

# Teacher Access and Authorization (TAA) Application User Guide For Teachers and Administrators



The University of the State of New York  
The State Education Department  
Office of Information and Reporting Services  
Albany, NY 12234

**Fall 2016**

The Teacher Access and Authorization (TAA) platform provides an identity authentication process for teachers to log into NYSED systems and access applications, such as the Teachers Student Roster Verification (TSRV) system and the ePMF (electronic Personnel Master File).

The TAA Administration Application allows Data Coordinators and other LEA administration level staff to log into **TAA** using **SEDDAS credentials** and support teachers using TSRV and ePMF. The first portion of this guide provides directions for administrators responsible for using the features of this application.

The second portion of this guide should serve as a reference for teachers who need to create and reset their TAA accounts, complete ePMF forms and review TSRV data.

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

- Teacher Staff Guidance - <http://www.p12.nysed.gov/irs/beds/PMF/home.html>
- TSRV- <http://www.p12.nysed.gov/irs/teacher/>

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

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# GUIDANCE FOR ADMINISTRATORS

## CEO ENTITLEMENT OF ADMINISTRATORS TO TAA AND ITS APPLICATIONS

In order for administrators to view teacher data in the Teacher Access and Authorization (TAA) application, they must be entitled through the *State Education Department Delegated Account System (SEDDAS)* system. Administrators do not have TAA accounts like teachers. They access TAA using their NYSED Business Portal login information after they are properly entitled.

### Step 1

Your Superintendent must log into the SEDDAS system through the NYSED Portal at: <http://portal.nysed.gov/> 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.

NYSED.gov

### Sign In

Please enter your username and password

Username:

Password:

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

New York State Education Department

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## Step 3

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

NYSED.gov

Business Portal | FAQ's | Reset Password | Log Off

Welcome [Change your password](#)

### The NYSED Application Business Portal

My Applications

**Notice:**  
**If the Superintendent or Principal has Changed**  
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)  
[Click Here](#)

**Information and Reporting Services Portal (IRSP)**  
**State Education Department Delegated Account System (SEDDAS)**

[SEDDAS USER GUIDE](#)

**Public Interest**  
For more information on our applications visit our [Online Services](#) page.

- [Approved Preschool Special Education Programs Site Search](#)
- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)

**Other Applications**  
You may be required to sign in to access these applications

- [Child Nutrition Knowledge Center \(CN\)](#)
- [Impartial Hearing Reporting System \(IHRS\)](#)
- [Rate Setting Unit \(RSU\)](#)
- [System to Track and Account for Children \(STAC\)](#)
- [Teacher's Certification \(TEACH\)](#)
- [PD System Login](#)
- [Teacher Access and Authorization](#)

[Privacy Policy](#)

## Step 4

In SEDDAS they choose the *Search User* option from the left navigation bar to find the account by the User ID or the user's last name that needs to be entitled to Teacher Access and Authorization System (TAA/TSRV/ePMF).



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## Delegated Account System

Welcome

▸ Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

Your Account Information

Name	[Redacted]	Position/Title	[Redacted]
User ID	[Redacted]	Institution	[Redacted] (Active)
Institution CEO	[Redacted]	BEDS Code	[Redacted]
Institution ID	[Redacted]	Parent Inst	[Redacted]
Parent Inst ID	[Redacted]	Email	[Redacted]
Work Phone	[Redacted]		
Administrator Role	NYSED Database Unit Administrator		
Applications *	BRS Portal LOHST Level 0 Historical - Student LOHST Level 0 Historical - Staff Eval L2RPT Level 2 Reporting Delegated Account System Teacher Access and Authorization System (TAA/TSRV/ePMF)		

## Step 5

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 *View Selected*.



### Delegated Account System

**User Search**

Welcome

---

Search User

---

Advanced Search

---

Search Teacher

---

Create User

---

Reports

---

SEDDAS Support

---

Logged In As

**Search Criteria**

- Enter **User ID, Last Name** or Both
- A wildcard character (\*) following at least 3 characters, may be used on either field

All Accounts     
  Enabled Accounts     
  Disabled Accounts

User ID:      
 Last Name:

**User List \***

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	John	Doe	123456789	Teacher	State University	516-335-1234	john.doe@state.edu
<input type="radio"/>	Jane	Smith	987654321	Principal	State University	516-335-5678	jane.smith@state.edu
<input type="radio"/>	Michael	Johnson	567890123	Assistant	State University	516-335-9012	michael.johnson@state.edu
<input type="radio"/>	Sarah	Williams	345678901	Director	State University	516-335-3456	sarah.williams@state.edu
<input type="radio"/>	David	Brown	234567890	Coordinator	State University	516-335-7890	david.brown@state.edu
<input type="radio"/>	Emily	Green	012345678	Specialist	State University	516-335-0123	emily.green@state.edu
<input type="radio"/>	Robert	White	890123456	Analyst	State University	516-335-8901	robert.white@state.edu
<input type="radio"/>	Laura	Black	678901234	Manager	State University	516-335-6789	laura.black@state.edu
<input type="radio"/>	James	Gray	456789012	Supervisor	State University	516-335-4567	james.gray@state.edu
<input type="radio"/>	Amanda	Red	234567890	Officer	State University	516-335-2345	amanda.red@state.edu
<input type="radio"/>	Christopher	Blue	012345678	Technician	State University	516-335-0123	christopher.blue@state.edu
<input type="radio"/>	Nicole	Purple	890123456	Coordinator	State University	516-335-8901	nicole.purple@state.edu
<input type="radio"/>	Kevin	Pink	678901234	Analyst	State University	516-335-6789	kevin.pink@state.edu
<input type="radio"/>	Michelle	Orange	456789012	Supervisor	State University	516-335-4567	michelle.orange@state.edu
<input type="radio"/>	Brandon	Yellow	234567890	Officer	State University	516-335-2345	brandon.yellow@state.edu
<input type="radio"/>	Sydney	Green	012345678	Technician	State University	516-335-0123	sydney.green@state.edu
<input type="radio"/>	Justin	Blue	890123456	Analyst	State University	516-335-8901	justin.blue@state.edu
<input type="radio"/>	Kyle	Purple	678901234	Supervisor	State University	516-335-6789	kyle.purple@state.edu
<input type="radio"/>	Stephanie	Pink	456789012	Officer	State University	516-335-4567	stephanie.pink@state.edu
<input type="radio"/>	Eric	Orange	234567890	Technician	State University	516-335-2345	eric.orange@state.edu
<input type="radio"/>	Victoria	Yellow	012345678	Analyst	State University	516-335-0123	victoria.yellow@state.edu
<input type="radio"/>	Gregory	Green	890123456	Supervisor	State University	516-335-8901	gregory.green@state.edu
<input type="radio"/>	Heather	Blue	678901234	Officer	State University	516-335-6789	heather.blue@state.edu
<input type="radio"/>	Timothy	Purple	456789012	Technician	State University	516-335-4567	timothy.purple@state.edu
<input type="radio"/>	Christina	Pink	234567890	Analyst	State University	516-335-2345	christina.pink@state.edu
<input type="radio"/>	Benjamin	Orange	012345678	Supervisor	State University	516-335-0123	benjamin.orange@state.edu
<input type="radio"/>	Samantha	Yellow	890123456	Officer	State University	516-335-8901	samantha.yellow@state.edu
<input type="radio"/>	Jonathan	Green	678901234	Technician	State University	516-335-6789	jonathan.green@state.edu
<input type="radio"/>	Karen	Blue	456789012	Analyst	State University	516-335-4567	karen.blue@state.edu
<input type="radio"/>	Matthew	Purple	234567890	Supervisor	State University	516-335-2345	matthew.purple@state.edu
<input type="radio"/>	Olivia	Pink	012345678	Officer	State University	516-335-0123	olivia.pink@state.edu
<input type="radio"/>	Andrew	Orange	890123456	Technician	State University	516-335-8901	andrew.orange@state.edu
<input type="radio"/>	Isabella	Yellow	678901234	Analyst	State University	516-335-6789	isabella.yellow@state.edu
<input type="radio"/>	Joshua	Green	456789012	Supervisor	State University	516-335-4567	josuaa.green@state.edu
<input type="radio"/>	Ashley	Blue	234567890	Officer	State University	516-335-2345	ashley.blue@state.edu
<input type="radio"/>	Christopher	Purple	012345678	Technician	State University	516-335-0123	christopher.purple@state.edu
<input type="radio"/>	Madison	Pink	890123456	Analyst	State University	516-335-8901	madison.pink@state.edu
<input type="radio"/>	Anthony	Orange	678901234	Supervisor	State University	516-335-6789	anthony.orange@state.edu
<input type="radio"/>	Abigail	Yellow	456789012	Officer	State University	516-335-4567	abigail.yellow@state.edu
<input type="radio"/>	David	Green	234567890	Technician	State University	516-335-2345	david.green@state.edu
<input type="radio"/>	Emily	Blue	012345678	Analyst	State University	516-335-0123	emily.blue@state.edu
<input type="radio"/>	Michael	Purple	890123456	Supervisor	State University	516-335-8901	michael.purple@state.edu
<input type="radio"/>	Sarah	Pink	678901234	Officer	State University	516-335-6789	sarah.pink@state.edu
<input type="radio"/>	James	Orange	456789012	Technician	State University	516-335-4567	james.orange@state.edu
<input type="radio"/>	Laura	Yellow	234567890	Analyst	State University	516-335-2345	laura.yellow@state.edu
<input type="radio"/>	Robert	Green	012345678	Supervisor	State University	516-335-0123	robert.green@state.edu
<input type="radio"/>	Nicole	Blue	890123456	Officer	State University	516-335-8901	nicole.blue@state.edu
<input type="radio"/>	Kevin	Purple	678901234	Technician	State University	516-335-6789	kevin.purple@state.edu
<input type="radio"/>	Michelle	Pink	456789012	Analyst	State University	516-335-4567	michelle.pink@state.edu
<input type="radio"/>	Brandon	Orange	234567890	Supervisor	State University	516-335-2345	brandon.orange@state.edu
<input type="radio"/>	Sydney	Yellow	012345678	Officer	State University	516-335-0123	sydney.yellow@state.edu
<input type="radio"/>	Justin	Green	890123456	Technician	State University	516-335-8901	justin.green@state.edu
<input type="radio"/>	Kyle	Blue	678901234	Analyst	State University	516-335-6789	kyle.blue@state.edu
<input type="radio"/>	Stephanie	Purple	456789012	Supervisor	State University	516-335-4567	stephanie.purple@state.edu
<input type="radio"/>	Eric	Pink	234567890	Officer	State University	516-335-2345	eric.pink@state.edu
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<input type="radio"/>	Samantha	Green	678901234	Supervisor	State University	516-335-6789	samantha.green@state.edu
<input type="radio"/>	Jonathan	Blue	456789012	Officer	State University	516-335-4567	jonathan.blue@state.edu
<input type="radio"/>	Karen	Purple	234567890	Technician	State University	516-335-2345	karen.purple@state.edu
<input type="radio"/>	Matthew	Pink	012345678	Analyst	State University	516-335-0123	matthew.pink@state.edu
<input type="radio"/>	Olivia	Orange	890123456	Supervisor	State University	516-335-8901	olivia.orange@state.edu
<input type="radio"/>	Andrew	Yellow	678901234	Officer	State University	516-335-6789	andrew.yellow@state.edu
<input type="radio"/>	Isabella	Green	456789012	Technician	State University	516-335-4567	isabella.green@state.edu
<input type="radio"/>	Joshua	Blue	234567890	Analyst	State University	516-335-2345	josuaa.blue@state.edu
<input type="radio"/>	Ashley	Purple	012345678	Supervisor	State University	516-335-0123	ashley.purple@state.edu
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<input type="radio"/>	Christina	Green	678901234	Supervisor	State University	516-335-6789	christina.green@state.edu
<input type="radio"/>	Benjamin	Blue	456789012	Officer	State University	516-335-4567	benjamin.blue@state.edu
<input type="radio"/>	Samantha	Purple	234567890	Technician	State University	516-335-2345	samantha.purple@state.edu
<input type="radio"/>	Jonathan	Pink	012345678	Analyst	State University	516-335-0123	jonathan.pink@state.edu
<input type="radio"/>	Karen	Orange	890123456	Supervisor	State University	516-335-8901	karen.orange@state.edu
<input type="radio"/>	Matthew	Yellow	678901234	Officer	State University	516-335-6789	matthew.yellow@state.edu
<input type="radio"/>	Olivia	Green	456789012	Technician	State University	516-335-4567	olivia.green@state.edu
<input type="radio"/>	Andrew	Blue	234567890	Analyst	State University	516-335-2345	andrew.blue@state.edu
<input type="radio"/>	Isabella	Purple	012345678	Supervisor	State University	516-335-0123	isabella.purple@state.edu
<input type="radio"/>	Joshua	Pink	890123456	Officer	State University	516-335-8901	josuaa.pink@state.edu
<input type="radio"/>	Ashley	Orange	678901234	Technician	State University	516-335-6789	ashley.orange@state.edu
<input type="radio"/>	Christopher	Yellow	456789012	Analyst	State University	516-335-4567	christopher.yellow@state.edu
<input type="radio"/>	Madison	Green	234567890	Supervisor	State University	516-335-2345	madison.green@state.edu
<input type="radio"/>	Anthony	Blue	012345678	Officer	State University	516-335-0123	anthony.blue@state.edu
<input type="radio"/>	Abigail	Purple	890123456	Technician	State University	516-335-8901	abigail.purple@state.edu
<input type="radio"/>	David	Pink	678901234	Analyst	State University	516-335-6789	david.pink@state.edu
<input type="radio"/>	Emily	Orange	456789012	Supervisor	State University	516-335-4567	emily.orange@state.edu
<input type="radio"/>	Michael	Yellow	234567890	Officer	State University	516-335-2345	michael.yellow@state.edu
<input type="radio"/>	Sarah	Green	012345678	Technician	State University	516-335-0123	sarah.green@state.edu
<input type="radio"/>	James	Blue	890123456	Analyst	State University	516-335-8901	james.blue@state.edu
<input type="radio"/>	Laura	Purple	678901234	Supervisor	State University	516-335-6789	laura.purple@state.edu
<input type="radio"/>	Robert	Pink	456789012	Officer	State University	516-335-4567	robert.pink@state.edu
<input type="radio"/>	Nicole	Orange	234567890	Technician	State University	516-335-2345	nicole.orange@state.edu
<input type="radio"/>	Kevin	Yellow	012345678	Analyst	State University	516-335-0123	kevin.yellow@state.edu
<input type="radio"/>	Michelle	Green	890123				

## Step 6

Click on *Entitle*.



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State Education Department

### Delegated Account System

**View User**

Welcome

Search User  
Advanced Search  
Search Teacher

Create User

Reports  
SEDDAS Support

Logged In As

**User Information**

Name	[Redacted]	Position/Title	[Redacted]
User ID	[Redacted]	Institution	[Redacted]
Institution CEO	[Redacted]	BEDS Code	[Redacted]
Institution ID	[Redacted]	Parent Inst	[Redacted]
Parent Inst ID	[Redacted]	Email	[Redacted]
Work Phone	[Redacted]		

<< Back   Account History   **Entitle**   Entitle SEDDAS   Update   Disable   Reassign   List Administrators

**Application Entitlements**

IRS Portal	
Role	NYSED Staff

## Step 7

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 *Next*.



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### Delegated Account System

**Entitle Applications: Select Applications**

Welcome

Search User  
Advanced Search  
Search Teacher

Create User

Reports  
SEDDAS Support

Logged In As

**User Information**

Name	[Redacted]	Position/Title	[Redacted]
User ID	[Redacted]	Institution	[Redacted] (Active)
Institution ID	[Redacted]	BEDS Code	[Redacted]
Parent Inst ID	[Redacted]	Parent Inst	[Redacted]
Work Phone	[Redacted]	Email	[Redacted]

Select applications to change/remove access

- Examination Request System
- IRS Portal
- NYSSIS
- SED Monitoring & Vendor Performance System
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

<< Back   **Next >>**   Remove Entitlement(s)

## Step 8

A list of roles (levels of entitlement for access to specific data) will appear in a dropdown menu when the *Select Role* box is clicked on. Choose the appropriate role.

### Roles:

- **TAA/TSRV-** Entitlement is for school level administrators and allows a user to monitor TAA account status, view basic TSRV roster data loaded to Level 2 (L2), and view ePMF status.
- **TAA/TSRV/ePMF-** Entitlement is for district level administrators and 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.

After choosing a role, click the *Next* button.



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State Education Department

## Delegated Account System

Entitle Applications: Select Roles

<b>Welcome</b>	<b>User Information</b>
<b>Search User</b>	<b>Name</b> [text box]
<b>Advanced Search</b>	<b>Position/Title</b> [text box]
<b>Search Teacher</b>	<b>User ID</b> [text box]
	<b>Institution</b> [text box] (Active)
<b>Create User</b>	<b>Institution ID</b> [text box]
	<b>BEDS Code</b> [text box]
<b>Reports</b>	<b>Parent Inst ID</b> [text box]
<b>SEDDAS Support</b>	<b>Parent Inst</b> [text box]
	<b>Work Phone</b> [text box]
	<b>Email</b> [text box]
<b>Logged In As</b>	<b>Application Roles</b>
[text box]	
	For each application displayed, make your selection(s)
	<b>Teacher Access and Authorization System (TAA/TSRV/ePMF)</b>
	<b>Role</b> [TAA/TSRV/ePMF ▼]
	[<< Back] [Next >>]

## Step 9

If the role is correct, click on *Grant Access*.



### Delegated Account System

**Entitle Applications: Grant Access**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

**User Information**

Name	[Redacted]	Position/Title	[Redacted]
User ID	[Redacted]	Institution	[Redacted] (Active)
Institution ID	[Redacted]	BEDS Code	[Redacted]
Parent Inst ID	[Redacted]	Parent Inst	[Redacted]
Work Phone	[Redacted]	Email	[Redacted]

**Application Roles**

For each application displayed, review your selection(s)

**Teacher Access and Authorization System (TAA/TSRV/ePMF)**

Role	TAA/TSRV/PMF
------	--------------

<< Back      Grant Access

## Step 10

The entitled user will receive an email informing them of the change to their account.



### Delegated Account System

**Entitle Applications: Success**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

**User Information**

Name	[Redacted]	Position/Title	[Redacted]
User ID	[Redacted]	Institution	[Redacted] (Active)
Institution ID	[Redacted]	BEDS Code	[Redacted]
Parent Inst ID	[Redacted]	Parent Inst	[Redacted]
Work Phone	[Redacted]	Email	[Redacted]

**NOTE:**

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

**Access Granted to Applications**

For each application displayed, access has been granted as follows:

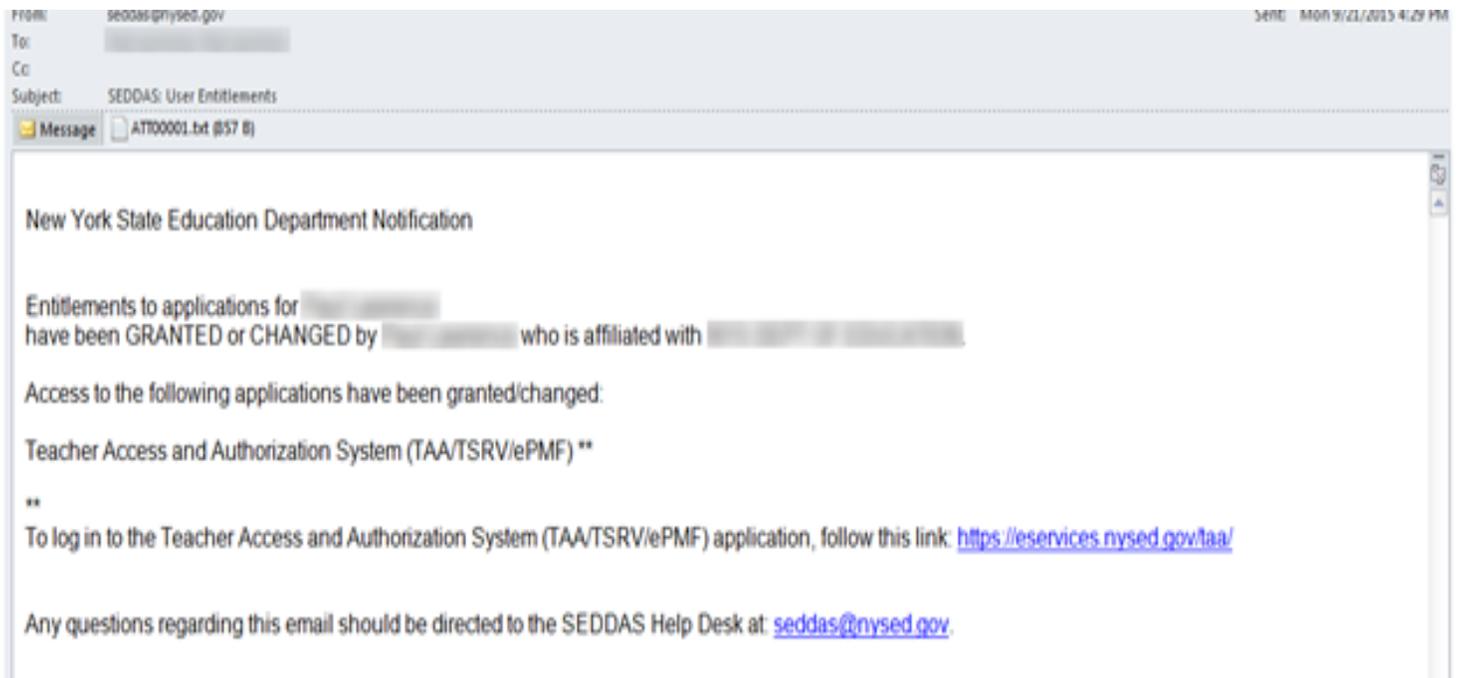
**Teacher Access and Authorization System (TAA/TSRV/ePMF)**

Role	TAA/TSRV/PMF
------	--------------

<< Back

## Step 11

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 NYSED Business Portal account username and password. (See the next page for more info on logging in.)



For assistance using the SEDDAS system, you may contact NYSED using the following:  
E-mail: [seddas\\_help@nysed.gov](mailto:seddas_help@nysed.gov), or go to the website for more information at:  
<http://www.p12.nysed.gov/seddas/seddashome.html>.

## **SEDDAS ENTITLEMENTS FOR THE TAA SYSTEM – ACCOUNT ADMINISTRATION (CREATION/ENTITLEMENTS)**

To allow district administrators the ability to assist teachers in Teacher Access and Authorization (TAA) account creation and Teacher Student Roster Verification system (TSRV) and electronic Personnel Master File (ePMF) review, the TAA administrator application will provide two SED Delegated Account System (SEDDAS) entitlements:

1. **TAA/TSRV-** This role allows administrators to view TAA account creation progress, view basic roster data, reset TAA accounts for certain users, and view the submission status of ePMF.
2. **TAA/TSRV/ePMF-** This role entitles users to everything in role 1 as well as the ability to review and edit ePMF data for staff they oversee.

### **TAA Account Administration (creation/entitlements)/User Login Access:**

- **Charter Schools CEOs**
  - Can entitle staff at the same location to be users.
  - (Delegate Administrator & Entitlement Administrator) Cannot delegate account administration to other charter staff for the same location.
- **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).
  - (Super Delegated Administrator) Can delegate account administration to other district staff and can delegate account administration to public school CEOs as the account administrator for the school CEO location.
- **Public Schools CEOs**
  - Can entitle staff at the school as a user (school CEO must be entitled first).
  - (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 & RICs (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).
  - (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 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.  
Does a teacher, leader, or other certified school personnel have a teacher ID?  
All staff loaded into Staff Snapshot and utilizing the TAA system will need a valid TEACH ID. Any staff without TEACH accounts can create a personal account to view and update their information  
<http://www.highered.nysed.gov/tcert/teach/selfreg.html>

# LOGGING INTO THE TEACHER ACCESS AND AUTHORIZATION (TAA) SYSTEM AND ITS FEATURES

Once logged into the TAA application, teachers and administrators with proper entitlements will be able to access ePMF (BEDS) forms and view teacher roster data for select courses.

**All teachers in districts, BOCES, and charter schools must complete an ePMF form in TAA.** However, NYC public school teachers do not use the TAA application. Teachers should consult the *ePMF Teaching Manual User Guide* for information about ePMF forms.

As an administrator, if 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.

**NYSED.gov**

## Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

**First Time Users**  
Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

**TAA Systems/Applications**

**ePMF**  
The new online Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and year level. [More information...](#)

**Teacher Student Roster Verification System**  
This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

**New York City Department of Education (NYCDOE)** teachers and principals will use alternate data verification processes and reports. [More information...](#)

**Login**

Username (Email Address):

Password:

**Login** [I forgot my password](#) [I forgot my username](#)

**I need to create an account**

[Help with your account?](#)

[Login](#) | [Help/Resources](#)

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## TAA Administration Application Features (TSRV and ePMF Access)

The TAA system provides access to teachers' ePMF (BEDS) forms and their roster data. Successfully logging in directs the administrator to the application's main page (below). A listing of your teachers as reported to the NYSED data warehouse 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 below):

- **Name-** Names of your LEA's teachers (last name first) with Staff Snapshot records loaded to the Level 2 state data warehouse. Names are populated based on records from the NYSED Office of Teaching Initiatives.
- **TEACH ID-** This number is assigned by NYSED's Office of Teaching Initiatives and linked to your TEACH account. Teachers should know their Teach ID in the event they forget their username or password and need their **account created or reset.**
- **Username-** The email address the teacher chose as a username (for active accounts).
- **Account/TSRV Status-** Indicates a teacher's account status in the TAA account creation process (**Activated or No Account**- 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 is in the *Account/TSRV Status* section below.) Teachers must have an active account to view data.
- **ePMF Status-** Indicates whether a teacher has completed their ePMF form (*Submitted, Incomplete, or Saved* status). For administrators with the 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 to assignment data. (More information is in the *ePMF Status* section below.)
- **PMF Last Saved-** Indicates the last date a teacher saved or submitted data in their ePMF form.

### Teacher Lookup for 'GOTHAM CITY SD'

[Back to District Select](#)

Show  entries

Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
WAYNE, BRUCE	1234567	BWAYNE@GOTHAM.MAIL	ACTIVATED	SAVED	10/26/2014 04:01:59 PM
GRAYSON, DICK	1234567	DGRAYSON@hotmail.com	ACTIVATED	INCOMPLETE	10/22/2014 08:31:26 AM
DeVITO, DANIEL	1234567	DANIELDEVITO@GOTHAM.MAIL	NO ACCOUNT		
FREEZE, ARNOLD	1234567	AFREEZE@GOTHAM.MAIL	ACTIVATED	SAVED	10/17/2014 03:28:10 PM
NEWMAR, JULIE	1234567	JNEWMAR@GOTHAM.MAIL	ACTIVATED	SUBMITTED	10/17/2014 12:02:14 PM
GORSHIN, FRANK	1234567	FGORSHIN@GOTHAM.MAIL	ACTIVATED	SAVED	10/16/2014 04:32:22 PM
ROMERO, CEASAR	1234567	CROMERO@GOTHAM.MAIL	ACTIVATED	SAVED	10/16/2014 12:00:39 PM

Name	Teach ID	Username	<input type="text" value="No Filter"/>	<input type="text" value="No Filter"/>	PMF Last Saved
------	----------	----------	--	--	----------------

Showing 1 to 10 of 659 entries Previous **1** 2 3 4 5 ... 66 Next

## 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, or 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 the Level 2 state data warehouse will be displayed for your district. The job description (position) must be TEACHER and their Job status cannot be D (Deleted).**

L2RPT Cognos reports for Staff Snapshot are available to school districts, BOCES, and charter schools to assist with reviewing the data that was submitted to the Level 2 data warehouse. For more information about L2RPT and reports, please visit:

<http://www.p12.nysed.gov/irs/level2reports/reportguides.html> .

## 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 Jordanou* 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.

**Administrator View**

**Teacher Lookup for 'LIBERTY CSD'**

Back to District Select

Show  entries

Search:

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		
IORJANOU, MURLISA	1377435	████████@mail.nysed.gov	N	SAVED	09/26/2014 12:48:55 PM
MARTYNOVICH, NAYLEAH	1651929	testaccount3@mail.com	N		
NAJERA VAQUEDANO, ANNA INES	1093231		NO ACCOUNT		
NAJERA VAQUEDANO, PHARIDA	1384209		NO ACCOUNT		
NAJERA VAQUEDANO, PHARIDA	1167741		NO ACCOUNT		
RADULOV, BRAEDON	1103571		NO ACCOUNT		

Showing 1 to 10 of 12 entries (filtered from 190 total entries)

Previous   Next

## Account/TSRV Status Feature

By clicking on the status of an individual teacher in the *Account/TSRV Status* column, you can retrieve more information about the teacher's TAA account.

Administrator View

### Teacher Lookup for 'GOTHAM CITY SD'

[Back to District Select](#)

Show 10 entries Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
WAYNE, BRUCE	1234567	BWAYNE@GOTHAM.MAIL	ACTIVATED	SAVED	10/26/2014 04:01:59 PM
GRAYSON, DICK	1234567	DGRAYSON@hotmail.com	ACTIVATED	INCOMPLETE	10/22/2014 08:31:26 AM
DeVITO, DANIEL	1234567	DANIELDEVITO@GOTHAM.MAIL	NO ACCOUNT		
FREEZE, ARNOLD	1234567	AFREEZE@GOTHAM.MAIL	ACTIVATED	SAVED	10/17/2014 03:28:10 PM
NEWMAR, JULIE	1234567	JNEWMAR@GOTHAM.MAIL	ACTIVATED	SUBMITTED	10/17/2014 12:02:14 PM
GORSHIN, FRANK	1234567	FGORSHIN@GOTHAM.MAIL	ACTIVATED	SAVED	10/16/2014 04:32:22 PM
ROMERO, CEASAR	1234567	CROMERO@GOTHAM.MAIL	ACTIVATED	SAVED	10/16/2014 12:00:39 PM

Showing 1 to 10 of 659 entries Previous 1 2 3 4 5 ... 66 Next

## Account/TSRV Status

**No Account** status indicates that the teacher has not yet created an account. If the teacher does have a valid Staff Snapshot record in Level 2, a secure email (token) will be generated and sent to their work email when they begin the account creation process. Once the teacher has the unique token via their work email, as reported in Staff Snapshot, they will have to click the link in their email that contains the unique token. This will automatically take them to the final step in the account creation process.

**Activated** status indicates that the teacher was successful in creating an account in the TAA application. They can sign into their account with their username and password to access their ePMF or rosters. This page also indicates the first date and the most recent (last) date the teacher logged into TAA.

## Teacher Roster Data

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

When teachers have current year roster data loaded to the Level 2 state data warehouse, (Staff Student Course records are submitted by the teacher's LEAs) 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. Teachers who teach in multiple districts (LEAs) see all schools they are reported for with the schools' LEA in parentheses.

**Note:** For 2016-17, only classroom teachers (district, BOCES, and charter school teachers) providing instruction in grades 3-8 ELA/ Math and Math Regents courses will have to review rosters. Roster data for courses outside the table below will not be displayed in TAA since these are the only courses used for State growth score calculations.

### Account/TSRV Status Feature- Roster View Columns

**Course Information-** This column displays the course title and school year for a class. Course titles displayed are not local titles. They are based on the course codes required for TSDL reporting. **TSRV records should be reported for the following courses:**

Code	Description
51031	Grade 3 English Language Arts
52033	Grade 4 Mathematics
51032	Grade 4 English Language Arts
52034	Grade 4 Mathematics
51033	Grade 5 English Language Arts
52035	Grade 5 Mathematics
51034	Grade 6 English Language Arts
52036	Grade 6 Mathematics
51035	Grade 7 English Language Arts
52037	Grade 7 Mathematics
51036	Grade 8 English Language Arts
52038	Grade 8 Mathematics
02052CC	Algebra I (Common Core)
02072CC	Geometry (Common Core)
02106	Trigonometry/Algebra
02056CC	Algebra II (Common Core)

- **Course/Section-** This column displays the section code assigned by the reporting LEA.
- **Assessment Students-** This information is based on the district's reporting of Staff Student Course data. Assessment records must be reported for all courses leading to a State assessment (4-8 ELA and math exams and math Regents exams- see table above).

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. For more information about L2RPT and reports, please visit: <http://www.p12.nysed.gov/irs/level2reports/reportguides.html> .

Course Information	Section	Assessment Students ?	End of Year Students ?
2016 - Language Arts (grade 5)	580-3	25	26
2016 - Mathematics (grade 5)	501-28	26	26

## ePMF Features

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

For users with TAA/TSRV/ePMF level entitlement, three 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 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 filled in their ePMF forms. This feature was created to assist administrators with the verification of teacher-entered data. The *all Teacher Account Information* icon creates an Excel spreadsheet with all the account information, including when the teacher last viewed their TSRV and updated their ePMF form.

Name	Teach ID	Username	No Filter	No Filter	PMF Last Saved
------	----------	----------	-----------	-----------	----------------

Showing 21 to 30 of 92 entries

Previous 1 2 3 4 5 ... 10 Next

- Download an Excel file of all Teacher Account Information
- Download an Excel file of all Teacher PMF Information for 2015-2016
- Download an Excel file of all Teacher Assignment Information for 2015-2016

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

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

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. Note, only ePMF forms in a submitted status will be used for reporting.



Administrator View

### Teacher Lookup for 'LIBERTY CSD'

Show 10 entries Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
ORTEGA JR, KEYANA	2241247	testaccount4@mail.com	ACTIVATED	SUBMITTED	09/25/2014 12:44:19 PM
FRAID, XZAVIAR	1651929	testaccount3@mail.com			
FRAID, HERMIONE	1495861	testaccount2@mail.com			
LUMANG, KENJI	1156881	testaccount1@mail.com	ACTIVATED	INCOMPLETE	
SONLEY, SUSMITHA	1377435	liberty@mail.nysed.gov		SAVED	09/26/2014 12:48:55 PM
OLEWNICZAK, QUAYSHA	1225010		NO ACCOUNT		
LORENZANO, MODISTY	1689101		NO ACCOUNT		
CABREDO-ZAPATEL, TRE'ZON	1117867		NO ACCOUNT		
IORDANOU, CAITLYN ASHLEY	1964282		NO ACCOUNT		
KUZNIAREK, FROILAN	1318316		NO ACCOUNT		

Name	Teach ID	Username	No Filter	No Filter	PMF Last Saved
------	----------	----------	-----------	-----------	----------------

Showing 1 to 10 of 190 entries

Previous 1 2 3 4 5 ... 19 Next

- Download an Excel file of all Teacher PMF Information
- Download an Excel file of all Teacher Assignment Information



## **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 teacher's ePMF form. The user can then make edits and save changes.

### **PMF Status:**

- **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 *SUBMIT* button. Administrators can unsubmit and submit ePMF forms. Teachers cannot unsubmit a submitted form.
- **VERIFY PMF DATA** – This icon will be present following the administrator review of teacher forms. Only the CEO of the district, BOCES, or charter school can verify (certify) and lock all forms for submission to NYSED and unverify (uncertify), have corrections made by administrators and then certify.

# ADMINISTRATORS RESETTING A TEACHER ACCOUNT

There may be instances when an administrator with entitlements to TAA will need to reset a teacher account. The steps are highlighted below.

## Step 1

Click on the teacher's account status.

### Teacher Lookup for [Redacted]

[Back to District Select](#)

Show 10 entries

Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
[Redacted]	[Redacted]	[Redacted]	ACTIVATED	INCOMPLETE	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	
[Redacted]	[Redacted]	[Redacted]	NO ACCOUNT	CREATE FORM	



Name Teach ID Username No Filter No Filter PMF Last Saved

Showing 1 to 10 of 41 entries Previous 1 2 3 4 5 Next

## Step 2

Click, *Reset Account*.

### Teacher Course and Section Overview



The image shows a blurred screenshot of a web application interface. At the top, there is a header for "Teacher Course and Section Overview". Below the header, there are two tables. The first table has columns for "Course", "Section", "Status", and "Action". The second table has columns for "Section", "Status", and "Action". The content of the tables is illegible due to blurring.

Search Again

 **Reset Account**

Please Read Before Deactivating

The account is no longer active and the teacher is notified via Staff Snapshot email.

### Teacher Lookup for [blurred]

 An email has been sent to [blurred] to confirm the deactivation of their account.  
(TEACH ID: [blurred])



[Back to District Select](#)

Show 10 entries

Search:

Name	Teach ID	Username	Account/TSRV Status	PMF Status	PMF Last Saved
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

# GUIDANCE FOR TEACHERS

## USING THE TEACHER ACCESS AND AUTHORIZATION APPLICATION AND ACCESSING EPMF (BEDS) DATA AND ROSTER DATA

The TAA system allows teachers to see records for two types of assignments or courses.

1. PMF (BEDS) assignments collected on the ePMF form;
2. Teacher Student Roster Verification (TSRV) courses used for linkage purposes and attributed to staff evaluations.

During the 2016-17 school year, the only courses viewable in TAA will be for those teachers providing instruction in grades 4-8 ELA and Math and Math Regents courses as these are the only courses currently used for generating growth scores. Those teachers will have to review this roster data in the winter in addition to completing an ePMF (BEDS) form in the fall.

In order for teachers to see their ePMF forms and their TSRV roster data in TAA, the school district, BOCES, or charter school has to have your data loaded to the NYSED data warehouse.

Data on your ePMF (BEDS) form will be derived from your district's Staff Snapshot data and your roster data is derived from your district's Staff Student Course data. If you can successfully log into TAA, but do not see this information, it is most likely your district did not yet send your data to the state. Building administrators or district data coordinators should be able to verify if data was submitted for teachers and notify teachers as to when they should expect to review their data.

If the data is incorrect, teachers must work with their administrators or district data coordinators to correct the information in their human resources or student management systems. The only information the State Education Department can correct is if your Name or Birth Date are incorrect. If this is the case a teacher needs to go to <http://www.highered.nysed.gov/tcert/teach>.

Teachers and principals who are employed by the New York City Department of Education (NYCDOE) will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to the City's online class list reporting tool to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network. Teachers and principals employed by charter schools located in NYC will view data in the TAA system at <https://eservices.nysed.gov/taa/>.

After a successful login to the TAA system, a teacher should have options to view ePMF (BEDS) forms and TSRV (Roster) data. This information will only be viewable if your district, BOCES, or charter school has uploaded the necessary information to populate ePMF forms (Staff Snapshot data) or display teacher student rosters (Staff Student Course data).

Your administrator should inform you when to complete your ePMF (BEDS) form (usually October to December) and when to review your roster data (usually February to April).



## **NYSED Applications for Teachers**

### **Viewing Your TSRV Report**

The Teacher-Student Roster Verification (TSRV) system allows you to verify the courses and students you teach are correctly reported to NYSED by your district/BOCES/charter school. Click the View TSRV Report button below to view to your rosters.

If you find errors in your TSRV reports (missing courses/students, incorrect dates, etc.) please contact your district/BOCES/charter school data coordinator to make corrections.

If you experience issues accessing the system (password/username issues, system errors) please click on the Help/Resources link in the lower left corner of every page on the site.

### **TSRV Report**

### **Viewing and Completing Your PMFe Form**

The new online Personnel Master File, PMFe, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. Each teacher fills out a different form per district, if working in multiple districts. If you work in multiple districts, you will see a button below to access a different PMFe form for each district below.

If you need more information or help filling out your PMFe form, you can visit our Help page to browse through the frequently asked questions. All PMFe forms will be automatically saved when clicking the "Submit" button at the bottom of the form. Teachers will have until February 1st of the new school year to complete and correct their PMFe information. Your superintendent will review PMFe data before verifying data to NYSED.

Click the PMFe form you want to work with below in order to start filling out your PMFe form.

If you have a problem with the student listing or section information that you find on your TSR report, you should contact [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov).

### **LETCWORTH CSD PMF**

## TAA ACCOUNT CREATION PROCESS

The new secure email (Token) process initiated in 2016-17 replaces the prior Personal Identification Number (PIN) process for TAA teacher authentication. **PINs are no longer generated and posted to the NYSED Business Portal.** Previously, administrators had to retrieve PINs and distribute them to teachers. Teachers can now create and reset their own accounts utilizing their staff emails.

Tokens are generated for teachers who do not have active TAA accounts or require an account reset. **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.

Following a valid record in your district, BOCES or charter school Staff Snapshot data submitted to the state and a teacher completing Step 1 in the account creation process (see page 27), a token will be generated and sent to the teacher's Staff Snapshot email address (work email). The teacher clicks on the link with the token and is directed to the TAA system and begins the account creation or reset process.

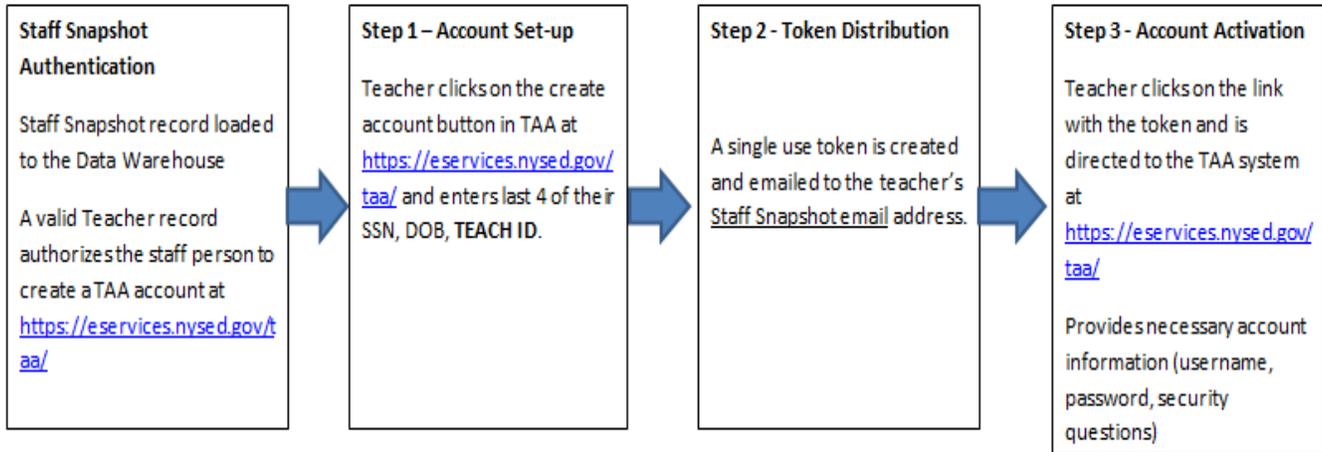
For teachers that require an account reset, they will have to provide the last 4 digits of their social security number, date of birth, and 7-digit TEACH ID. (Your district may store your TEACH ID with two leading zeros.) The single use token will then be emailed to the teacher's work email address.

**Teachers working in more than one district or BOCES will still only have one TAA account** through which they can access data reported by multiple employers. If one of these teachers needs to reset an account (for failure to recall a password and security questions), an email notification with a new token will go to both staff emails reported by the districts or BOCES.

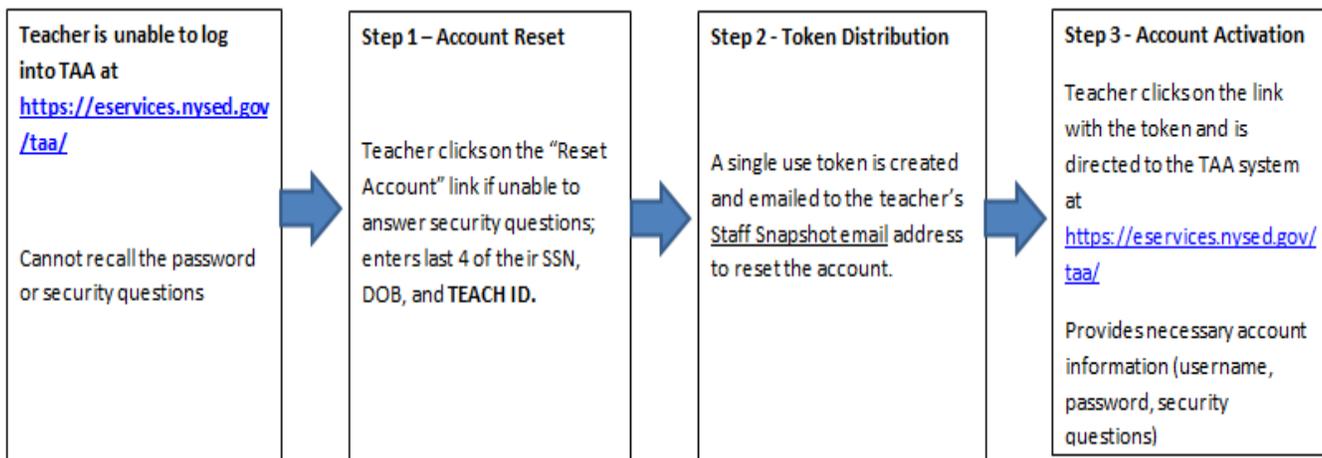
See the diagram below for an overview of the account process.

# TAA ACCOUNT CREATION PROCESS OVERVIEW

## TAA Account Creation Process for a Teacher without an Existing Account



## TAA Account Reset Process for a Teacher that Cannot Log-in



# CREATING AN ACCOUNT

If you do not already have an account, click on the ***I need to create an account*** link. If you have previously created an account, enter your Username and Password and skip ahead.



## Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

#### First Time Users

Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

#### TAA Systems/Applications

##### ePMF

The new online Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching. [More information...](#)

##### Teacher Student Roster Verification System

This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

This system is used by non-NYCDOE teachers and principals to view reports for state-provided growth measures. You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. [More information...](#)

Login

Username (Email Address):

Password:

[Login](#) [I forgot my password](#)  
[I forgot my username](#)

[I need to create an account](#)

[Help with your account?](#)



[Login](#) | [Help/Resources](#)

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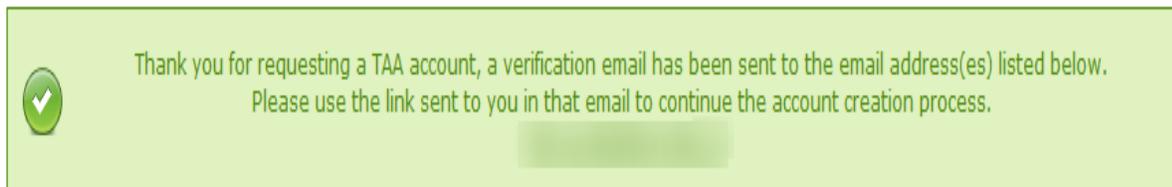
- Enter the last 4 digits of your Social Security Number;
- your Date of Birth; and
- your 7 digit TEACH ID which has been provided by the TEACH system. You can find your TEACH ID in the TEACH system at <http://www.highered.nysed.gov/tcert/teach/>.

**Note:** The Office of Teaching Initiatives maintains the database with your teaching credentials (Professional Development, certifications). That office does not administer the TAA system that collects your course and assignment information.

## Verify Your Identity

 Social Security Number (Last 4):	<input type="text"/>
Date of Birth:	<input type="text" value="MM/DD/YYYY"/> 
Teach ID:	<input type="text"/>
 Image Verification:	<div> <input type="text" value="Type the text"/> <a href="#">Privacy &amp; Terms</a>   </div>
<input type="button" value="Request Account"/>	

- Once your information has been successfully verified, you will need to enter an email address to serve as your username. This email address can be either a work or personal email address. It is recommended you use a work email address.



- Check your work email and click the link (token). This is the email submitted by your district, BOCES, or charter school to the State in Staff Snapshot.

From: no-reply@mail.nysed.gov

[Redacted]

Cc:

Subject: New York State Education Department - TAA Account Request

You have received this email because you have requested a new TAA account, or you have reset your previous TAA account.

To continue with the creation of your new TAA account, simply click on the following link.

[Create TAA Account](#)

If you cannot click on the link, please copy and paste the link below into your browser.

<https://eservicest.nysed.gov/taa/createaccount.htm?token=5586806>



- When you return to the TAA login page, create a password. The password must contain a minimum of eight characters, including at least one capital letter, one, lower case letter, a special character, and one number. Passwords expire every six months.
- Select two security questions and enter responses to each using answers you are sure to remember. Security questions are case sensitive. The security questions will be used to verify your identity if you forget your password. **It is a good idea to store your answers to the security questions in a secure place. If you forget your password and security question answers your account will need to be reset. NYSED cannot assist with password and security question recovery.**

## Create your Account

Teach ID:	<input type="text"/>
Email Address: [THIS WILL ALSO BE YOUR USERNAME]	<input type="text"/>
Confirm Email Address:	<input type="text"/>
 Password:	<input type="text"/> Minimum 8 characters, with at least 1 uppercase, 1 lowercase, and 1 number.
Confirm Password:	<input type="text"/>
 Choose a security question:	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
 Choose another security question:	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
<input type="checkbox"/> I have read and agree to the <a href="#">Terms of Service</a>	

**Submit Registration**

- Check the box agreeing to the TAA/TSRV terms of service.
- Click on *Submit Registration*.

**Now check your work email.**



Your new TAA account has been created and has been activated. You may now [Login](#) to the TAA system with your email and password. A notification email has also been sent to your chosen username to inform you of the creation of your account.

# RESETTING YOUR ACCOUNT

When you cannot access your account because you forgot your password or username, and you cannot remember the answers to your security questions, your account must be reset.

## Step 1

Click on *Help with your account?*

**NYSED.gov** **Teacher Access and Authorization**

---

### Teacher Access and Authorization (TAA)

**First Time Users**  
Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

**TAA Applications**

**ePMF**  
The electronic Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching. [More information...](#)

**Teacher Student Roster Verification Application**  
This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

**New York City Department of Education (NYCDOE)** teachers and principals will use alternate data verification processes and reports. [More information...](#)

Login

Username:

Password:

[Login](#) [I forgot my password](#)  
[I forgot my username](#)

[Create Account](#)  
[Help with your account?](#) ←

[Login](#) | [Teacher Staff Resources](#) | [Help](#)

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## Step 2

Click on *I'm stuck answering my security questions*, then click *Reset Account*.

**NYSED.gov** **Can't access your account?**

---

### Can't access your account?

Username Issues

Password Issues

Where do I get my TEACH ID?

I'm getting "the SSN, Date of Birth, or Teach ID you entered does not match our records"

My roster data are inaccurate

[I'm stuck answering my security questions](#) ←

- If you do not remember the answers to your security questions, or your password, you will have to reset your account.
- To begin the reset account process click the button below and enter your personal information, you will then be asked if you'd like to reset your account.

[Reset Account](#) ←

[learn more](#)

### Step 3

Enter SSN, DOB, TEACH ID, and CAPTCHA verification. Click on *Reset Account*.

Verify Your Identity

Social Security Number (Last 4):	5555
Date of Birth: MM/DD/YYYY	05/05/1955
Teach ID:	5555555
Image Verification:	
<a href="#">Reset Account</a>	

## Step 4

Confirm by clicking on *Reset Account*.



Reset TAA Account

 There is currently a TAA account associated with TEACH ID 5555555.  
If you know your username and password, return to the Login page to enter them.  
If you cannot remember your username/password/security questions, you can reset your account below.

Return to Login



Reset Account

Confirmation that account has been reset.



 **Your TAA account has been reset.**  
A confirmation and link to re-create your account has been sent to the following staff snapshot email(s):  
**user@district.edu**

## Step 5

Open email confirmation sent to Staff Snapshot address. Click on *Create TAA Account*.

**From:** no-reply@mail.nysed.gov [mailto:no-reply@mail.nysed.gov]  
**Sent:** Thursday, May 05, 2016 5:55 PM  
**To:** user@district.edu  
**Subject:** New York State Education Department - TAA Account Reset Notification

You have received this email because you have requested a new TAA account, or you have reset your previous TAA account.

To continue with the creation of your new TAA account, simply click on the following link.

[Create TAA Account](#)



If you cannot click on the link, please copy and paste the link below into your browser.

<https://eservices.nysed.gov/taa/createaccount.htm?token=pmj21x7tzyv0g587v70fqmvsea9ymf7>

## Step 6

Enter username, password, security questions, and answers. Click on *Submit Registration*.



Create a New Account

Create your Account

Teach ID:	<input type="text" value="555555"/>
Email Address: <small>[THIS WILL ALSO BE YOUR USERNAME]</small>	<input type="text" value="user@district.edu"/>
Confirm Email Address:	<input type="text" value="user@district.edu"/>
Password:	<input type="password" value="••••••"/> <small>Minimum 8 characters, with at least 1 uppercase, 1 lowercase, and 1 number.</small>
Confirm Password:	<input type="password" value="••••••"/>
Choose a security question:	<input type="text" value="What is the name of the hospital where you were born?"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
Choose another security question:	<input type="text" value="What school did you attend for sixth grade?"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
<input checked="" type="checkbox"/> I have read and agree to the <a href="#">Terms of Service</a>	

[Login](#) | [Teacher Staff Resources](#) | [Help](#)

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## Step 7

Confirmation that account has been re-created. An email will be sent to the account holder.



Your new TAA account has been created. A confirmation email has been sent to your chosen username. You may now [Login](#) to the TAA system with your username and password.

# CHANGING YOUR USERNAME

There will be instances where teachers will want to change their usernames (emails). It is recommended that whenever possible, teachers use a school district, BOCES or charter school official email. The official emails loaded by your employer in Staff Snapshot will be used to send you a link with information if you need to reset your account. If you are employed in more than one district/BOCES, notifications will be sent to both emails tied to your account.

The steps below highlight the process for changing a username in TAA.

## Step 1

Login with existing username.

**NYSED.gov** Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

**First Time Users**  
Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

**TAA Applications**

**ePMF**  
The electronic Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching. [More information...](#)

**Teacher Student Roster Verification Application**  
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**New York City Department of Education (NYCDOE)** teachers and principals will use alternate data verification processes and reports. [More information...](#)

Login

Username:

Password:

[I forgot my password](#)  
[I forgot my username](#)

[Help with your account?](#)

[Login](#) | [Teacher Staff Resources](#) | [Help](#)

## Step 2

Click on *My Account*.



### Teacher Landing Page

Teacher Staff Resources [My Account](#) Logout | Help

#### NYSED Applications for Teachers

##### Viewing Your TSRV Report

The Teacher-Student Roster Verification (TSRV) system allows you to verify the courses and students you teach are correctly reported to NYSED by your district/BOCES/charter school. Click the TSRV Report button below to view to your rosters.

If you find errors in your TSRV reports (missing courses/students, incorrect dates, etc.) please contact your district/BOCES/charter school data coordinator to make corrections.

If you experience issues accessing the system (password/username issues, system errors), or would like more information on the TSRV Report, please see the [TSRV Report page](#) on the IRS website.

[TSRV Report](#)

##### Viewing and Completing Your ePMF Form

The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the assignments they teach, grade, years teaching, and more. Each teacher completes a different form per district, if working in multiple districts. If you work in multiple districts, you will see a button below to access a different ePMF form for each district below.

If you need more information or help completing your ePMF form, you can visit our Help page to browse through the frequently asked questions. All ePMF forms will be saved when clicking the "Save" button at the bottom of the form. When they are done, they will click on "Submit". Teachers will have until January 15th of the new school year to complete and correct their ePMF information. Your superintendent will review ePMF data before verifying data to NYSED.

Click the ePMF form you want to work with below in order to start filling out your ePMF form.

[Your ePMF for](#)

Teacher Staff Resources [My Account](#) Logout | Help



### Step 3

Click on *I want to change my username.*

**NYSED.gov** Manage your Account

#### Account Information

Your Teach ID is: 5555555

[I want to change my password](#)

[I want to change my username](#)

[Back](#)

#### NYSED Mailing List

You are currently SUBSCRIBED to the NYSED mailing list. Would you like to unsubscribe?

[Unsubscribe](#)

[Teacher Staff Resources](#) | [My Account](#) | [Logout](#) | [Help](#)

### Step 4

Click on *I will provide my current password.*

**NYSED.gov** Change your username

To change your username, you will need to provide your current password OR the answers to your security questions

I will provide my current password

I'd prefer to answer my security questions

## Step 5

Enter password and new username. Click on *Change My Username*.



Change your username

To change your username, you will need to provide your current password OR the answers to your security questions

I will provide my current password

Current password:

---

New Username:

Confirm New Username:

## Step 6

Verify new username is correct. Click on *Confirm Change*.



Change your username

To change your username, you will need to provide your current password OR the answers to your security questions

You are about to change your username from  
**user@olddomain.edu**  
TO  
**user@newdomain.edu**

Upon confirming the change you will be logged out and an email will be sent to the email new address to re-activate your account. Once the account has been re-activated you can log back in and view your reports.  
Click the 'Confirm' button to confirm this change.

## Step 7

Confirmation that username has been changed.



Your TAA username has been changed to **user@newdomain.edu**. You may now [Login](#) to TAA using your new credentials.

## ACCESSING YOUR ePMF (BEDS) FORM

If your district has loaded your Staff Snapshot personnel data to the NYSED data warehouse you should have a prepopulated ePMF (BEDS) form in TAA, only requiring you to choose assignments and your location. For additional information refer to the ePMF Teaching Manual

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

### ePMF Form for 2016-17

Personnel Master File - [REDACTED]  
[REDACTED] SD (2016)

This form was last SUBMITTED on 12/07/2015 09:18:09 AM by user [REDACTED]

**Personal Information**

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

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/taort/namechg.html>.

**Educational Experience**

Degree Status: Masters degree  
 Professional Development: No

**Employment Information**

Number of Years Employed in This District: 9  
 Total Years Employed (including nonpub.): 11  
 Percent of Time Employed in This District: 100%  
 Number of Months Employed Per Year: 10  
 Current Annual Salary: \$67,026

I work at  multiple locations in this district. (Uses District BEDSCODE)  
 one location in this district: [REDACTED]

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

The following items: Gender, 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.

### Assignments

Code	Assignment Name	Grade	Registration
7412	SCHOOL LIBRARIAN (LIB MEDIA SPEC)	Mixed Secondar	2500

Showing 1 to 1 of 1 entries

The following items: I work at (location) and Assignments must be completed by the teacher.

Teacher provides assignment data as was done in prior years.

## REVIEWING YOUR ROSTER DATA

On the TSRV welcome page, you will want to use the dropdowns to display data for a particular year, school, course, and/or section. In the example below, you have the option to select which course you want to view data for (e.g. Grade 4 English Language Arts, Mathematics). If you teach in multiple schools you will see the various schools listed for you to choose from. If you teach multiple sections of a course then you will use the dropdown menus to choose which section you want to view data for. Each year will contain data for all the schools you were assigned to during that school year.



### Teacher Student Roster Report

[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home

MAMMARELLA, MAME-DIALO ▼

### Welcome to the Teacher Student Roster Rep 2016-17

Using the menu above select the year, course, and section for which you would like to review your data.

If any data are incorrect please contact your district's data coordinator.

[Help/Resources](#) | [My Account](#) | [Logout](#)

Once you make your year, school, course, and/or section selections you will be brought to the corresponding report.

In prior years, all courses were displayed with both assessment dates and end of year dates (e.g. April and June).

Since only courses linked to state assessments are reported here in 2016-17, they will automatically display an *Assessment Snapshot date*

If you do not see data it is likely the assessment roster data have not been reported by your district/school/BOCES. If data are available please review for accuracy.

If you see inaccuracies, please work with your administrator or district data coordinator. NYSED cannot alter teacher data submitted to the state data warehouse. Corrected data can be viewed after it is uploaded to the NYSED data warehouse.



## Teacher Student Roster Report

[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home

**UBALDO, JENDI ▼**

### GEOMETRY - 2016-17

### LETCHWORTH SENIOR HIGH SCHOOL

VIEWING ASSESSMENT SNAPSHOT |

LAST UPDATED: 07/20/2014

<span>?</span> <b>MAT200-S07</b> <b>MAT200-S09</b> <b>MAT221-S03</b>				
Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000247322	CIEPLENSKI, PHILLAYSIA	06/03/14	09/03/13	06/03/14
000427954	EAGAN, JR., KALERE	06/03/14	09/03/13	06/03/14
000269107	FELDER-WASHINGTON, DREIANNA	06/03/14	09/03/13	06/03/14
000594594	FIGUEROA MORA, TYHEEN	06/03/14	09/03/13	06/03/14
000291893	JIMENEZ-CASTILL, WHINNIPHER	06/03/14	09/03/13	06/03/14
000223897	LAMPKINS, NAYLEAH	06/03/14	09/03/13	06/03/14
000360683	LORENZANO, ROZEE	06/03/14	09/06/13	06/03/14
000227802	ROJAS AVILA, MICHAEL JR.	06/03/14	09/03/13	06/03/14
000522996	ROJAS AVILA, ROZEE	06/03/14	09/03/13	06/03/14
000247014	SIAB, ZAHORYS	06/03/14	09/03/13	06/03/14
000597638	SOKOLIK, DRASHOWN	06/03/14	09/03/13	06/03/14
000238985	ZUMBOLO, ADEHM	06/03/14	09/03/13	06/03/14
000184625	ZUMBOLO, DEAH	06/03/14	09/03/13	06/03/14

Export options: CSV | Excel | Print-Friendly PDF

[Print-Friendly PDF \[all courses\]](#)

[View Additional Data Columns](#)

## IMPORTANT ROSTER REPORT TERMS

In the table below you will find the definitions for all of the data columns in the report.

Column Name	Column Definition
Local ID	District- assigned student ID
Name	Student name
Snapshot Date	These snapshot dates are used to calculate "Course Duration" and "Linkage Duration." "For 2016-17, Assessment Snapshot dates should align with the appropriate dates.
Linkage Start Date	The first day that both the teacher and student were reported as assigned to or enrolled in the course ("linked").
Linkage End Date	The last day that both the teacher and student were reported as assigned to or enrolled in the course ("linked").
Course Duration (hh:mm)	The length of the course in hours and minutes.
Enrollment Linkage Duration (hh:mm)	The amount of time that both the teacher and student were reported as assigned to or enrolled in the course ("linked"). Enrollment Linkage Duration will be less than the Course Duration for those teachers/students who were assigned to or enrolled in the course for only a part of the school year.
Attendance Linkage Duration (hh:mm)	The amount of time that the student actually attended the course while both the teacher and student were reported as "linked". Attendance Linkage Duration will be less than Enrollment Linkage Duration for students who are absent while enrolled in a course.
Linkage Duration Adjustment*	If a teacher's or student's actual assignment or enrollment in a course is only a percentage of the course's planned schedule, a linkage adjustment between 0 and 100% can be reported. For example, if a student is assigned to a course only three days a week (but the course meets five days a week), the Linkage Duration Adjustment would be 60%. If a teacher is assigned to a course only one day a week (but the course meets five days a week), the Linkage Duration Adjustment would be 20%.