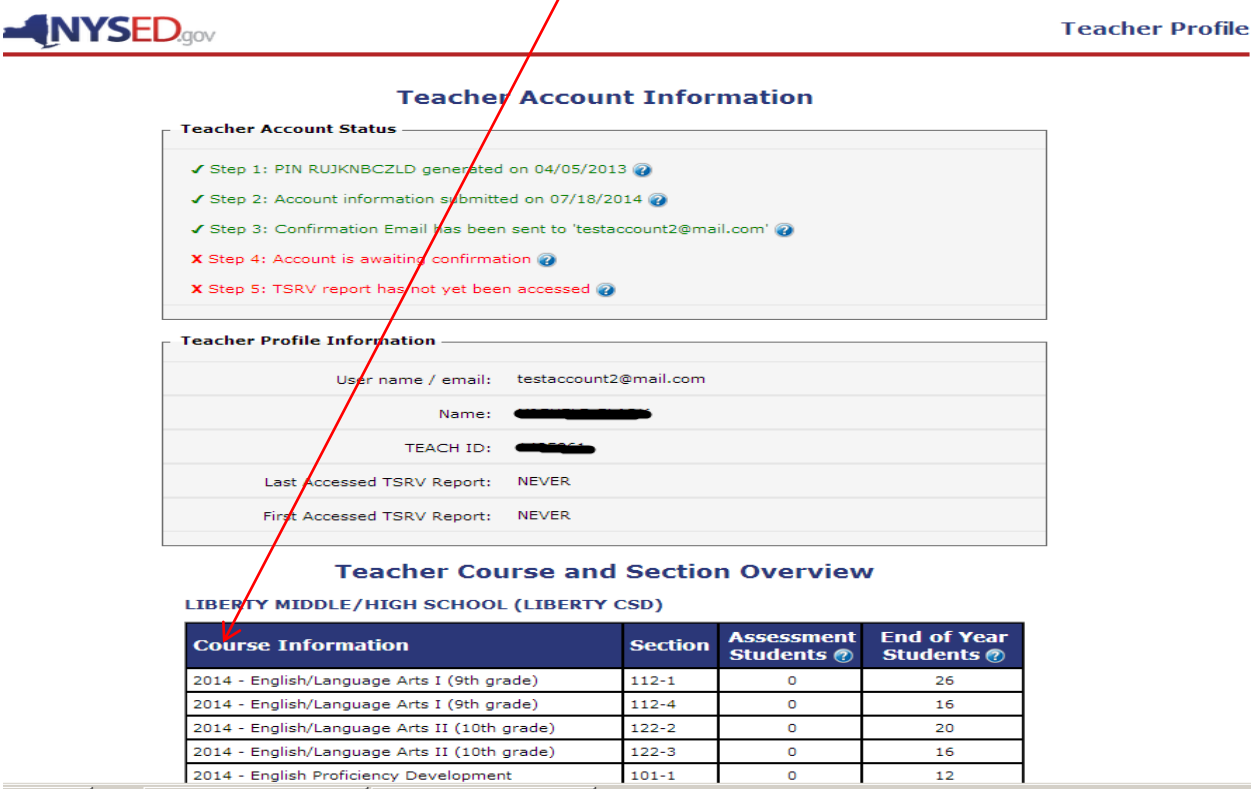
The bottom box (Teacher Profile Information box) will only be populated with the teacher's TEACH ID# until the teacher creates an account. Once an account is created the teacher's username/email address, name, and the dates the account was first and last accessed will display in the Teacher Profile Information box.



## Account/TSRV Status Feature- *Confirmation Sent*

After a teacher uses their PIN to submit personal authentication data (SSN and DOB), and chooses a username (email address) and password, a confirmation email is sent to their username/email address. Teachers need to click on a link in this confirmation email before they can log in to TAA. When a confirmation email was sent but the teacher has not yet clicked on the confirmation link the he/she will show up in the Administration Application with the Account/TSRV status of *Confirmation Sent*. Clicking on their *Confirmation Sent* status will display **steps 1-3** checked in the Teacher Account status box**. Step 2** now indicates what day the teacher submitted their account information. **Step 3** indicates the email address (username) where the confirmation email was sent.

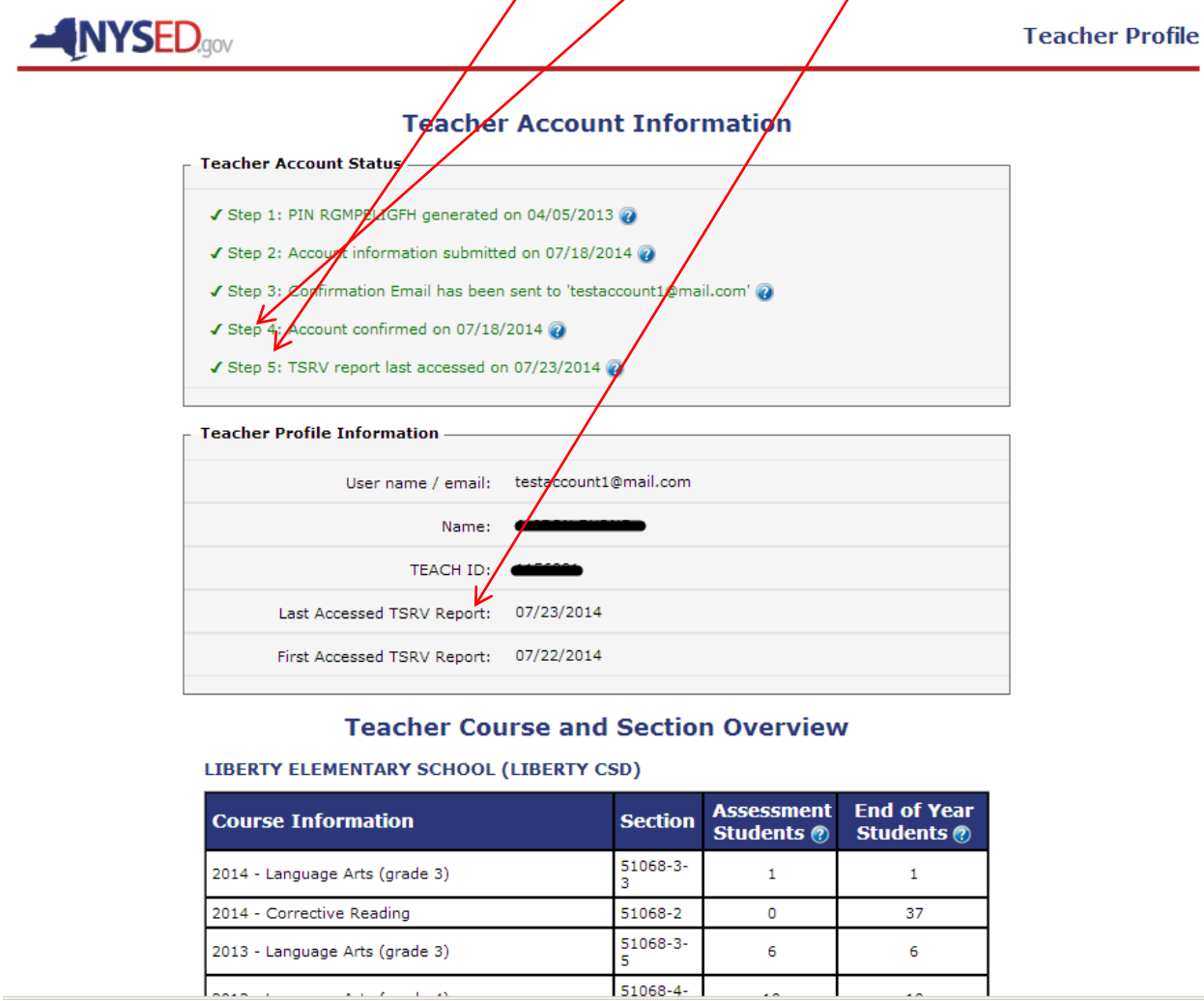
Also, the teacher's name and username/email address are now displayed in the Teacher Profile Information box. You can also see this teacher has roster data in L2. This is the information they would see in TSRV. (More detail on rosters below in the *Account/TSRV Status Feature- Roster View* section.)



## Account/TSRV Status Feature- Activated

After a teacher clicks on the link in their confirmation email they will register in the Administration Application with the Account/TSRV status of *Activated*. **Step 4** in the Teacher Account status box will now display the date the account was confirmed and if the teacher logged in (as in the example below), **Step 5** will display the date they last logged in. (If the teacher clicked on the confirmation link but did not login, Step 5 would still have a red X.)

The Teacher Profile Information box now indicates the first date and the most recent (last) date the teacher logged into TAA. (If the teacher clicked on the confirmation link but did not login *Never* would still be displayed in lieu of dates.)



## Account/TSRV Status Feature- Teacher Course and Section Roster View for Activated accounts

When teachers have current year roster data in L2 (Staff Student Course records are submitted by the Teacher's LEA/s) roster summary tables appear below the *Teacher Account Status* and *Teacher Profile Information* boxes in the *Teacher Course and Section Overview*. In this section one table is provided for each school the teacher has Staff Student Course records submitted for. The teacher in the example below works in two schools. Teachers who teach in multiple districts (LEAs) see all schools they are reported for with the schools' LEA in parentheses.

**LIBERTY ELEMENTARY SCHOOL (LIBERTY CSD)**

| Course Information | Section | Assessment Students | End of Year Students |
|---|---|---|---|
| 2014 - Physical Education (grade 2) | 58032-3 | 0 | 16 |
| 2014 - Physical Education (grade 2) | 58032-5 | 0 | 23 |
| 2014 - Physical Education (grade 2) | 58032-6 | 0 | 24 |
| 2014 - Physical Education (grade 2) | 58032-7 | 0 | 24 |
| 2014 - Physical Education (grade 4) | 58034-2 | 0 | 21 |
| 2014 - Physical Education (grade 4) | 58034-4 | 0 | 23 |
| 2013 - Adapted Physical Education | 58007-1 | 0 | 8 |
| 2013 - Physical Education (kindergarten) | 58030-2 | 0 | 50 |
| 2013 - Physical Education (kindergarten) | 58030-4 | 0 | 52 |
| 2013 - Physical Education (kindergarten) | 58030-5 | 0 | 51 |
| 2013 - Physical Education (kindergarten) | 58030-7 | 0 | 12 |
| 2013 - Physical Education (grade 1) | 58031-2 | 0 | 46 |
| 2013 - Physical Education (grade 1) | 58031-4 | 0 | 43 |
| 2013 - Physical Education (grade 1) | 58031-7 | 0 | 47 |
| 2013 - Physical Education (grade 2) | 58032-2 | 0 | 40 |
| 2013 - Physical Education (grade 2) | 58032-4 | 0 | 42 |
| 2013 - Physical Education (grade 2) | 58032-5 | 0 | 41 |
| 2013 - Physical Education (grade 3) | 58033-3 | 0 | 43 |
| 2013 - Physical Education (grade 3) | 58033-4 | 0 | 45 |
| 2013 - Physical Education (grade 4) | 58034-2 | 0 | 54 |
| 2013 - Physical Education (grade 4) | 58034-4 | 0 | 53 |

**LIBERTY MIDDLE/HIGH SCHOOL (LIBERTY CSD)**

| Course Information | Section | Assessment Students | End of Year Students |
|---|---|---|---|
| 2014 - Physical Education (grade 5) | 265-1 | 0 | 30 |
| 2014 - Physical Education (grade 5) | 265-2 | 0 | 32 |

**Account/TSRV Status Feature- Roster View Columns** (circled in orange)

- **Course Information-** This column displays the course title and school year for a class. The teacher below has only 2013-2014 data for this school. Course titles displayed are not local titles. They are based on the course codes required for TSDL reporting and can found at NYSED course catalog website http://www.p12.nysed.gov/irs/courseCatalog/home.html
- **Section-** This column displays the section code assigned by the reporting LEA.
- **Assessment Students-** This column displays the number of students reported for a class on Assessment Staff Student Course records. Assessment records must be reported in addition to End of Year Staff Student Course records for all courses leading to a State assessment (3-8 ELA and math tests or Regents exams).
- **End of Year Students-** This column displays the count of students reported for a class on End of Year Staff Student Course records. These records must be reported for all teachers/students/courses.

The *Teacher Course and Section Overview* does not display the linkage duration data that teachers can view in TSRV (relationship start and end dates, minutes, etc.). These data can be accessed by entitled administrators in L2RPT by viewing SIRS 315 Teacher Student Data Linkage (TSDL) verification reports. L2RPT is accessed at https://reports.nysed.gov/ibmcognos

**Teacher Course and Section Overview**

LETCHWORTH SENIOR HIGH SCHOOL (LETCHWORTH CSD)

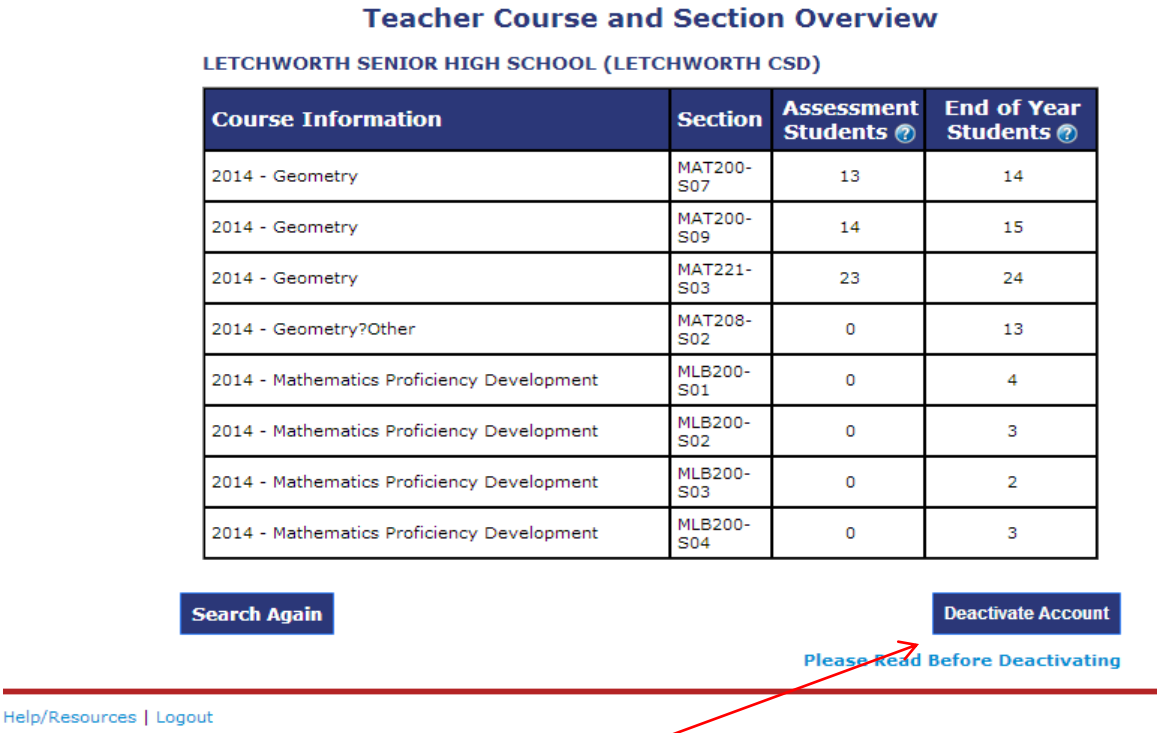
| Course Information | Section | Assessment Students | End of Year Students |
|---|---|---|---|
| 2014 - Geometry | MAT200-S07 | 13 | 14 |
| 2014 - Geometry | MAT200-S09 | 14 | 15 |
| 2014 - Geometry | MAT221-S03 | 23 | 24 |
| 2014 - Geometry?Other | MAT208-S02 | 0 | 13 |
| 2014 - Mathematics Proficiency Development | MLB200-S01 | 0 | 4 |
| 2014 - Mathematics Proficiency Development | MLB200-S02 | 0 | 3 |
| 2014 - Mathematics Proficiency Development | MLB200-S03 | 0 | 2 |
| 2014 - Mathematics Proficiency Development | MLB200-S04 | 0 | 3 |

Search Again  Deactivate Account

**Clicking on the *Search Again* button takes you back to the main page.**

## Account/TSRV Status Feature- Deactivating an Account

This feature should **ONLY** be used in cases when a teacher forgets their password and cannot match the answers to their security questions. (This is explained in the *Please Read Before Deactivating* link.) Teachers in this situation can also deactivate their own accounts by using the ***Help with your account?*** Feature found on the TAA login page at https://eservices.nysed.gov/taa//



Teacher Course and Section Overview

LETCHWORTH SENIOR HIGH SCHOOL (LETCHWORTH CSD)

| Course Information | Section | Assessment Students | End of Year Students |
|---|---|---|---|
| 2014 - Geometry | MAT200-S07 | 13 | 14 |
| 2014 - Geometry | MAT200-S09 | 14 | 15 |
| 2014 - Geometry | MAT221-S03 | 23 | 24 |
| 2014 - Geometry?Other | MAT208-S02 | 0 | 13 |
| 2014 - Mathematics Proficiency Development | MLB200-S01 | 0 | 4 |
| 2014 - Mathematics Proficiency Development | MLB200-S02 | 0 | 3 |
| 2014 - Mathematics Proficiency Development | MLB200-S03 | 0 | 2 |
| 2014 - Mathematics Proficiency Development | MLB200-S04 | 0 | 3 |

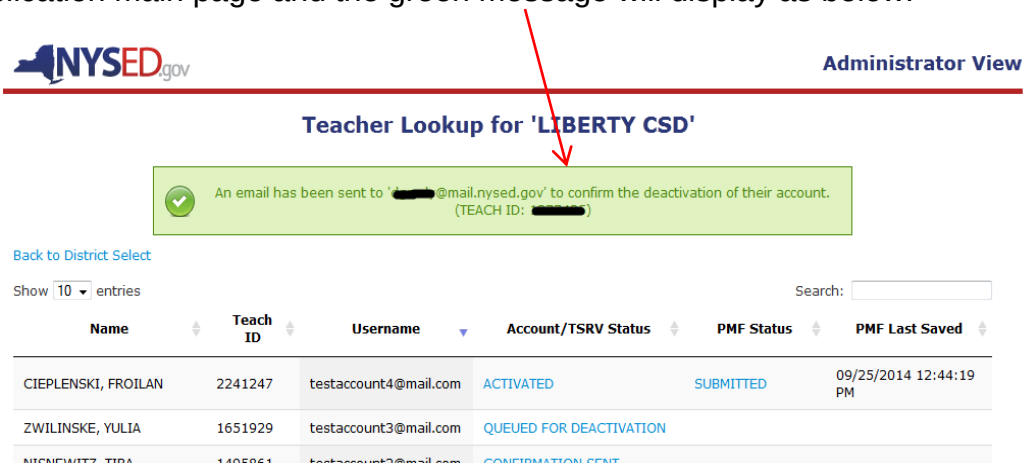
Search Again

Deactivate Account

Please Read Before Deactivating

Help/Resources | Logout

After clicking the *Deactivate Account* button you will be returned to the Administration Application main page and the green message will display as below.



NYSED.gov

Administrator View

Teacher Lookup for 'LIBERTY CSD'

An email has been sent to '[redacted]@mail.nysed.gov' to confirm the deactivation of their account. (TEACH ID: [redacted])

Back to District Select

Show 10 entries

Search:

| Name | Teach ID | Username | Account/TSRV Status | PMF Status | PMF Last Saved |
|---|---|---|---|---|---|
| CIEPLENSKI, FROILAN | 2241247 | testaccount4@mail.com | ACTIVATED | SUBMITTED | 09/25/2014 12:44:19 PM |
| ZWILINSKE, YULIA | 1651929 | testaccount3@mail.com | QUEUED FOR DEACTIVATION | | |
| NISNEWITZ, TIRA | 1495861 | testaccount2@mail.com | CONFIRMATION SENT | | |

## Account/TSRV Status Feature- Deactivating an Account (cntd.)

***IMPORTANT NOTE*** As the green note above explains, a confirmation email is sent to the username/email address displayed. The teacher opens the email **AND** clicks on the confirmation link a new PIN will be sent to the district IRSP the next business day. When the district distributes the new PIN to the teacher he/she can use it to create a new account.

***IMPORTANT NOTE*** In cases where a teacher cannot confirm an account deactivation because the username/email address associated with the account is no longer active, the teacher must follow these instructions to deactivate the account:

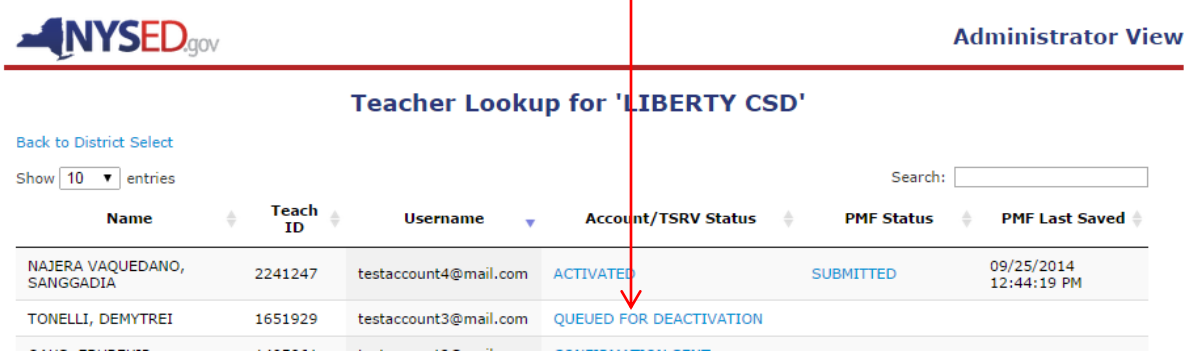
Send an email message to datasupport@nysed.gov with "Can't confirm deactivation" in the subject line, and include:

- first and last name,
- username (the inactive email used to create the account),
- TEACH ID
- former district (if applicable) and current district.

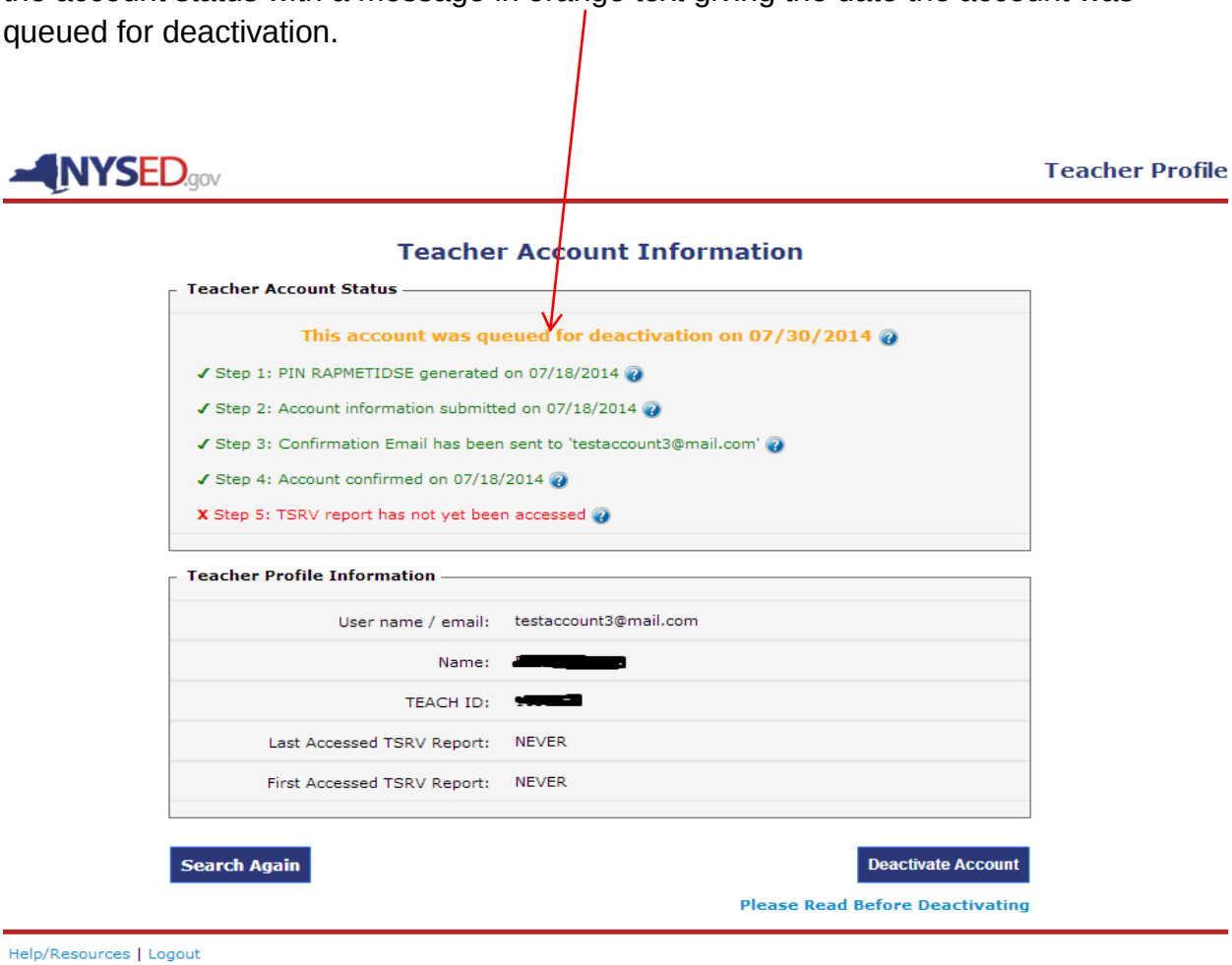
The account will then be deactivated without a confirmation email being sent.

## Account/TSRV Status Feature- *Queued for Deactivation*

When a teacher's account has been deactivated as described in the previous entry, but he/she has not yet clicked on the link in the deactivation confirmation email, his/her *Account/TSRV Status* will display as *Queued for Deactivation* on the main page of the application.



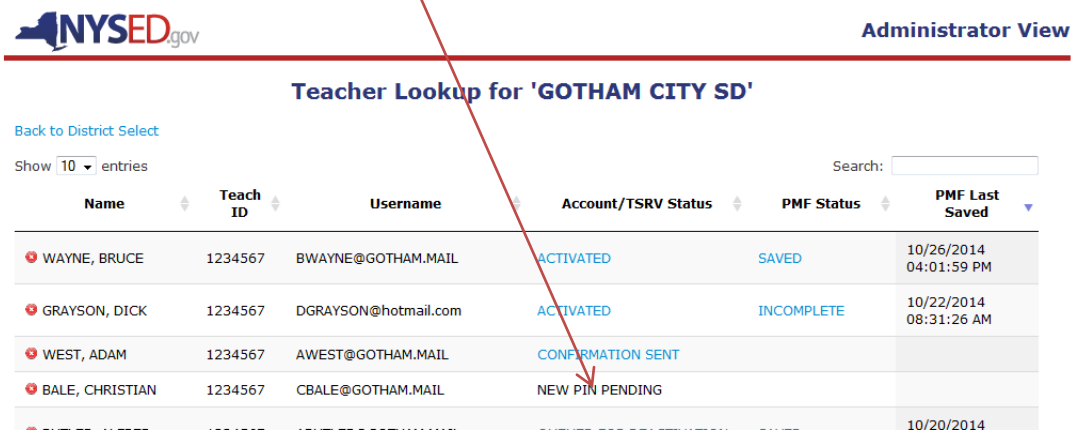

Clicking on the *Queued for Deactivation* status link will display the more detailed view of the account status with a message in orange text giving the date the account was queued for deactivation.



## Account/TSRV Status Feature- *New PIN Pending*

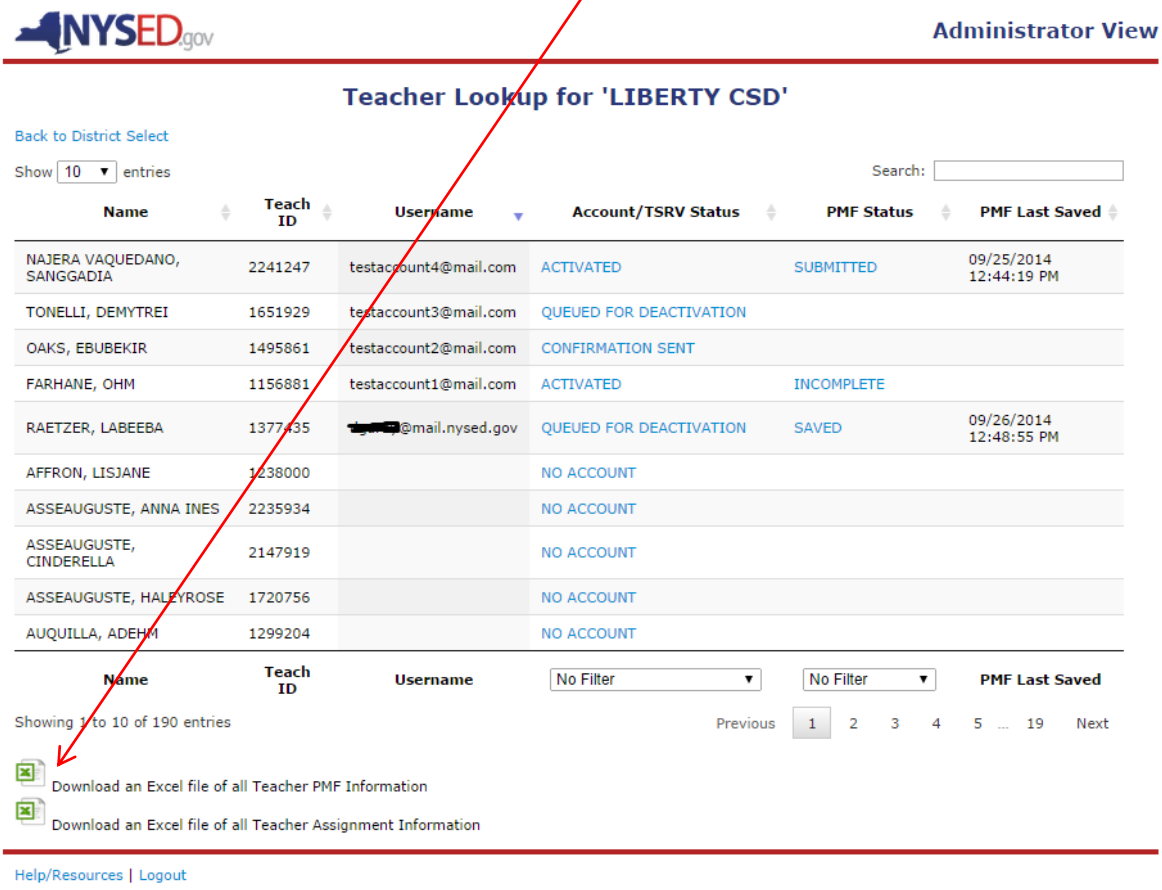
The *New PIN Pending* status appears when an account was deactivated and the teacher confirmed the deactivation (If NYSED staff deactivate an account the teacher will not need to confirm), but the new PIN has not been generated yet. PINs are typically generated in the early morning on Business days (Monday through Friday). If you see this message a new PIN for the teacher should be in your district's IRSP then next business day.

******Please Note**** The *New PIN Pending* status means the account is inaccessible. You cannot click on the TAA/TSRV status for account details and you will ***NOT*** see an ePMF account status. ***But, if the teacher has saved or submitted his/her ePMF form the saved information will be available when the new PIN is used to create a new account***.



## ePMF Download Feature (TAA/TSRV/ePMF entitled users only)

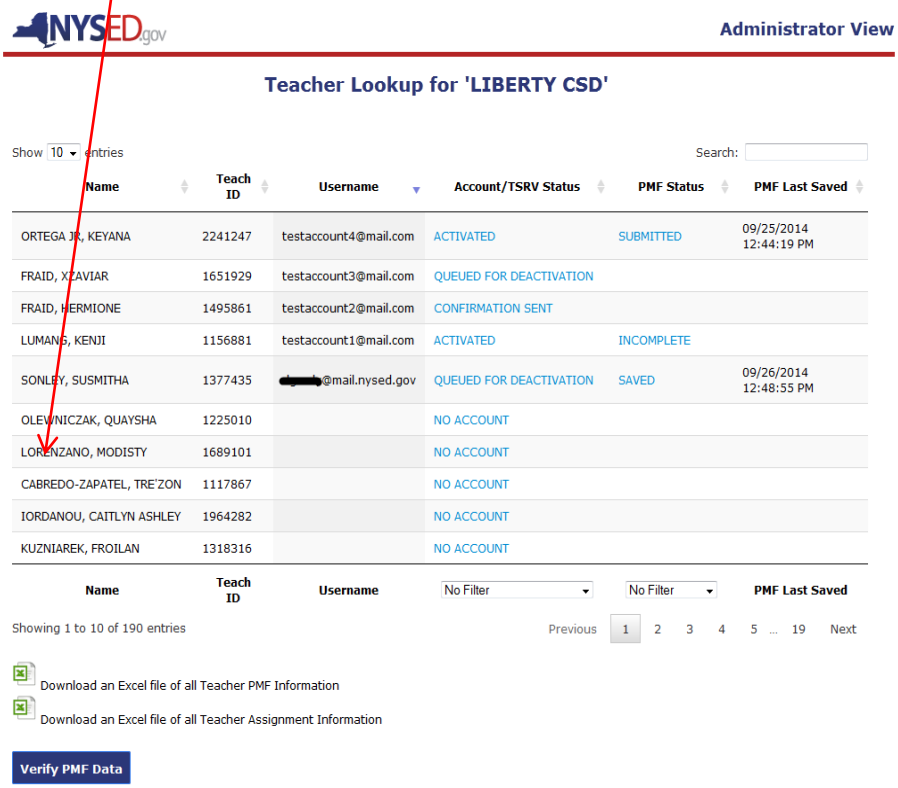
For users with TAA/TSRV/ePMF level entitlement two Excel icons appear in the lower left corner of the main page view. Clicking on the *Download an Excel file of all Teacher PMF Information* icon creates an Excel spreadsheet with all the ePMF data currently saved teachers in the Superintendent's (or Charter School Leader's) district/school. Clicking on the *Download an Excel file of all Teacher Assignment Information* icon creates a spreadsheet of the NYSED teaching assignment codes teachers selected when they fill in their ePMF forms. This feature was created to assist administrators with the verification of teacher-entered data.



## ePMF Verification Feature (Superintendents/ Charter Leaders only)

Users with Superintendent and Charter School Leader level SEDDAS accounts will also have a *Verify PMF Data* button available in the lower left corner of the main page view. When the teacher submission period closes (January 15, 2015) Superintendents and Charter School Leaders will have until January 31, 2015 to review and edit their ePMF data. Clicking on this button saves and submits all PMF data to NYSED IRS.

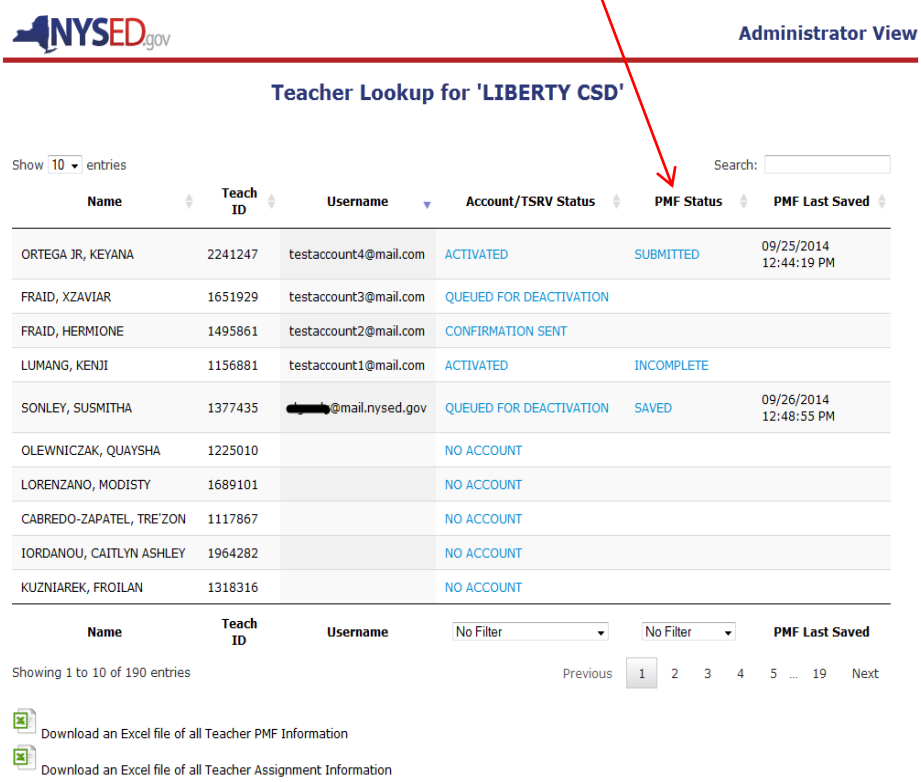
This feature was designed to assist district review of the ePMF process. In the event a teacher inadvertently did not submit his or her form or entered incorrect data, the administrator can edit and submit the form.



## ePMF View/Edit Feature (TAA/TSRV/ePMF entitled users only)

Clicking on a teacher's highlighted ePMF status allows users with TAA/TSRV/ePMF entitlement to pull up the teachers ePMF form. The user can then make edits and save changes. For more detailed information on ePMF forms please visit the ePMF website http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html

***INCOMPLETE-*** The teacher logged into TAA after a Staff Snapshot record was loaded for him/her but did not access the ePMF form..
***SAVED-*** The teacher accessed the ePMF form, entered partial information and clicked the *SAVE* button so he/she could finish at a later time.
***SUBMITTED-*** The teacher completed the form and clicked the *SAVE+SUBMIT* button.

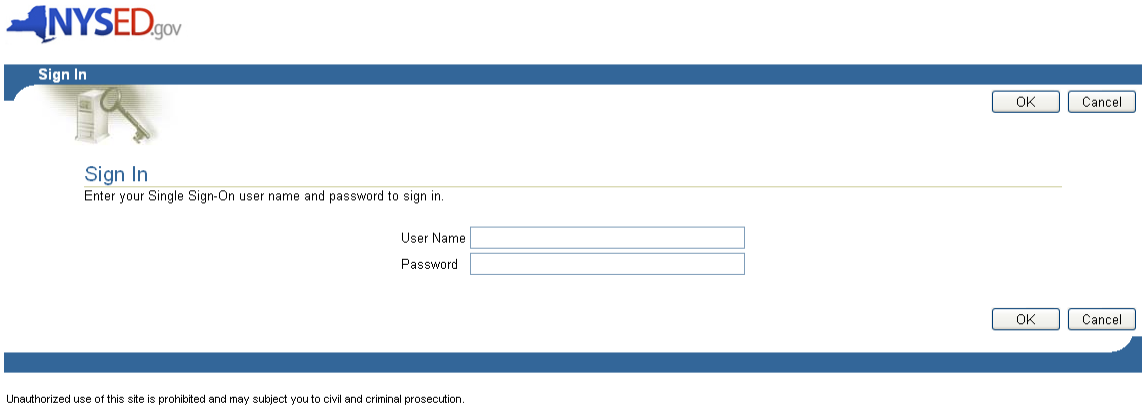


## Disabling a Teacher Account:

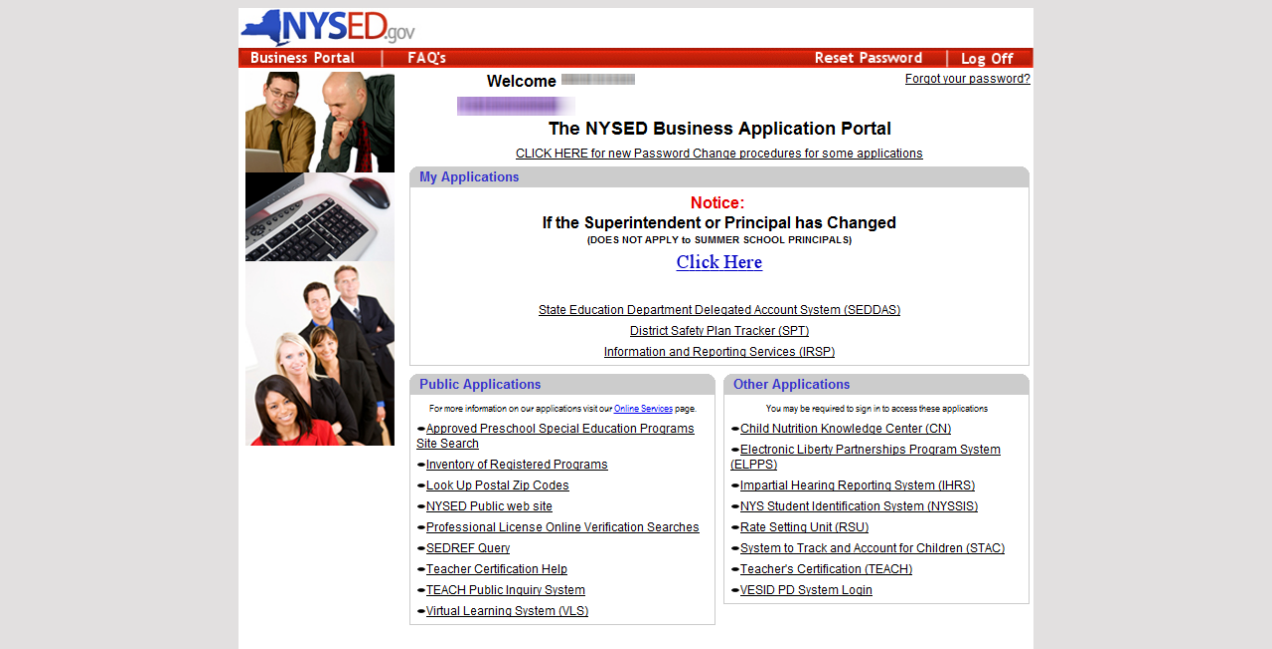
In the event a teacher leaves the district, you would be able to prevent him/her from viewing data in the prior district without deactivating his/her account.

**STEP 1**
To disable a teacher's account, a delegated administrator at the district, BOCES, or charter school where the teacher is employed 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.

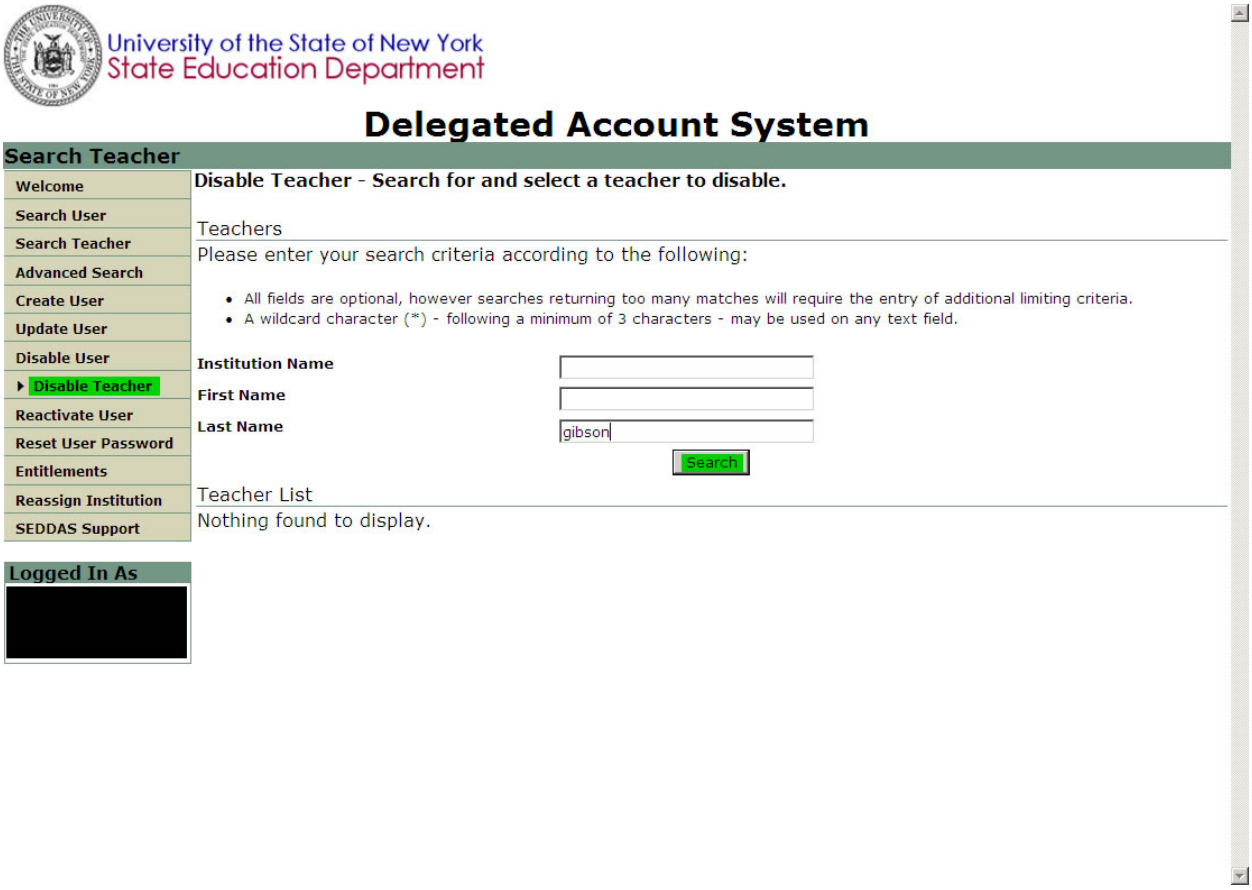



**STEP 3**
Once you have logged in successfully you will want to select the *State Education Department Delegated Account System (SEDDAS)* link. Your list of applications may vary from the ones in this screenshot depending on what applications you have permissions to view.

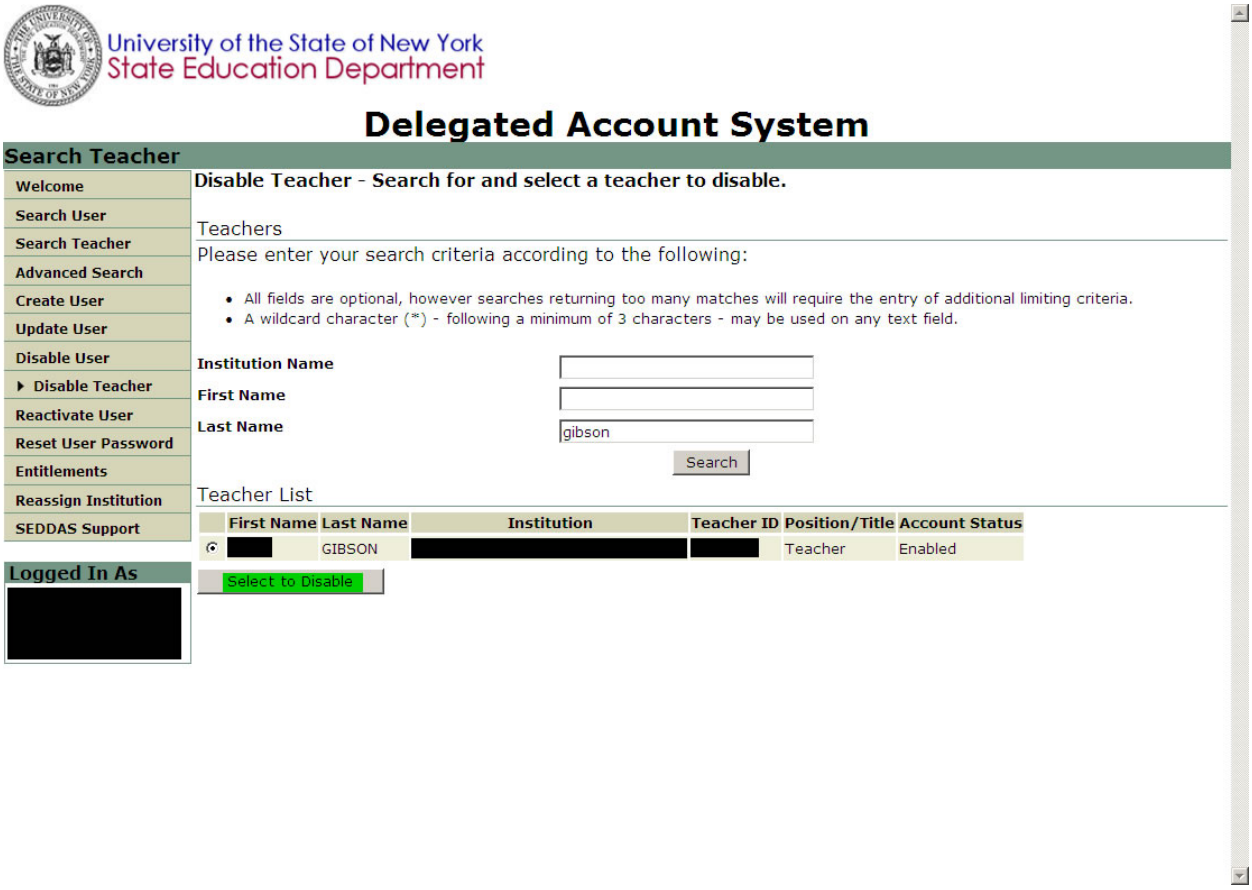


**STEP 4**

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.



**STEP 5**
Identify the appropriate teacher from the returned list and hit the *Select to Disable* button.



# SEDDAS Entitlements for the Teacher Access and Authorization (TAA) System

User Login Access and Account Administration

**TAA User Login Access**

Charter Schools

- CEOs
  - Can entitle staff at the same location to be users.

School Districts

- CEOs
  - Can entitle staff at the district location to be users;
  - Can entitle staff at a school location within the same district as a user (Building CEO should have the same entitlements first).

Public Schools

- CEOs
  - Can entitle staff at the school as a user (school CEO must be entitled first).

BOCES (main location/district)

- CEOs
  - Can entitle staff at the same main location as users;
  - Can entitle staff at other associated building locations (including virtual locations) as users (Building CEOs must be entitled first).

RICs

- CEOs
  - Can entitle staff at the same location as users.

**TAA Account Administration (creation/entitlements)**

Charters Schools

- CEOs (Delegate Administrator & Entitlement Administrator)
  - Cannot delegate account administration to other charter staff for the same location.

School Districts

- CEO (Super Delegated Administrator)
  - Can delegate account administration to other district staff;
  - Can delegate account administration to public school CEOs as the account administrator for the school CEO location.

Public Schools

- CEOs (Delegate Administrator & Entitlement Administrator)
  - Cannot delegate account administration to other school staff for the same location (CEO must have Delegate Administrator & Entitlement Administrator entitlements first for the needed applications).

BOCES (main location)

- CEOs (Super Delegated Administrator)
  - Can delegate administration to main location BOCES staff for the same location;
  - Cannot delegate to other associated building locations (including virtual locations) account administration. The administration must be managed by the main BOCES.

RICs

- CEOs
  - Cannot delegate account administration to other RIC staff for the same location.

**Notes:**

1. CEOs must have the account administration entitlement for the TAA application to be able to entitle others at the same location.
2. CEOs must be listed in the State Education Department's SEDREF system.

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, or go to the website for more information http://www.p12.nysed.gov/seddas/seddashome.html