

Using the TAA Application for Staff and Course Data for the 2018-19 School Year

Staff Account Creation and Account Resets in the Teacher Authorization and Access Application (TAA)

<https://eservices.nysed.gov/taa/>

For the 2018-19 school year electronic Personnel Master File (ePMF) collection, data must be submitted through the Staff Snapshot template to Level 2 to appropriately link staff to their district. All teaching and non-teaching professionals with data loaded by school districts, BOCES and charter schools into Staff Snapshot will be able to create TAA accounts, review their data and submit a PMF form to NYSED. Only teaching staff are required to create TAA accounts and submit a PMF form and/or access Teacher Student Roster Verification (TSRV) data accessed through the [Teacher Access and Authorization \(TAA\) system](#) .

For staff with current active accounts, you may log in with your username (email address) and password. No further account action will be required unless you cannot recall your password and security questions and need to reset your account. After requesting an account reset, you would then need to utilize the new Token process.

Tokens are generated for staff persons who do not have active TAA accounts or who require an account reset. Following a valid Staff Snapshot record in the Student Information Repository System (SIRS), a token (link) will be generated and sent to the staff person's Staff Snapshot work email address allowing the staff person to start the account creation in the TAA system at www.esservices.nysed.gov .

For more details on the token process refer to guidance at

<http://www.p12.nysed.gov/irs/beds/PMF/home.html> .

For staff persons that require an account reset, they will have to provide the last 4 digits of their social security number, date of birth, and 7-digit TEACH ID. Your district may store your TEACH ID with two leading zeros. A single use token will then be emailed to the staff person's Staff Snapshot email address. The staff person clicks on the link with the token and is directed to the TAA system and completes the account creation process.

NYSED does not provide the following:

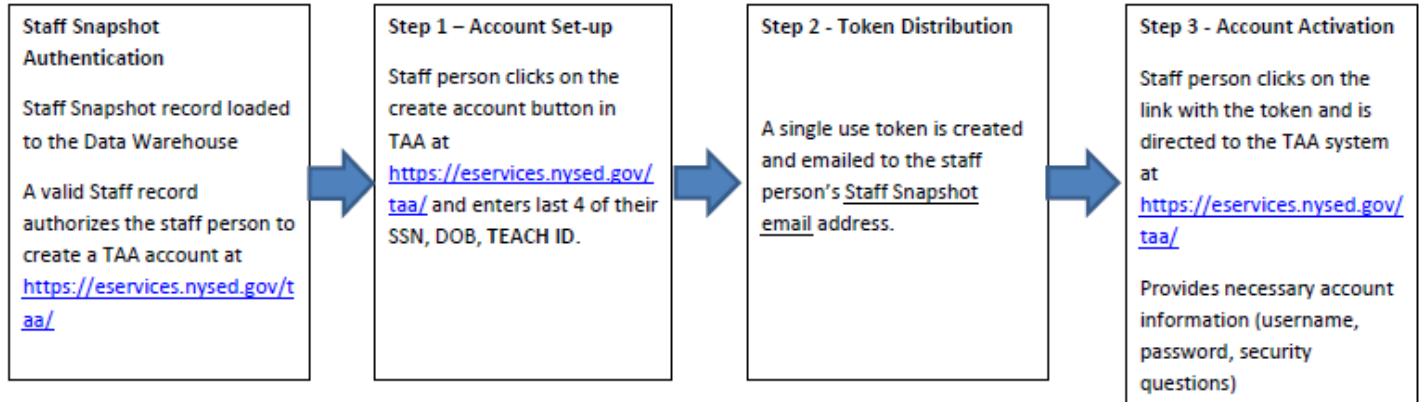
- TEACH IDs;
- Usernames;
- Passwords; or
- Answers to security questions.

***Your district has your 7 digit TEACH ID.**

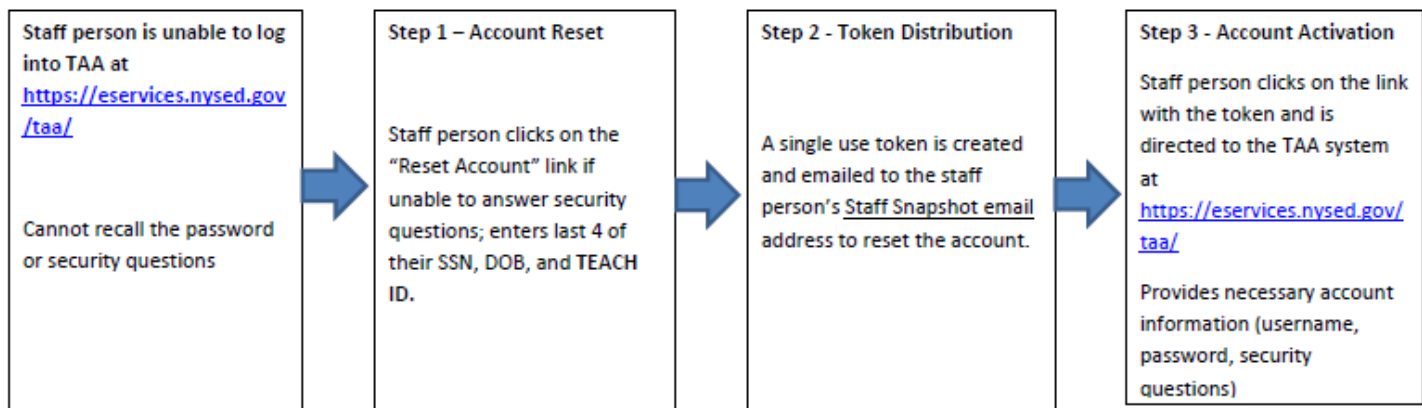
The process is summarized in the chart below.

STAFF ACCESS TO THE TAA SYSTEM

TAA Account Creation Process for a Staff Person without an Existing Account



TAA Account Reset Process for a Staff Person that Cannot Log-in



ePMF Forms

ePMF forms will continue to be generated based on a valid Staff Snapshot record for teachers and can be accessed within the TAA application. The district Staff Snapshot template is the official source of data for ePMF.

The employment and educational experience data elements loaded into a teacher's Staff Snapshot record will prepopulate a teacher's ePMF form. Teachers will not be able to change this information on the ePMF form. Corrections will have to be made in Staff Snapshot and the change will carry over to the ePMF form during the collection period.

In 2018-19, the Department is creating PMF forms for non-teachers from Staff Snapshot and Staff Assignment data. While *non-teachers are not required by NYSED to create TAA accounts*, they will need to do so to view their data. LEAs may require their non-teachers to create accounts, review their data and submit forms. **These staff will not be able to submit their forms until Staff Assignment data is loaded.**

The screenshot shows the NYSED Personnel Master File (PMF) form for AVON CSD (2018). The form is divided into several sections: Personal Information, Race/Ethnicity, Staff Snapshot Data, Location Information, and Assignments. Callout boxes provide additional context for each section.

Personal Information: Includes fields for Last Name, First Name, Middle Initial, TEACH ID, Gender, and Date of Birth. A callout box notes that these items are derived from the TEACH system and that corrections should be made through the TEACH office website (<http://www.highered.nysed.gov/tao/teaching.html>).

Race/Ethnicity: Includes a dropdown for "Are you of Hispanic origin?" and a "Select Additional or Other race?" dropdown. A callout box notes that these items are derived from the Staff Snapshot.

Staff Snapshot Data: Includes fields for Degree Status (MASTERS DEGREE), Professional Development (NOT APPLICABLE), Number of Years Employed in This District (10), Total Years Employed (including worksh.) (22), Percent of Time Employed in This District (100%), Number of Months Employed Per Year (10), and Current Annual Salary (\$71,239). A callout box notes that these items are derived from the Staff Snapshot.

Location Information: Includes a dropdown for "I work at" (multiple locations in this district) and a "Select location in this district" dropdown. A callout box notes that the teacher should provide location and assignments.

Assignments: A table with columns for Code, Assignment Name, Grade, and Registration. The table currently shows "No data available in table". A callout box notes that non-teaching professionals should only select PMF BEDS teaching assignments if they are teaching as well, and that the form cannot be submitted until Staff Assignment data is present.

TSRV Roster Data - Staff Student Course

Roster data or Teacher Student Data Linkage (TSDL) is required to comply with State and federal laws to create a State Longitudinal Data System (SLDS) and assist with teacher and principal evaluations (APPR- Annual Professional Performance Review). Data will only be present for teachers for the courses below when the LEA has loaded their data to the NYSED data warehouse.

- A record for classroom teachers (district, BOCES, and, charter school teachers) providing instruction in grades 4-8 ELA/ Math and Math Regents courses must be reported in the Staff Student Course Template. Only these courses can be reported.
- For 2018-2019, only assessment dates are required when reporting as opposed to reporting both assessment and end of year (6/30) dates as was required in prior years.

Reminders

Administrators with entitlements to TAA can review staff submitted data via the TAA application using their SEDDAS credentials. The school district, charter, or BOCES CEO (as listed in the NYSED SEDREF database) is able to entitle users to TAA/TSRV/PMF through the NYSED Business Portal using the SED Delegated System (SEDDAS).

For additional information concerning the ePMF and new staff data requirements, see:

<http://www.p12.nysed.gov/irs/beds/PMF/home.html>.

Any staff (including substitutes and non-teaching professionals) reported to the SIRS will need to have TEACH IDs. Information about TEACH accounts and TEACH IDs can be found at the following location:

<http://www.highered.nysed.gov/tcert/>.

For additional guidance bookmark the IRS Staff Data landing page <http://www.p12.nysed.gov/irs/beds/PMF/home.html>