

Teacher Access and Authorization (TAA) System Messages

Updated- Fall 2016

Teacher Access and Authorization (TAA) system- <https://eservices.nysed.gov/taa/>

Message	Reason	Action to be taken
Account- TSRV Status		
"ACTIVATED"	Teacher was successful in creating an account in TAA.	Teacher can sign into TAA with username and password to access their ePMF or rosters.
"NO ACCOUNT"	The teacher has not yet created an account. The teacher does have a valid Staff Snapshot record in Level 2 and a unique secure email (token) will be generated and sent to their work email when he/she begins the account creation process.	Once the teacher has the unique token via their work email, provided in Staff Snapshot, he/she 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. Status will change to "ACTIVATED" and "CREATE FORM."
PMF Status		
"CREATE FORM"	Teacher does have a valid Staff Snapshot record in Level 2, however has not yet signed into the TAA application and accessed their ePMF as of yet.	Teacher needs to sign into TAA with username and password and click on ePMF (to view and enter information on BEDS form). The status will change to "INCOMPLETE, SAVED, or SUBMITTED."
"INCOMPLETE"	The teacher has signed into TAA successfully and has viewed the form, but has not saved or submitted the ePMF form.	Teacher needs to sign into TAA and "SAVE or SUBMIT" form (errors will populate for teacher if information is missing). Teachers can sign in and correct/edit information

		in this status. The status will change to "SAVED or SUBMITTED" depending if they completed their form.
"SAVED"	Teacher has accessed and entered the ePMF data and chose the Save option.	Teacher needs to sign into TAA and "SUBMIT" form (errors will populate for teacher if information is missing). Teachers can sign in and correct/edit information in this status. The status will change to "SUBMITTED."
"SUBMITTED"	Teacher has submitted ePMF (BEDS form) successfully. At this point the teacher is no longer able to edit the form, unless administrator selects un-submit in TAA application.	Administrator can view information to verify the data entered is correct. The status will remain "SUBMITTED" unless un-submitted by the administrator and the status will change to "INCOMPLETE." (The State will only collect the information from forms with "SUBMITTED" as their status.)