

Teacher Access and Authorization (TAA) System Messages

Updated- December 2015

Teacher Access and Authorization (TAA) system- <https://eservices.nysed.gov/taa/>

Message	Reason	Action to be taken
Account- TSRV Status		
"ACTIVATED"	Teacher was successful in creating an account in TAA.	Teacher can sign into TAA with username and password to access their ePMF or rosters.
"NO ACCOUNT"	Teacher does not have a valid Staff Snapshot record in Level 2 and a PIN code was generated; teacher has not yet created an account in TAA.	Administrator(s) with proper entitlements needs to access PIN code for teacher from either TAA or the Business Portal (IRSP). Once the teacher has PIN code they will need to access the TAA application and select the option to create a new account. Status will change to "ACTIVATED" and "CREATE FORM."
"CONFIRMATION SENT"	Teacher has created an account in TAA with PIN code provided from district. An email is sent to the teacher's username to confirm the account. The email from noreply@nysed.gov will regenerate every 3 days until opened.	Verify the email that the teacher used to create the account is correct. Please check junk email, spam, and deleted folders- it is from noreply@nysed.gov . If issues arise, please contact your IT Department to check and see if it was blocked. Once the email is opened as well as the link within, the teacher can then access their account in TAA. If the email that was entered by the teacher is incorrect, please send an

		email to datasupport@nysed.gov to have the account deactivated without a confirmation as the email is not valid. The status will then change to “ACTIVATED” and “CREATE FORM.”
“QUEUED FOR DEACTIVATION”	Teacher’s account was deactivated (either by teacher, administrator, or State agent). Teacher was sent an email from noreply@nysed.gov to confirm deactivation, has not yet opened the email, and the link within.	Teacher needs to locate email from noreply@nysed.gov . Once opened as well as link within, the teacher will have a new PIN code to create a new account the following business day from the date the email was opened; status will change to “NEW PIN PENDING.”
“NEW PIN PENDING”	Teacher’s account was successfully deactivated (either by teacher, administrator, or State agent).	A new PIN code will be generated the next business day for the administrator to obtain and distribute to the teacher. The status will change to “NO ACCOUNT.”
PMF Status		
“CREATE FORM”	Teacher does have a valid Staff Snapshot record in Level 2, however has not yet signed into the TAA application and accessed their ePMF as of yet.	Teacher needs to sign into TAA with username and password and click on ePMF (to view and enter information on BEDS form). The status will change to “INCOMPLETE, SAVED, or SUBMITTED.”
“INCOMPLETE”	The teacher has signed into TAA successfully and has viewed the form, but has not saved or submitted the ePMF form.	Teacher needs to sign into TAA and “SAVE or SUBMIT” form (errors will populate for teacher if information is missing). Teachers can sign in and correct/edit information in this status. The status will change to “SAVED or SUBMITTED” depending if they completed their form.
“SAVED”	Teacher has accessed and entered the ePMF data and	Teacher needs to sign into TAA and “SUBMIT” form

	chose the Save option.	(errors will populate for teacher if information is missing). Teachers can sign in and correct/edit information in this status. The status will change to "SUBMITTED."
"SUBMITTED"	Teacher has submitted ePMF (BEDS form) successfully. At this point the teacher is no longer able to edit the form, unless administrator selects un-submit in TAA application.	Administrator can view information to verify the data entered is correct. The status will remain "SUBMITTED" unless un-submitted by the administrator and the status will change to "INCOMPLETE" (The State will only collect the information from forms with "SUBMITTED" as their status.