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 2017
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 staff persons who need to create and reset their TAA accounts, complete ePMF forms and review TSRV data.

In 2017-18, 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. NYSED will no longer be distributing Non-teaching Professional Profile Reports on the NYSED Business Portal. Having staff identify their Race and/or Ethnicity will allow school districts, BOCES, and charter schools to download this information from TAA to ensure what they will be submitting in Staff Snapshot is correct.

During this dual collection, Race/Ethnicity reported in Staff Snapshot will not be populating the PMF forms. LEAs will not be certifying non-teaching PMF forms since they are being developed for informational purposes for school districts, BOCES, and charter schools.

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


Please send questions about this guide and the TAA Administration application to NYSED Information and Reporting Services (IRS) to datasupport@nysed.gov.
# Table of Contents

## GUIDANCE FOR ADMINISTRATORS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO Entitlement of Administrators to TAA and its Applications</td>
<td>4</td>
</tr>
<tr>
<td>SEDDAS Entitlements for the TAA System – Account Administration (Creation/Entitlements)</td>
<td>12</td>
</tr>
<tr>
<td>Logging Into The Teacher Access and Authorization (TAA) System And its Features</td>
<td>13</td>
</tr>
<tr>
<td>➢ TAA Administration Application Features (TSRV and ePMF)</td>
<td>14</td>
</tr>
<tr>
<td>➢ Teacher Roster Data</td>
<td>18</td>
</tr>
<tr>
<td>➢ ePMF Features</td>
<td>20</td>
</tr>
<tr>
<td>Administrators Resetting Teacher Accounts</td>
<td>23</td>
</tr>
</tbody>
</table>

## GUIDANCE FOR TEACHERS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using the Teacher Access and Authorization Application and Accessing ePMF (BEDS) data and Roster Data</td>
<td>25</td>
</tr>
<tr>
<td>TAA Account Creation Process</td>
<td>27</td>
</tr>
<tr>
<td>TAA Account Creation Process Overview Chart</td>
<td>28</td>
</tr>
<tr>
<td>Creating An Account</td>
<td>29</td>
</tr>
<tr>
<td>Resetting Your Account</td>
<td>33</td>
</tr>
<tr>
<td>Changing Your Username</td>
<td>37</td>
</tr>
<tr>
<td>Accessing Your ePMF (BEDS) Form</td>
<td>41</td>
</tr>
<tr>
<td>Reviewing Your Roster Data</td>
<td>42</td>
</tr>
<tr>
<td>Important Roster Report Terms</td>
<td>44</td>
</tr>
</tbody>
</table>
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.

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.)
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).
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.
Step 6
Click on Entitle.

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.
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.
Step 9

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

Step 10

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

![Email Image]

For assistance using the SEDDAS system, you may contact NYSED using the following:
E-mail: 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](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 non-teaching and 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.
TAA Administration Application Features (TSRV and ePMF Access)

The TAA system provides access to non-teaching and 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.
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.

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 Iordanou 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.
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.

### 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.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Teach ID</th>
<th>Username</th>
<th>Account/TSRV Status</th>
<th>PMF Status</th>
<th>PMF Last Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAYNE, BRUCE</td>
<td>1234567</td>
<td><a href="mailto:bwayne@gotham.mail">bwayne@gotham.mail</a></td>
<td>ACTIVATED</td>
<td>SAVED</td>
<td>10/28/2014 04:01:59 PM</td>
</tr>
<tr>
<td>GRAYSON, DICK</td>
<td>1234567</td>
<td><a href="mailto:dgrayson@hotmail.com">dgrayson@hotmail.com</a></td>
<td>ACTIVATED</td>
<td>INCOMPLETE</td>
<td>10/22/2014 08:31:26 AM</td>
</tr>
<tr>
<td>DeVITO, DANIEL</td>
<td>1234567</td>
<td><a href="mailto:danieldevito@gotham.mail">danieldevito@gotham.mail</a></td>
<td>NO ACCOUNT</td>
<td>SAVED</td>
<td>10/17/2014 03:28:10 PM</td>
</tr>
<tr>
<td>FREEZE, ARNOLD</td>
<td>1234567</td>
<td><a href="mailto:afreeze@gotham.mail">afreeze@gotham.mail</a></td>
<td>ACTIVATED</td>
<td>SAVED</td>
<td>10/17/2014 02:02:14 PM</td>
</tr>
<tr>
<td>NEWMAR, JULIE</td>
<td>1234567</td>
<td><a href="mailto:jnewmar@gotham.mail">jnewmar@gotham.mail</a></td>
<td>ACTIVATED</td>
<td>Submitted</td>
<td>10/10/2014 04:32:22 PM</td>
</tr>
<tr>
<td>GORSHIN, FRANK</td>
<td>1234567</td>
<td><a href="mailto:fgorshin@gotham.mail">fgorshin@gotham.mail</a></td>
<td>ACTIVATED</td>
<td>SAVED</td>
<td>10/16/2014 12:02:39 PM</td>
</tr>
<tr>
<td>ROMERO, CESAR</td>
<td>1234567</td>
<td><a href="mailto:cromero@gotham.mail">cromero@gotham.mail</a></td>
<td>ACTIVATED</td>
<td>SAVED</td>
<td></td>
</tr>
</tbody>
</table>
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 2017-18, 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.

Teacher Student Data Linkage is made available for teachers in the Teacher Access and Authorization (TAA) System [https://eservices.nysed.gov/taa/](https://eservices.nysed.gov/taa/) for grades 4-8 ELA and Math and high school math courses as reported to NYSED using the Staff Student Course template. Grade 3 ELA and Math data may be present in the TAA system if districts, BOCES or charter schools reported it for computer-based testing purposes. The grades 4-8 ELA and Math linkage data is used for the 4-8 Growth Model. In some instances, accelerated grade 7 and 8 students take high school math courses instead of/or in addition to grade-specific math tests (acceleration in other subjects in middle schools are not as common). The purposes of verifying high school math course linkage data is to identify these teachers as well as to assist the Department with growth model research.

If a multi-grade (K-8) course/section includes grade levels associated with State assessments, the course must be broken out by grade and linked to the appropriate State exam course codes for the purposes of reporting teacher-student data linkages. For example, if a district/BOCES reports students in a self-contained special education setting in Course Instructor Assignment and Student Class Entry Exit, in grade level of 3-8, those students and teachers must also be reported in Staff Student Course with the appropriate grade level course codes for ELA and Math. This breakdown is not required for high school subjects where LEAs can report the actual courses being offered to the students (e.g. an AP or IB Geometry course would not be mapped to Regents Geometry).
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:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>51031</td>
<td>Grade 3 English Language Arts</td>
</tr>
<tr>
<td>52033</td>
<td>Grade 3 Mathematics</td>
</tr>
<tr>
<td>51032</td>
<td>Grade 4 English Language Arts</td>
</tr>
<tr>
<td>52034</td>
<td>Grade 4 Mathematics</td>
</tr>
<tr>
<td>51033</td>
<td>Grade 5 English Language Arts</td>
</tr>
<tr>
<td>52035</td>
<td>Grade 5 Mathematics</td>
</tr>
<tr>
<td>51034</td>
<td>Grade 6 English Language Arts</td>
</tr>
<tr>
<td>52036</td>
<td>Grade 6 Mathematics</td>
</tr>
<tr>
<td>51035</td>
<td>Grade 7 English Language Arts</td>
</tr>
<tr>
<td>52037</td>
<td>Grade 7 Mathematics</td>
</tr>
<tr>
<td>51036</td>
<td>Grade 8 English Language Arts</td>
</tr>
<tr>
<td>52038</td>
<td>Grade 8 Mathematics</td>
</tr>
<tr>
<td>02052CC</td>
<td>Algebra I (Common Core)</td>
</tr>
<tr>
<td>02072CC</td>
<td>Geometry (Common Core)</td>
</tr>
<tr>
<td>02106</td>
<td>Algebra 2/Trigonometry</td>
</tr>
<tr>
<td>02056CC</td>
<td>Algebra II (Common Core)</td>
</tr>
</tbody>
</table>

- **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](http://www.p12.nysed.gov/irs/level2reports/reportguides.html).
ePMF Features

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

For users with TAA/TSRV/ePMF district 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.

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.

### Teacher Lookup for 'LIBERTY CSD'

<table>
<thead>
<tr>
<th>Name</th>
<th>Teach ID</th>
<th>Username</th>
<th>Account/TSRV Status</th>
<th>PMF Status</th>
<th>PMF Last Saved</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORTEGA JR, KEYANA</td>
<td>2241247</td>
<td><a href="mailto:testaccount4@mail.com">testaccount4@mail.com</a></td>
<td>ACTIVATED</td>
<td>SUBMITTED</td>
<td>09/25/2014 12:44:19 PM</td>
</tr>
<tr>
<td>FRAID, XZAVIER</td>
<td>1651929</td>
<td><a href="mailto:testaccount3@mail.com">testaccount3@mail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRAID, HERMIONE</td>
<td>1495861</td>
<td><a href="mailto:testaccount2@mail.com">testaccount2@mail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LUMANG, KENII</td>
<td>1156881</td>
<td><a href="mailto:testaccount1@mail.com">testaccount1@mail.com</a></td>
<td>ACTIVATED</td>
<td>INCOMPLETE</td>
<td></td>
</tr>
<tr>
<td>SOKLY, SUSmithA</td>
<td>1277435</td>
<td><a href="mailto:user@nysed.gov">user@nysed.gov</a></td>
<td></td>
<td>SAVED</td>
<td>09/26/2014 12:48:35 PM</td>
</tr>
<tr>
<td>OLEWNICZAK, QUAYSHA</td>
<td>1225010</td>
<td></td>
<td>NO ACCOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LORENTZANO, MODISTY</td>
<td>1689101</td>
<td></td>
<td>NO ACCOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPREDO-ZAPATEL, TREVZON</td>
<td>1117867</td>
<td></td>
<td>NO ACCOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JORDANOU, CIALYNE</td>
<td>1964282</td>
<td></td>
<td>NO ACCOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KUZMINSK, FROILAN</td>
<td>1318310</td>
<td></td>
<td>NO ACCOUNT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 190 entries

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

**Verify PMF Data**
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.
Step 2

Click, *Reset Account*.

The account is no longer active and the teacher is notified via Staff Snapshot email.
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 2017-18 school year, the only courses viewable in TAA will be for those teachers providing instruction in grades 3-8 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 January) and when to review your roster data (usually February to April).
TAA ACCOUNT CREATION PROCESS

A new secure email (Token) process was instituted in 2016-17, replacing the Personal Identification Number (PIN) process for TAA teacher authentication. 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.

For staff persons 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. Administrators with access to SEDDAS, will need to create a separate TAA account to view their non-teaching PMF form.

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.

Tokens are generated for staff persons who do not have active TAA accounts or require an account reset. Following a valid record in Staff Snapshot, and a staff person completing Step 1 in the account creation process, a token will be generated and sent 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 begins the account creation process.

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.

Staff persons 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.
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.

➢ 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/](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.
➢ 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.
➢ 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.
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?*

**Step 2**
Click on *I’m stuck answering my security questions*, then click *Reset Account.*
Step 3

Enter SSN, DOB, TEACH ID, and CAPTCHA verification. Click on Reset Account.
Step 4

Confirm by clicking on *Reset Account*.

Confirmation that account has been reset.

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=pmjm21x7tzv0g587v70fgnvsea9vymf7
Step 6

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

Step 7

Confirmation that account has been re-created. An email will be sent to the account holder.
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.
Step 2

Click on *My Account*. 

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 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.
Step 3

Click on *I want to change my username*.

Step 4

Click on *I will provide my current password*.
Step 5
Enter password and new username. Click on *Change My Username*.

Step 6
Verify new username is correct. Click on *Confirm Change*.

Step 7
Confirmation that username has been changed.
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.
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.

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 2017-18, 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.
# IMPORTANT ROSTER REPORT TERMS

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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local ID</td>
<td>District-assigned student ID</td>
</tr>
<tr>
<td>Name</td>
<td>Student name</td>
</tr>
<tr>
<td>Snapshot Date</td>
<td>These snapshot dates are used to calculate &quot;Course Duration&quot; and &quot;Linkage Duration.&quot; For 2017-18, Assessment Snapshot dates should align with the appropriate dates.</td>
</tr>
<tr>
<td>Linkage Start Date</td>
<td>The first day that both the teacher and student were reported as assigned to or enrolled in the course (&quot;linked&quot;).</td>
</tr>
<tr>
<td>Linkage End Date</td>
<td>The last day that both the teacher and student were reported as assigned to or enrolled in the course (&quot;linked&quot;).</td>
</tr>
<tr>
<td>Course Duration (hh:mm)</td>
<td>The length of the course in hours and minutes.</td>
</tr>
<tr>
<td>Enrollment Linkage Duration (hh:mm)</td>
<td>The amount of time that both the teacher and student were reported as assigned to or enrolled in the course (&quot;linked&quot;). 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.</td>
</tr>
<tr>
<td>Attendance Linkage Duration (hh:mm)</td>
<td>The amount of time that the student actually attended the course while both the teacher and student were reported as &quot;linked&quot;. Attendance Linkage Duration will be less than Enrollment Linkage Duration for students who are absent while enrolled in a course.</td>
</tr>
<tr>
<td>Linkage Duration Adjustment*</td>
<td>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%.</td>
</tr>
</tbody>
</table>