Enhancements in Staff and Course Data Collections for the 2016-17 School Year

Teacher Account Creation and Account Resets in the Teacher Authorization and Access Application

A new secure email (Token) process will be instituted in 2016-17, replacing the Personal Identification Number (PIN) process for TAA teacher authentication. Starting in mid-September, PINs will no longer be generated and posted to the NYSED Business Portal. This process had required data coordinators or administrators to retrieve the PINs and distribute them to teachers. There was also a delay in PIN distribution following an account deactivation.

For teachers with current active accounts, no 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 teachers who do not have active TAA accounts or require an account reset. Following a valid record in Staff Snapshot, and a teacher completing Step 1 in the account creation process, a token will be generated and sent to the teacher's Staff Snapshot email address. The teacher clicks on the link with the token and is directed to the TAA system and begins the account creation process.

For teachers 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 teacher's Staff Snapshot email address. The teacher 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 new process is summarized in the chart below.

TAA Account Creation Process for a Teacher without an Existing Account

Staff Snapshot Step 2 - Token Distribution Step 1 - Account Set-up Authentication Teacher clicks on the create Staff Snapshot record loaded account button in TAA at A single use token is created https://eservices.nysed.gov/ to the Data Warehouse and emailed to the teacher's taa/ and enters last 4 of their Staff Snapshot email address. A valid Teacher record SSN, DOB, TEACH ID. authorizes the staff person to create a TAA account at

https://eservices.nysed.gov/t

<u>aa/</u>

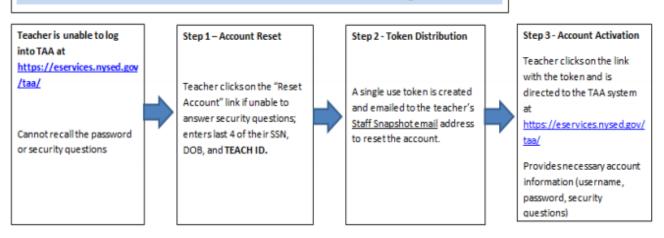
Step 3 - Account Activation Teacher clicks on the link with the taken and in

Teacher clicks on the link with the token and is directed to the TAA system at

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

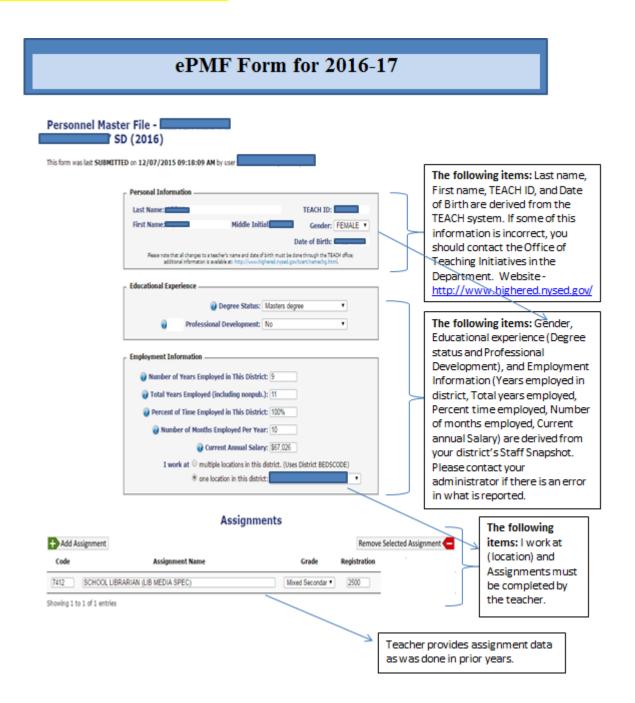
Provides necessary account information (username, password, security questions)

TAA Account Reset Process for a Teacher 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 (see chart below). Teachers will not be able to change this information on the ePMF form. Corrections will have to be made in Staff Snapshot. Teachers will still need to provide their PMF assignment information.



STAFF DATA

Template Enhancements (Staff Snapshot):

- <u>ITINERANT TEACHER, Field 56 (Teachers only)</u> Report "N" if the Teacher is employed by this LEA. Report "Y" if the Teacher is not an employee of this LEA but is the teacher of record for a course coming from another district/BOCES and will be reported in other staff/course templates).
- <u>EMAIL ADDRESS, Field 76 (All reported staff)</u> Include only valid work email address. This is necessary for teachers to retrieve tokens for account creation and resets.

COURSE DATA

Two New Templates Introduced

The following templates collect data in order to comply with State and federal laws including information presented in the School Report Cards. In the future, these templates will be replacing the PMF assignment collection in TAA as the official source of course data. Additionally, these templates will collect course information used solely for APPR purposes.

<u>Course Instructor Assignment</u>- All staff members reported in Staff Snapshot identified as "TEACHER" must be reported in this template. A record for all classroom teachers (district, BOCES, and, charter school teachers) must be reported here.

<u>Student Class Entry Exit</u>- All students in every course must be reported in this template.

Template Enhancements/Revisions

<u>Staff Student Course</u> - Provides Teacher Student Data Linkage (TSDL) for the NYSED data collection system designed to comply with State and federal laws to create a State Longitudinal Data System (SLDS) and assist with teacher and principal evaluation (APPR- Annual Professional Performance Review).

- A record for classroom teachers (district, BOCES, and, charter school teachers) providing instruction in grades 3-8 ELA/ Math and Math Regents courses must be reported in the Staff Student Course Template. Only these courses can be reported. All courses must be reported in the Course Instructor Assignment template and Student Class Entry Exit templates.
- For 2016-2017, 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.

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