

# TEACHER-STUDENT ROSTER VERIFICATION REPORT

## USER GUIDE

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## Personal Identification Numbers (PINS)

PINS have been established as a means of protecting data privacy and security. NYSED distributes PINS to districts, charter schools, and BOCES, not directly to teachers. Teachers are required to enter their PIN when creating an account to access their Teacher-Student Verification Reports. PINs are used **only once** during the account creation process and **do not** serve as either a username or password.

- To receive a file of PINs for their teachers, districts, charter school, and BOCES must first report a Staff Snapshot record to the Student Information Repository System (SIRS). Once these data are uploaded a unique PIN will be generated for each teacher appropriately reported (and who has not previously received a PIN).
- PINs are generated on every Monday for teachers with **Staff Snapshot** (new in SY 14-15) records newly submitted to Level 2 by COB the previous Friday. When PINs are generated, a folder is created with a date stamp for each district, charter school, and BOCES. The folder contains a PDF for each teacher as well as an 'All' PDF file that includes the PINs for all teachers. The PDFs are arranged by BEDS code, and then alpha by teacher. The files and PDFs are then available on the IRS Portal in the TEACHER PIN Distribution file (see <http://www.p12.nysed.gov/irs/irs-portal/> for more information regarding the portal) for the district or charter school to download. Newly generated PIN files will not overwrite previous week's files.
- New PINs are also generated to the IRSP when a teacher's account is deactivated. For accounts deactivated Monday – Thursday before 5pm a PIN is distributed the next business day. For accounts deactivated between 5pm Thursday and 12am Monday PINS will be included in the weekly Monday distribution. (Accounts should **ONLY** be deactivated when a user attempts to reset his/her password but cannot match the answers to their security questions.)
- Districts, charter schools, and BOCES must distribute PINs securely to their teachers, using a procedure similar to that used for distributing pay checks or confidential communications.

- If a teacher does not receive a PIN:
  - It is most likely that the district or charter school did not report appropriate Staff Snapshot data to the SIRS via their student management system (SMS). Teachers must use internal district procedures, including contacting their district or school data coordinator, to ensure that correct data are reported to SIRS.
  - It may also be the case that the teacher is not registered with our TEACH office. If this is the case a teacher needs to go to <http://www.highered.nysed.gov/tcert/teach/> and create an account. If you need help with the TEACH system you can call the TEACH HELP line at **518-486-6041**.
  
- Teachers employed by multiple districts or schools will receive the same PIN from each district, charter school, or BOCES which employs them. When the teachers log in to the verification reports, all data for the multiple districts, charter schools, or BOCES will be accessible from one account home page.
  
- 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 online tool *Class List Reporting* 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. Teacher and principals employed by charter schools located in NYC will view their data by using NYSED reports.

## Creating an Account

**Creating an Account:** Teachers must follow the steps below to create an account. Teachers should create an account as soon as they receive their PIN. In addition, teachers should access their report, view the data, and submit any corrections through internal district or school procedures. This will ensure that any problems with accounts or reports are dealt with in a timely manner.

### Step 1

Click on either **Create an Account** link at <http://www.p12.nysed.gov/irs/teacher/>, this link directs you to <http://edp.nysed.gov> the Teacher Access and Authorization (TAA) login page.

The screenshot shows the NYSED IRS (Information and Reporting Services) portal. The header includes the NYSED logo and 'IRS Information and Reporting Services'. A search bar is on the right. The left sidebar contains links: 'Create An Account/Log In', 'User Guide (PDF doc)', 'FAQs', 'Useful Links', 'Terms of Service and Terms of Use', and 'TEACH System'. The main content area is titled 'Teacher Student Roster Verification Report' and contains a welcome message, instructions on how to use the report, and a link to 'Create an Account/Log In'.

**NYSED**  
**IRS**  
Information and Reporting Services

Report Cards nySTART News Releases

NYSED / P-12 / IRS / Teacher Student Roster Verification Report

### Teacher Student Roster Verification Report

Welcome to the Teacher-Student Roster Verification Report site. This report allows teachers to view data on courses and course sections they are currently teaching. These data include a list of students enrolled in these courses as well as course start and end dates and duration times. To view this report, a teacher must first have received a unique personal identification number (PIN) provided by the district or charter school and then create a Teacher-Student Roster Verification account.

Unique PINs are generated for a teacher once a district or charter school reports appropriate staff, student, and course data to the Student Information Repository System (SIRS). Once these PINs are generated, an authorized district or charter school representative may download them from the Information and Reporting Services (IRS) Portal (see <http://www.p12.nysed.gov/irs/irs-portal/>) for distribution. If you have not received a PIN, please contact your district or school data coordinator.

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 an online tool, Class List Reporting, 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.

If you have received your PIN, you can create an account and access your Teacher-Student Roster Verification Report by clicking on "Create an Account/Log In" below and following the directions in the User Guide (see below).

[Create an Account/Log In](#)

If you identify any discrepancies in the data you see in your report, please work with your district or school data coordinator to correct the errors in your Student Management System

## Step 2

If you do not already have an account, click on the **I need to create an account** link. If you already have an account, enter your Username and Password and skip ahead to **Using the Report to View Your Data** (page 9).



## Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

TAA users have access to the **Teacher Student Roster Verification (TSRV)** system and the **ePMF** application.

#### 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...](#)

#### 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...](#)

#### ePMF

The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. [More information...](#)

#### Online Growth Reporting System

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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### Step 3

Enter the last 4 digits of your Social Security Number and your Date of Birth, which have been provided by the TEACH system.

If you are having problems creating an account, review your information in the TEACH system to verify that it is accurate. You can go to <http://www.highered.nysed.gov/tcert/teach/> to log in to your TEACH account or call the TEACH HELP line at 518-486-6041.

Next, enter the PIN you received from your district, BOCES, or charter school. If you have not received a PIN, please contact your district or school data coordinator.

Last, for security purposes, type the words you see in the Image Verification box. If you cannot read the words, you can click the link to get a new set of words or to hear the words. Additionally, there is a help button. Asking for help from colleague who has successfully completed image verification can also be effective.

Click on **Verify My Information**.



[Create a New Account](#)

Step 1: Verify Your Personal Information

Last 4 Social Security digits:

Date of Birth:

PIN (?)

Image Verification (?)

Type the two words:

[Verify My Information](#)

[Login](#) | [Frequently Asked Questions](#) | [Useful Links](#)

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## Step 4

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. The email address must be keyed in twice to confirm your choice.

Then create a password. The password must contain a minimum of eight characters, including at least one capital letter and at least one number. The password must be keyed in twice to confirm your choice.

Next, select two security questions and enter responses to each using answers you are sure to remember. 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 deactivated and recreated.** Each security question answer must be keyed in twice to confirm your choices.

Check the box agreeing to the TAA/TSRV terms of service. (You can read the terms of service by clicking on the link.)

Click on **Submit Registration**.

**NYSED.gov** [Create a New Account](#)

**Step 1 has successfully been verified.**

Step 2: Setup your Account

Email Address:  [THIS WILL ALSO BE YOUR USERNAME]

Confirm Email Address:

Password:  Passwords must contain at a minimum eight characters, one capital letter and one number

Confirm Password:

Choose a security question:

Answer:

Confirm Answer:

Choose another security question:

Answer:

Confirm Answer:

☐ I have read and agree to the [Terms of Service](#)

**Submit Registration**

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

**\*Step 5\* VERY IMPORTANT! You must retrieve your confirmation email!**

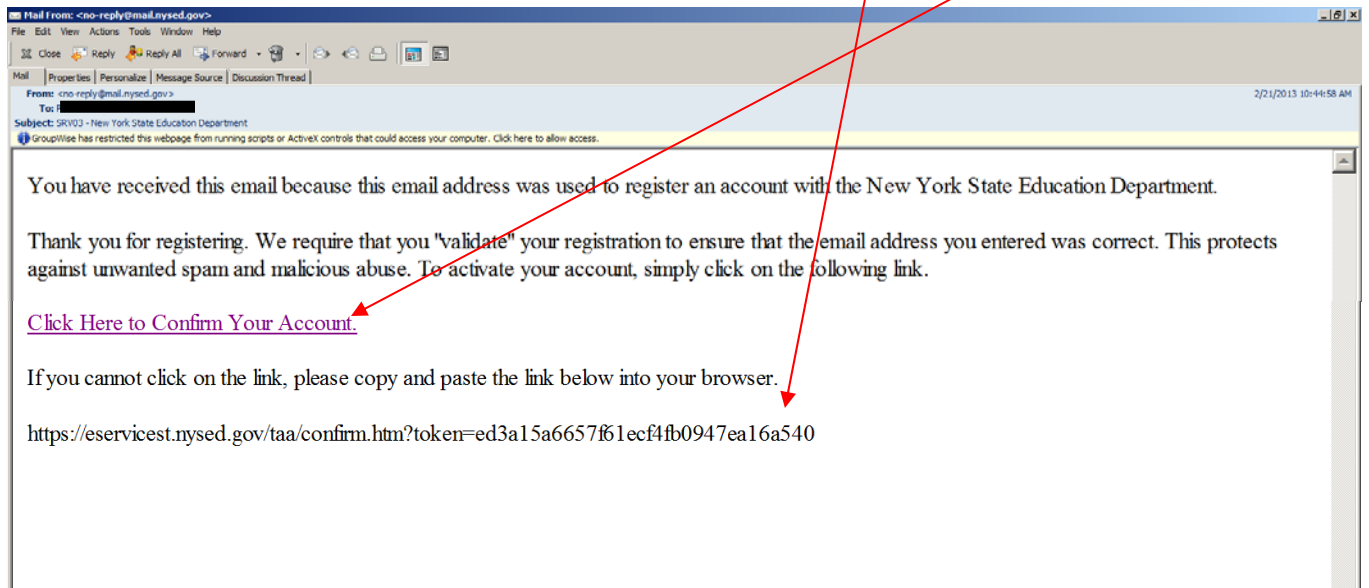
Once you submit your registration you will see the message below informing you for security purposes a verification email will be sent to the email address you entered in Step 4. You must click on a link in this email to complete the registration process. If you do not receive a verification email within 24 hours please go back to STEP 1 and try to recreate your account.



To complete the registration process a verification email has been sent to you. Please follow the instructions in the email to complete the registration process.

**\*Step 6\* VERY IMPORTANT! You must use the link in your confirmation email before you can log in to your account!**

Follow the instructions in the email to complete the registration process. Click on the link in the email or, if clicking on the link does not work, copy and paste the url into the address bar on your browser.





## Step 7

Click on **Student Roster Verification Report** to be redirected to the login page.



Confirmation Complete

Thank you for confirming your registration. You may now login and access the [Student Verification Report](#).

## Step 8

Now you can login to view your report. Enter the Username (Email Address) and Password you just created and click the login button.



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Login

Username (Email Address):

Password:

[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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## Step 9

Once you have created an account and successfully logged in, you will arrive at the TAA Welcome page. From here chose the Teacher Student Roster Verification *TSRV Report* option and you can start the process of reviewing your rosters.

For guidance on reviewing your rosters in TSRV please refer to the next section of this user guide *Using the Report to View Your Data*.



### Teacher Landing Page

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

#### 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.

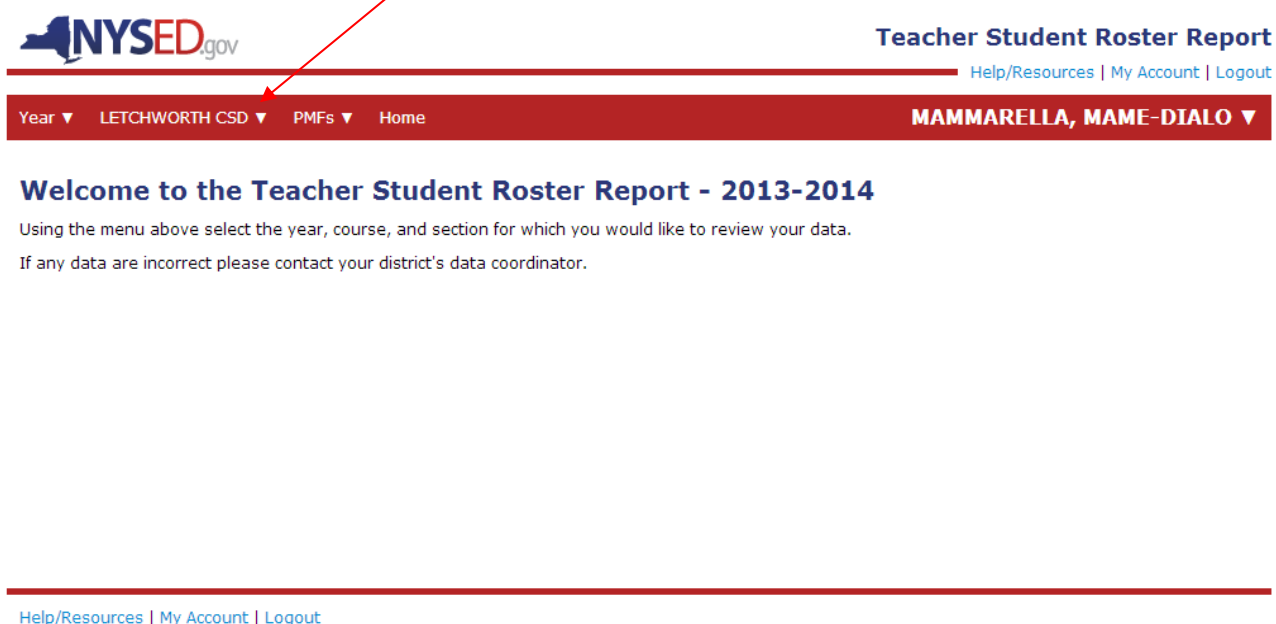
Click the PMFe form you want to work with below in order to start filling out your PMFe form.

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).

**LEITCHWORTH CSD PMF**

## Using the Report to View Your 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 (Grade 4 English Language Arts, Mathematics, or Science). 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.



**NYSED.gov**

**Teacher Student Roster Report**  
[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home **MAMMARELLA, MAME-DIALO ▼**

### Welcome to the Teacher Student Roster Report - 2013-2014

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.

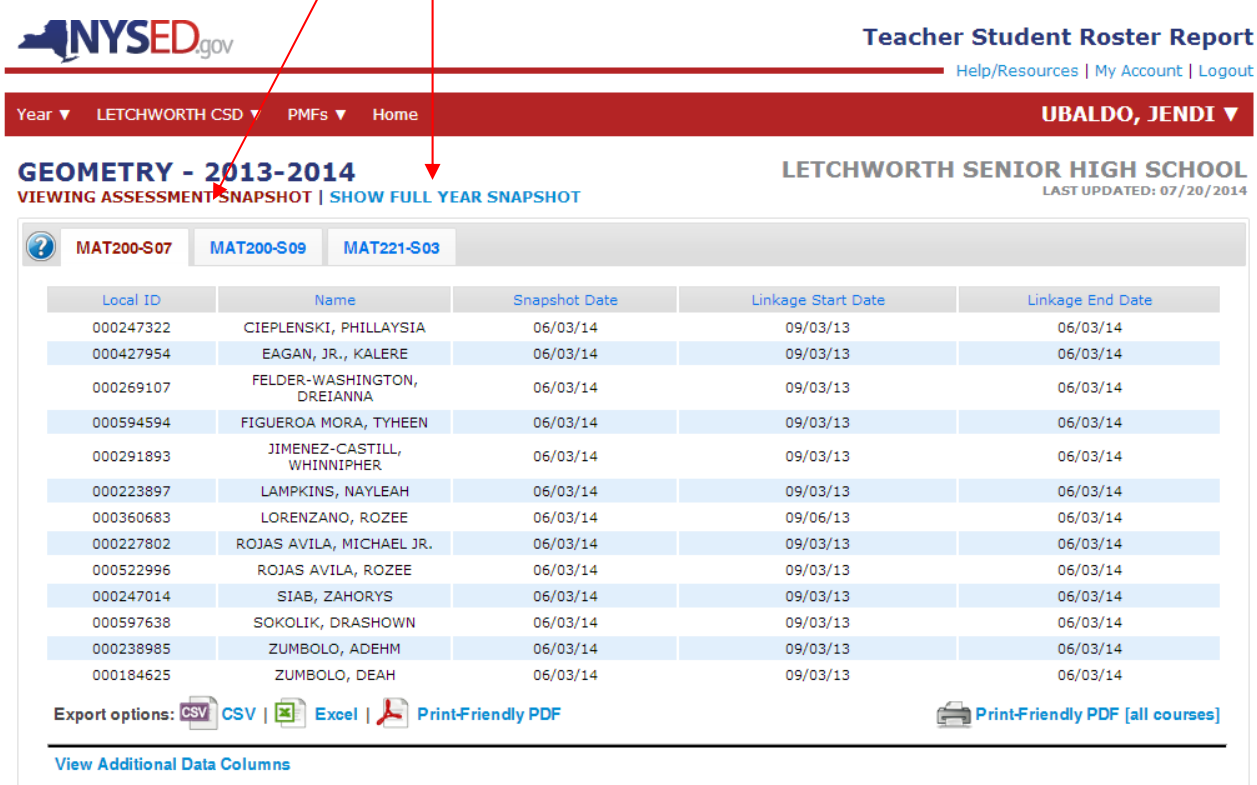
[Help/Resources](#) | [My Account](#) | [Logout](#)

Once you make your year, school, course, and/or section selections you will be brought to the corresponding report. You will need to now select which reporting snapshot you would like to view. These snapshot dates are used to calculate "Course Duration" and "Linkage Duration".

Courses linked to state assessments will automatically display an *Assessment Snapshot*, but will also have *Full Year Snapshot* views. Courses not linked to state assessments will only have a *Full Year Snapshot* view. Red letters will indicate which snapshot view is displaying.

Below is a view of an *Assessment Snapshot*. If you do not see data it could be for two reasons: either the course does not have a state assessment, or assessment roster data have not been reported by your district/school/BOCES. If data are available please review it for accuracy.

Next you can click on the *Show Full Year Snapshot* to view data in that report.



**Teacher Student Roster Report**

Help/Resources | My Account | Logout

Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home **UBALDO, JENDI ▼**


**GEOMETRY - 2013-2014** **LETCHWORTH SENIOR HIGH SCHOOL**  
VIEWING ASSESSMENT SNAPSHOT | [SHOW FULL YEAR SNAPSHOT](#) LAST UPDATED: 07/20/2014

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](#)

This screenshot shows an example of the **Full Year Snapshot**.



**Teacher Student Roster Report**  
[Help/Resources](#) | [My Account](#) | [Logout](#)





Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home
MAMMARELLA, MAME-DIALO ▼

**GEOMETRY - 2013-2014**
**LETCHWORTH SENIOR HIGH SCHOOL**  
LAST UPDATED: 07/20/2014

[SHOW ASSESSMENT SNAPSHOT](#) | [VIEWING FULL YEAR SNAPSHOT](#)

? MAT200-S07 MAT200-S09 MAT221-S03

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000456573	DANON, ALTER	06/30/14	09/03/13	06/26/14
000589289	DOUARNYNNEY, JOSE DANIEL	06/30/14	09/03/13	06/26/14
000278951	FARHANE, LENNIN	06/30/14	09/03/13	06/26/14
000194651	KUZNIAREK, KUBSURAT	06/30/14	09/03/13	06/26/14
000308941	LUMANG, BRAEDON	06/30/14	09/03/13	06/26/14
000237155	MAMMARELLA, SHAVEAZ	06/30/14	09/03/13	06/26/14
000249895	MARTYNOVICH, ANTHONY R	06/30/14	09/03/13	06/26/14
000280502	MARTYNOVICH, SAVIER	06/30/14	09/03/13	06/26/14
000527206	MOSTAFA, KENJI	06/30/14	09/03/13	11/13/13
000335790	NISNEWITZ, MODISTY	06/30/14	09/06/13	06/26/14
000599174	SAINTE CROIX, ZE LIN	06/30/14	09/03/13	06/26/14
000321933	UBALDO, PHILLAYSIA	06/30/14	09/03/13	06/26/14
000168623	ZITELNY, KELINA	06/30/14	09/03/13	06/26/14
000529214	ZUMBOLO, KYUNG JIN	06/30/14	09/03/13	06/26/14

Export options:
 CSV |
 Excel |
 Print-Friendly PDF
 [Print-Friendly PDF \[all courses\]](#)

[View Additional Data Columns](#)


### What do I do now?

If you identify discrepancies, please work with your District or School Data Coordinator to correct errors in your Student Management System.

Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

**We appreciate your time.** Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

This report view is currently showing you the Basic View, meaning you are only viewing the first 5 columns of a larger report. There are 4 additional data columns used to establish linkage duration between you and your students. Click on the View Additional Data Columns link at the bottom of the report under the print options to see these data.



**Teacher Student Roster Report**  
[Help](#) | [Logout](#)

Grade 4 English Language Arts   Grade 4 Mathematics   Grade 4 Science
**AUQUILLA, TYHEEN ▼**

**GRADE 4 ENGLISH LANGUAGE ARTS**  
[SHOW ASSESSMENT SNAPSHOT](#) | [VIEWING FULL YEAR SNAPSHOT](#)

**BRIDGEPORT ELEMENTARY SCHOOL**  
LAST UPDATED: 03/04/2012

? **01400-01**

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000211578	AUQUILLA, DEMYTREI	06/30/12	09/07/11	06/30/12
000471781	AUQUILLA, KEYANA	06/30/12	09/07/11	06/30/12
000332802	CAMBRIDGE-BOONE, HALEYROSE	06/30/12	09/07/11	06/30/12
000199149	DARNOWSKY, CURTISSA	06/30/12	09/07/11	06/30/12
000592638	FELDER-WASHINGTON, EBUBEKIR	06/30/12	09/07/11	06/30/12
000532530	FRAID, MICHAEL JR.	06/30/12	09/07/11	06/30/12
000254279	FRAID, TAHGEON	06/30/12	09/07/11	06/30/12
000139532	HOMCHAUDHURI, TOSHIHIRO	06/30/12	09/07/11	06/30/12
000540112	JIMENEZ-CASTILL, LENNIN	06/30/12	09/07/11	06/30/12
000588094	KUZNIAREK, DEAH	06/30/12	09/07/11	06/30/12
000539749	KUZNIAREK, TYHEEN	06/30/12	09/07/11	06/30/12
000202075	LA PLANT, ZAHORYS	06/30/12	09/07/11	06/30/12
000460214	MAMMARELLA, ANNA INES	06/30/12	09/07/11	06/30/12
000174476	MARTYNOVICH, DE'JANIQUE	06/30/12	09/07/11	06/30/12
000289748	MORENS, UDY	06/30/12	09/07/11	06/30/12
000445416	MOSTAFA, MODISTY	06/30/12	09/07/11	06/30/12
000240819	SAINTE CROIX, ESAM MOHAM	06/30/12	09/07/11	06/30/12
000420270	SANAY, RIANNY	06/30/12	09/07/11	06/30/12
000346282	SIAB, ANTHONY R	06/30/12	09/07/11	06/30/12
000327952	SPAGNULO, AYGUN	06/30/12	09/07/11	06/30/12

**Export options:**
 CSV
 Excel
 Print-Friendly PDF

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

[View Additional Data Columns](#)

#### What do I do now?

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Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

**We appreciate your time.** Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

[Help](#) | [Logout](#)

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This screenshot shows the Additional Data Columns. Explanatory information for all data columns is found in the *IMPORTANT ROSTER REPORT TERMS* table on the next page of this user guide.




**Teacher Student Roster Report**  
[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▼ LETCHWORTH CSD ▼ PMFs ▼ Home

**MAMMARELLA, MAME-DIALO ▼**

**GEOMETRY - 2013-2014**  
VIEWING ASSESSMENT SNAPSHOT | [SHOW FULL YEAR SNAPSHOT](#)




**LETCHWORTH SENIOR HIGH SCHOOL**  
LAST UPDATED: 07/20/2014




**MAT200-S07**
**MAT200-S09**
**MAT221-S03**

This view contains additional data columns providing more detail on teacher-student linkage duration.

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date	Course Duration (hh:mm)	Enrollment Linkage Duration (hh:mm)	Attendance Linkage Duration (hh:mm)	Linkage Duration Adjustment
000232260	ASSEAUGUSTE, JANIVA	06/03/14	09/03/13	06/03/14	106:40	106:40	102:40	100%
000356533	CABREDO-ZAPATEL, LISJANE	06/03/14	09/03/13	06/03/14	106:40	106:40	102:40	100%
000519909	DARNOWSKY, OHM	06/03/14	09/03/13	06/03/14	106:40	106:40	92:00	100%
000279281	LAMPKINS, TRE'ZON	06/03/14	09/03/13	06/03/14	106:40	106:40	104:40	100%
000461649	LATRAY JR, DREIANNA	06/03/14	09/03/13	06/03/14	106:40	106:40	103:20	100%
000157762	LATRAY JR, YRVANE	06/03/14	09/03/13	06/03/14	106:40	106:40	101:20	100%
000280496	LOPACKI, ANTHONY R	06/03/14	09/03/13	06/03/14	106:40	106:40	94:40	100%
000230147	LOPACKI, MICHAEL JR.	06/03/14	09/03/13	06/03/14	106:40	106:40	101:20	100%
000407076	MARTYNOVICH, AYGUN	06/03/14	09/03/13	06/03/14	106:40	106:40	71:20	100%
000522178	MIDDLETON, UDY	06/03/14	09/03/13	06/03/14	106:40	106:40	105:20	100%
000468871	REGAZZI, OHM	06/03/14	09/03/13	06/03/14	106:40	106:40	105:20	100%
000269607	REXICK, XAVIAH	06/03/14	09/06/13	06/03/14	104:40	104:40	90:40	100%
000154686	SAINTE CROIX, KELINA	06/03/14	09/03/13	06/03/14	106:40	106:40	96:00	100%

Export options:  CSV |  Excel |  Print-Friendly PDF

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

[Return to Basic View](#)

#### What do I do now?

If you identify discrepancies, please work with your District or School Data Coordinator to correct errors in your Student Management System.

Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

**We appreciate your time.** Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

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

Please ensure that you review the data for all your courses and course sections for all the schools in which you teach. If you do not find any discrepancies, you do not need to take any further action. If you do identify discrepancies, please work with your district or school data coordinator to correct the errors in your SMS. Changes your data coordinator appropriately submits to NYSED by COB Friday should be reflected in your account rosters by COB the following Monday.

## 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 2012-13, Assessment Snapshot dates should be January 22 (Regents), April 16 (3-8 ELA), April 24 (3-8 math), or June 11 (Regents). The Full-Year Snapshot date should be June 30.
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%. <b><i>*In 2013-14 AND 2014-15 linkage duration adjustment will not be used in State-provided growth score calculations. Linkages other than 1.0 will be used only for beta modeling.</i></b>



## Using the Self-help Menu

By clicking on the **Help with your account** link found on the login page users can access a self-help menu which provides guidance on how to resolve the most common issues encountered when using the system.



### Teacher Access and Authorization

#### Teacher Access and Authorization (TAA)

TAA users have access to the **Teacher Student Roster Verification (TSRV)** system and the **ePMF** application.

#### 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...](#)

#### 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...](#)

#### ePMF

The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. [More information...](#)

#### Online Growth Reporting System

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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Clicking the link takes users to this screen view:



[Can't access your account?](#)

## Can't access your account?

[Username Issues](#)

[Password Issues](#)

[Where do I get my TEACH ID?](#)

[Where do I get my PIN code?](#)

[I'm getting "the SSN, Date of Birth, or PIN you entered does not match our records"](#)

[My roster data are inaccurate](#)

[I did not receive a confirmation email](#)

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

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

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From this screen you can choose any of the self-help menu topics to get more information about resolving each issue. The steps for each topic are outlined below.



[Can't access your account?](#)

## Can't access your account?

[Username Issues](#)

[Password Issues](#)

[Where do I get my TEACH ID?](#)

[Where do I get my PIN code?](#)

[I'm getting "the SSN, Date of Birth, or PIN you entered does not match our records"](#)

[My roster data are inaccurate](#)

[I did not receive a confirmation email](#)

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

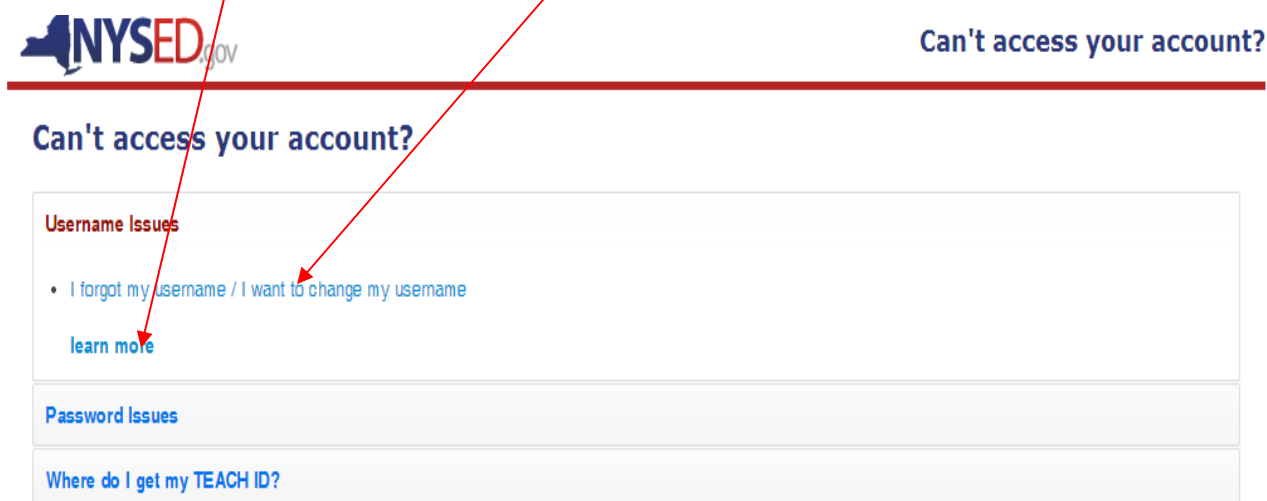
[Login](#) | [Help/Resources](#)

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## Username Issues

From the ***Help with your account*** link found on the login page choose the from the self-help menu (see **Using The Self-help Menu** section of this user guide) choose the *Username Issues* option. Clicking on any topic in the self-help menu will expand the selection to give the user information and/or links to user applications. Each topic also features a ***learn more*** option which links users to our FAQ document where they can find more detailed information on the topic.

Under **Username Issues** the options are ***I forgot my username/I want to change my username*** and ***learn more***. Your username is the email address used to create your TSRV account. If you forgot your username or want to change your username follow the steps below.



**Username Change Step 1:** Click on the ***I forgot my username/I want to change my username*** link and you will be taken to the screen below.

Step 1: Enter your Teach ID

Teach ID

Image Verification: 



[Privacy & Terms](#)

[reCAPTCHA™ stop spam, read books.](#)

[Submit](#)

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

Enter your TEACH ID# in the box provided. [Your TEACH ID# is the unique identifying number you were assigned by the NYSED TEACH office. Your district data coordinator/CIO can retrieve your TEACH ID# from column B of the Summary Report (excel spreadsheet) in the Teacher PIN

Distribution file found on your district's IRSP (Information and Reporting

Services Portal).] Complete the **Image Verification** and hit the **Submit** button. The Step 2 box will appear (see below).

**Username Step 2:** Type the answers to your two security questions. Enter the answers for each question exactly how you answered them when you created your account and click submit. (The system automatically displays the questions you chose to answer during the account creation process.)

The screenshot shows the NYSED.gov website with the header "NYSED.gov" and a link "Forgot your username". Below the header is a red horizontal line. The main content area is titled "Step 1: Complete" and contains a "Teach ID" field with a blacked-out value. Below this is a section titled "Step 2: Enter the answers to your security questions". It contains two security questions: "Security Question 1: What school did you attend for sixth grade?" and "Security Question 2: What was the color of your first car?". Each question has an "Answer:" label and a text input field. A red arrow points from the instruction text above to the first answer field. At the bottom of the form is a blue "Submit" button.

**Username Change Step 3:** Enter the email address you would like to use as your new username. Confirm the address by entering it a second time. Click the *Change Username* button.

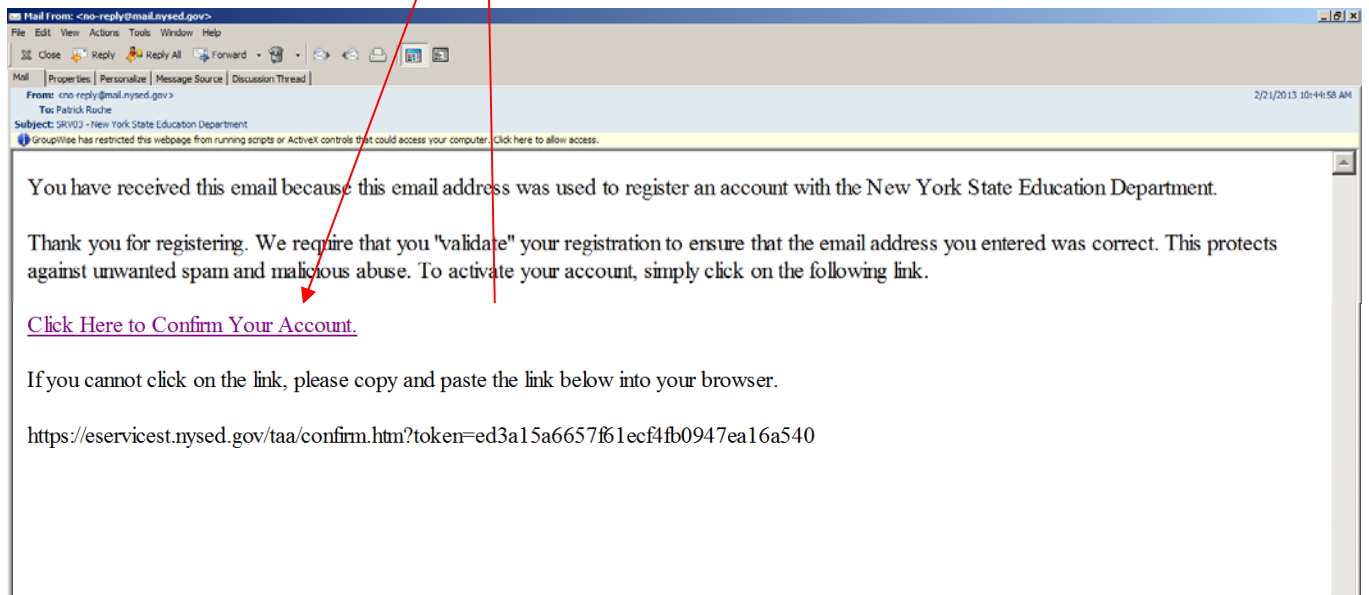
The screenshot shows the NYSED.gov website with the header "NYSED.gov" and a link "Forgot your". Below the header is a red horizontal line. The main content area is titled "Step 1: Complete" and contains a "Teach ID" field with a blacked-out value. Below this is a section titled "Step 2: Complete" which contains the same two security questions as in the previous screenshot. Below Step 2 is a section titled "Step 3: Change Username?". It contains the text: "Your current username is proche@mail.nysed.gov, if you would like this changed please enter and confirm a new username below. Otherwise you may now [Login](#)." Below this text are two input fields: "Enter Your New Username:" and "Confirm Your New Username:". A red arrow points from the instruction text above to the first input field. At the bottom of the form is a blue "Change Username" button.

A message will appear in the *Step 3* box explaining a confirmation email was sent to the new username email address. You must click on the link in that confirmation email to make the new username/email address active.

Step 1: Complete	
Teach ID	<input type="text"/>
Step 2: Complete	
Security Question 1:	What school did you attend for sixth grade?
Answer:	<input type="text"/>
Security Question 2:	What was the color of your first car?
Answer:	<input type="text"/>
Step 3: Complete	
Your username has been changed from proche@mail.nysed.gov to [redacted]@[redacted].com. You will receive an email asking you to confirm this change before logging in. If you then need to change your password you may access the "Forgot Password" page.	

ces

**Username Change Step 4:** Click on the link in the confirmation email or, if clicking on the link does not work, copy and paste the url into the address bar on your browser. You will now be able to log in using the new email address as your username.





## Password Issues

From the ***Help with your account*** link found on the login page choose the from the self-help menu (see **Using The Self-help Menu**

Section of this user guide) choose the *Password Issues* option. Clicking on any topic in the self-help menu will expand the selection to give the user information and/or links to user applications. Each topic also features a ***learn more*** option which links users to our FAQ document where they can find more detailed information on the topic.

Under **Password Issues** the options are ***I forgot my password/I want to change my password*** and ***learn more***. Users choose their own passwords during they create a TSRV account. A password must be a minimum of eight characters and contain at least one upper case letter, one lower case letter, and one number. If you forgot your username or want to change your username follow the steps below:



Can't

### Can't access your account?

[Username Issues](#)

**Password Issues**

- [I forgot my password / I want to change my password](#)

[learn more](#)

[Where do I get my TEACH ID?](#)

[Where do I get my PIN code?](#)

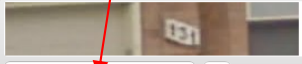
Click on the ***I forgot my password/I want to change my password*** link and you will be taken to the *Step 1* screen.

**Password Change Step 1:** Enter your username/email address in the text field provided. (If you do not know your user name you must first complete the steps to change your user name- see previous topic.) Complete the **Image Verification** and hit the **Submit** button. The **Step 2** box will appear (see below).


NYSED.gov [Forgot your pas](#)

Step 1: Enter your username

Username

Image Verification: 

[Privacy & Terms](#)



**Submit**

[Login | Help/Resources](#)

**Password Change Step 2:** Key in the answers to your two security questions. Enter the answers for each question exactly how you answered them when you created your account and click submit. (The system automatically displays the questions you chose to answer during the account creation process.) Click the Submit button and the **Step 3** box will appear (see below).

NYSED.gov [Forgot your pas](#)

Step 1: Complete

Username

Step 2: Enter the answers to your security questions

Security Question 1: What school did you attend for sixth grade?

Answer:

Security Question 2: What was the color of your first car?

Answer:

**Submit**

[Help/Resources](#)

**Password Change Step 3:** Enter and confirm your new password in the text fields provided. The password must contain a minimum of eight characters, including at least one capital letter and at least one number.

Step 1: Complete

Username

Step 2: Complete

Security Question 1: What school did you attend for sixth grade?

Answer:

Security Question 2: What was the color of your first car?

Answer:

Step 3: Enter your new password

Password (?)

Confirm Password

[Reset password](#)

Click on the **Reset Password** button and the confirmation screen below will appear. When you can click on the *Student Verification Report* link you will be taken to the TAA login page and you can login using your new password.

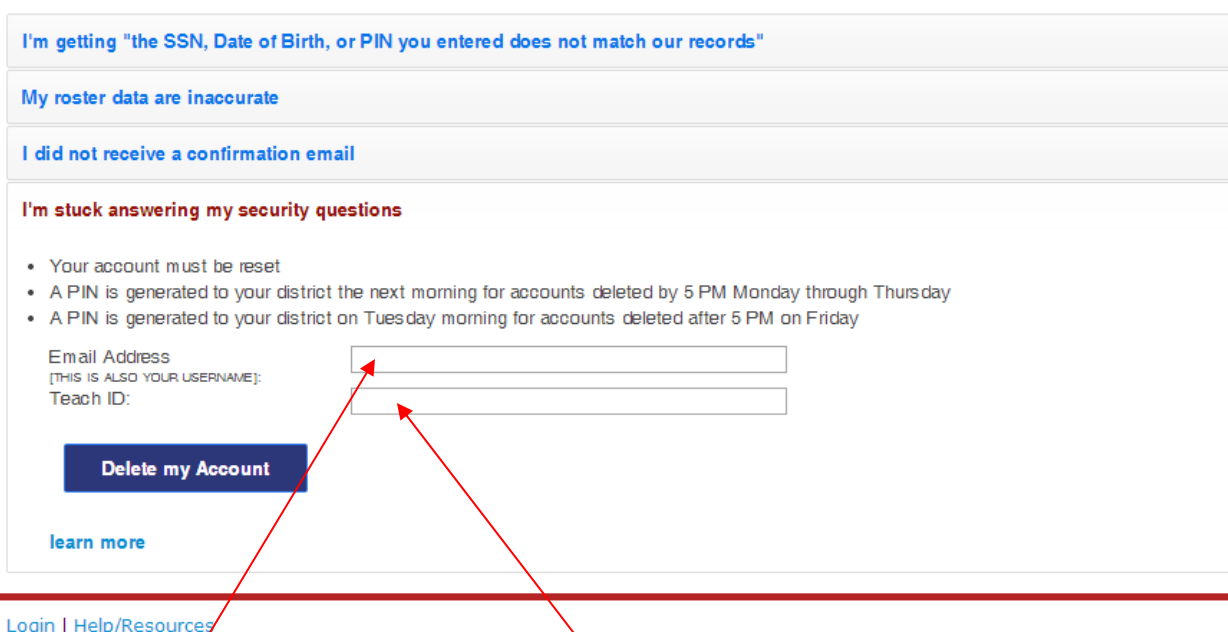
Your password was changed successfully. You may now login and access the [Student Verification Report](#).

## Account Deactivation (stuck at security question answers)

When you cannot access your account because you forgot/tried to change your password or username and you are stuck at your security question answers your account must be deactivated. Please follow these steps:

**Account Deactivation Step 1:** Clicking on any topic in the self-help menu will expand the selection to give the user information and/or links to user applications. Each topic also features a ***learn more*** option which links users to our FAQ document where they can find more detailed information on the topic. From the ***Help with your account*** link found on the login page choose the from the self-help menu (see **Using The Self-help Menu**

Section of this user guide) choose the *I'm stuck answering my security questions* option.



The screenshot shows a web interface for account deactivation. It features a list of help topics on the left, with 'I'm stuck answering my security questions' selected and expanded. The expanded section contains a bulleted list of instructions, two text input fields labeled 'Email Address [THIS IS ALSO YOUR USERNAME]:' and 'Teach ID:', a blue 'Delete my Account' button, and a 'learn more' link. Red arrows point from the bottom text block to the 'Email Address' field, the 'Teach ID' field, and the 'Delete my Account' button. The footer includes a 'Login | Help/Resources' link.

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

My roster data are inaccurate

I did not receive a confirmation email

**I'm stuck answering my security questions**

- Your account must be reset
- A PIN is generated to your district the next morning for accounts deleted by 5 PM Monday through Thursday
- A PIN is generated to your district on Tuesday morning for accounts deleted after 5 PM on Friday

Email Address  
[THIS IS ALSO YOUR USERNAME]:

Teach ID:

**Delete my Account**

[learn more](#)

[Login | Help/Resources](#)

Enter your username/email address and your TEACH ID in the text fields provided and click the ***Delete my Account*** button. A message informing you a confirmation email was sent to your email address/username will appear (see next page). This means your account is queued for deactivation.

My roster data are inaccurate

I did not receive a confirmation email

I'm stuck answering my security questions

- Your account must be reset
- A PIN is generated to your district the next morning for accounts deleted by 5 PM Monday through Thursday
- A PIN is generated to your district on Tuesday morning for accounts deleted after 5 PM on Friday

Email Address  
[THIS IS ALSO YOUR USERNAME]:

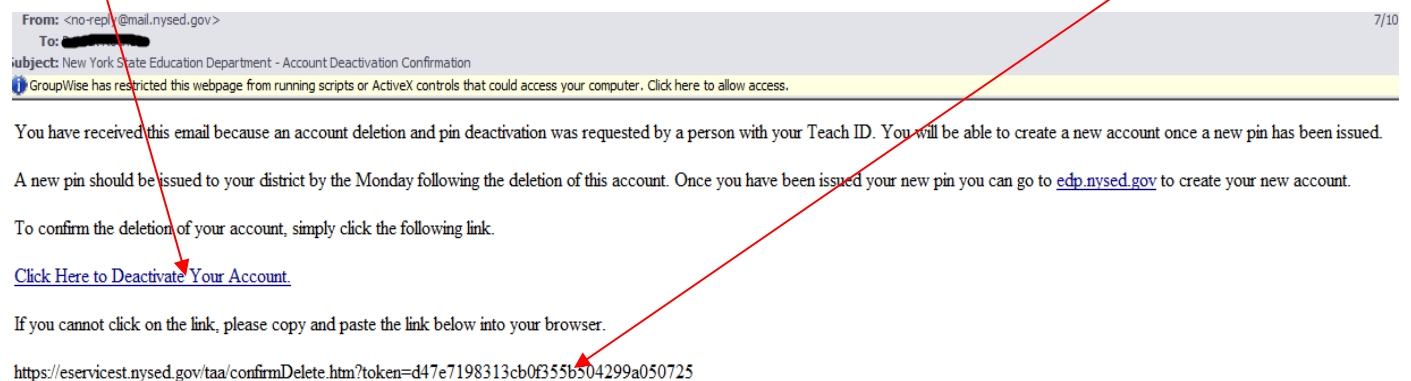
Teach ID:

An email was sent to redacted@redacted.gov. Please click the link provided to confirm deactivation.

learn more

## Account Deactivation Step 2\*:

As explained by the message in Step 1, your account deactivation will not be completed until you click on the link in the confirmation email sent to your username email address\*. Click on the link in the confirmation email or, if clicking on the link does not work, copy and paste the url into the address bar on your browser.



After clicking on the link you will be taken to the confirmation page below:



**Account Deactivated**

Your account has been successfully deleted. You will be able to re-register once you receive a new PIN.

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

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Your account is now deactivated and a new PIN will be sent to your Data Coordinator. (If you do not know who your Data Coordinator is ask your principal.) Once you have your new PIN you can complete the account creation process again by returning to the TAA login page and clicking on the ***I need to create an account*** button. (See the ***Creating an Account*** section of this user guide.)

#### **\*IMPORTANT ACCOUNT DEACTIVATION NOTE\***

If you deactivate your account (or, a district official deactivates the account for you) but you no longer have access to the account email address serving as the username and therefore can't confirm your deactivation, SED needs to deactivate the account manually.

In this situation please send a message via [support@nysed.zendesk.com](mailto:support@nysed.zendesk.com) with "Can't confirm deactivation" in the subject line, and include:

- first and last name,
- username (the inactive email used to create the account),
- former district (if applicable) and current district.
- TEACH ID#

Your account will then be deactivated without a confirmation email being sent and a new PIN will be sent to your district.