

Using the TAA Application for Staff and Course Data for the 2019-20 School Year

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

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

For the 2019-20 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.

If staff persons do not have active TAA accounts or require an account reset, they must have a valid Staff Snapshot record in the Student Information Repository System (SIRS). Once new staff persons click on the "Create Account" button in TAA and begin the process, 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](#). If a staff person requires an account reset, click "Reset Account" and follow the instructions. A token will be sent to the staff person's Staff Snapshot email address to reset the account. For more details on the token process refer to guidance at <http://www.p12.nysed.gov/irs/beds/PMF/home.html>.

NYSED does not provide the following:

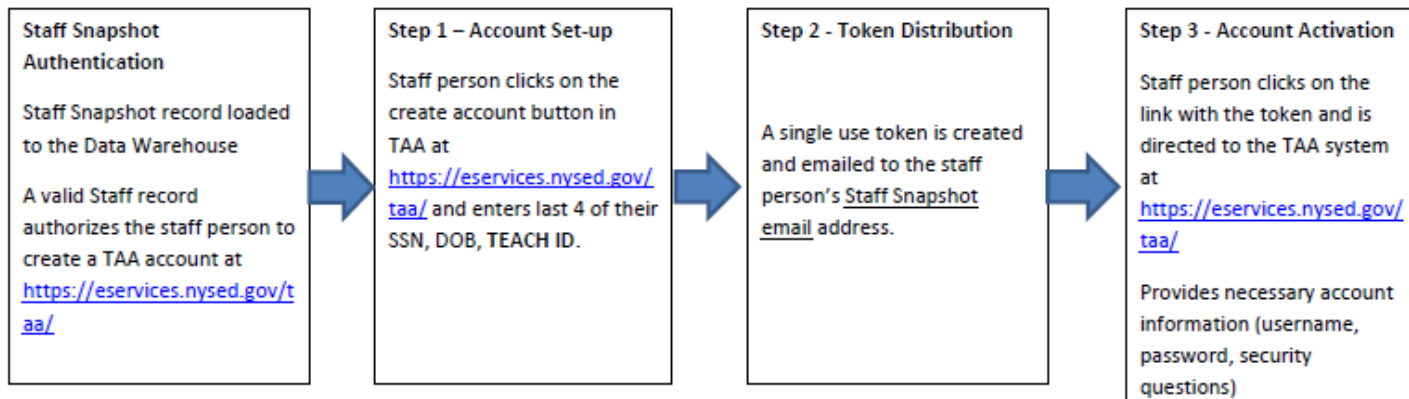
- TEACH IDs;
- Usernames;
- Passwords; or
- Answers to security questions.

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

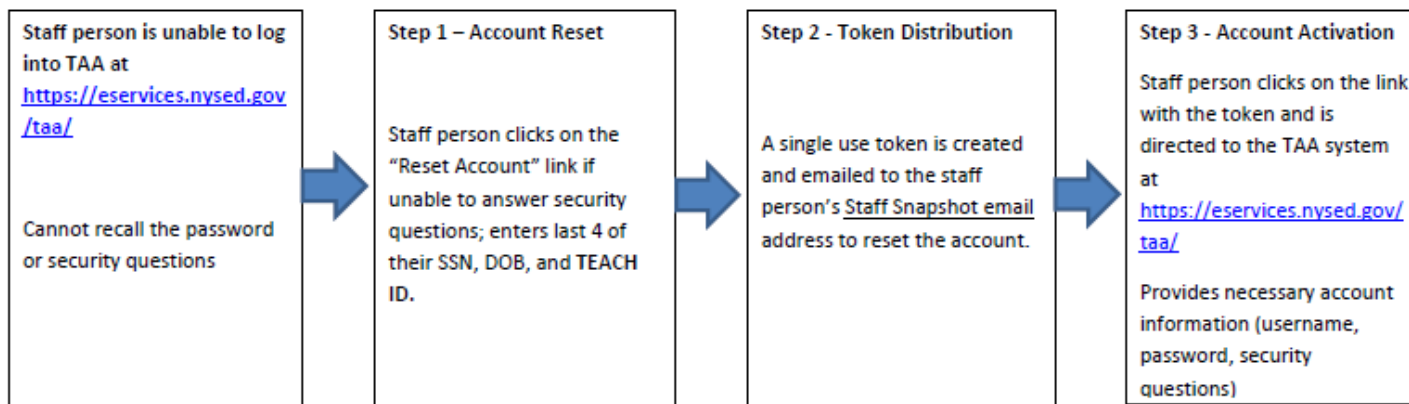
The process is summarized in the chart below.

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 2019-20, 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.

Personnel Master File - AVON CSD **PMF Form**

Printable Version

Personal Information

Last Name: TEACH ID:
First Name: Middle Initial: Gender: FEMALE
Date of Birth:

Please note that all changes to a teacher's name and date of birth must be done through the TEACH office; additional information is available at: <http://www.highered.nysed.gov/teach/teaching.html>.

Race/Ethnicity

Are you of Hispanic origin? No
Select Additional or Other race? White

Data in this section is not editable here. Corrections will need to be made in the district's staff snapshot. If you see an error, please contact your administrator.

Staff Snapshot Data

Degree Status: MASTERS DEGREE
Professional Development: NOT APPLICABLE
Number of Years Employed in This District: 10
Total Years Employed (including nonpub.): 22
Percent of Time Employed in This District: 100%
Number of Months Employed Per Year: 10
Current Annual Salary: \$71,239

Data in this section is not editable here. Corrections will need to be made in the district's staff snapshot. If you see an error, please contact your administrator.

Location Information

I work at ☐ multiple locations in this district. (Uses District BEDSCODE)
☒ one location in this district:

Assignments

Add Assignment Remove Selected Assignment

Code	Assignment Name	Grade	Registration
No data available in table			

Showing 0 to 0 of 0 entries

Back Submit

Callout Box 1: The following items: Last name, First name, TEACH ID, and Date of Birth are derived from the TEACH system. If some of this is incorrect, you should contact the Office of Teaching Initiatives in the Department. Website- <http://www.highered.nysed.gov/>

Callout Box 2: The following items: Gender, Race/Ethnicity, Educational experience (Degree status and Professional Development), and Employment Information (Years employed in district, Total years employed, Percent time employed, Number of months employed, Current annual Salary) are derived from your district's Staff Snapshot. Please contact your administrator if there is an error in what is reported.

Callout Box 3: Teacher to provide location and assignments.

Callout Box 4: Non-teaching professionals should only select PMF BEDS teaching assignments if they are teaching as well. Non-teaching assignment data will prepopulate this form from SIRS data loaded in Staff Assignment by the district, BOCES, or charter school. The PMF form cannot be "Submitted" until the 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 2019-2020, 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>