NYS EDUCATION DEPARTMENT

VENDOR REGISTRATION

Date: November 22, 2019

Time: 1:00 PM – 2:30 PM EST

Phone: 1-866-394-2346

Pass code: 425 758 6404#

Webinar: https://meetnydirect.webex.com/webappng/sites/meetnydirect/meeting/info/1432991477468l1984?MTID=m0ef08e87ca02a95fc611ba61c8464d6a

NYS-VTS

NYSED.gov

AGENDA

- Welcome and Introductions
- Vendor Testing Site
  - Overview
  - Phased-in Implementation
- Registration
  - Vendor Company Registration
  - Vendor Product Registration
  - After Registration
- Activating Product Accounts
- Keeping Information Current
  - Updating Vendor Company Information
  - Updating Vendor Product Information
- Conclusion
- Resources & Support

NYS-VTS

NYSED.gov

VENDOR TESTING SITE OVERVIEW

The Vendor Testing Site (VTS) is a self-testing environment that allows the vendors to pre-check/test their product releases against the current Level 0 business data validation rules.

Level 0 is a NYSED application used by school districts throughout NYS to "cleanse" their data before the data moves to the SIRS Data Warehouse.

The VTS encourages timely vendor readiness for SIRS data reporting by allowing registered vendors to test SIRS data exports against the Level 0 data validation business rules.

Vendor assistance and support for the VTS will be provided via training materials, webinars, phone support, and email.

NYS-VTS

NYSED.gov

VENDOR TESTING SITE OVERVIEW

The VTS will be implemented in 3 phases:

Phase I – Registration - November 2019- December 2019

All vendors will be asked to register their company and product(s)

Registered vendors will receive NYSED notifications via the SISVENDS listserv

Phase II – Pilot – December 2019-April 2020

Vendors participating in the pilot will test their product(s) against the Level 0 data validation rules

Phase III – Go-Live – July 2020

All registered vendors will test their product(s) against the Level 0 data validation rules

NYS-VTS

NYSED.gov

VENDOR TESTING SITE

https://vts.gstboces.org

Phase I - Vendors supporting software for NYS SIRS reporting will be expected to:

Register their **Company and Primary Company Contact(s)**

Register their **Product(s) and Primary Product Contact(s)**

Keep contact information current throughout the school year

Review contact information annually during the July-August timeframe

(Phases II and III will be addressed in future training sessions)

NYS-VTS

NYSED.gov

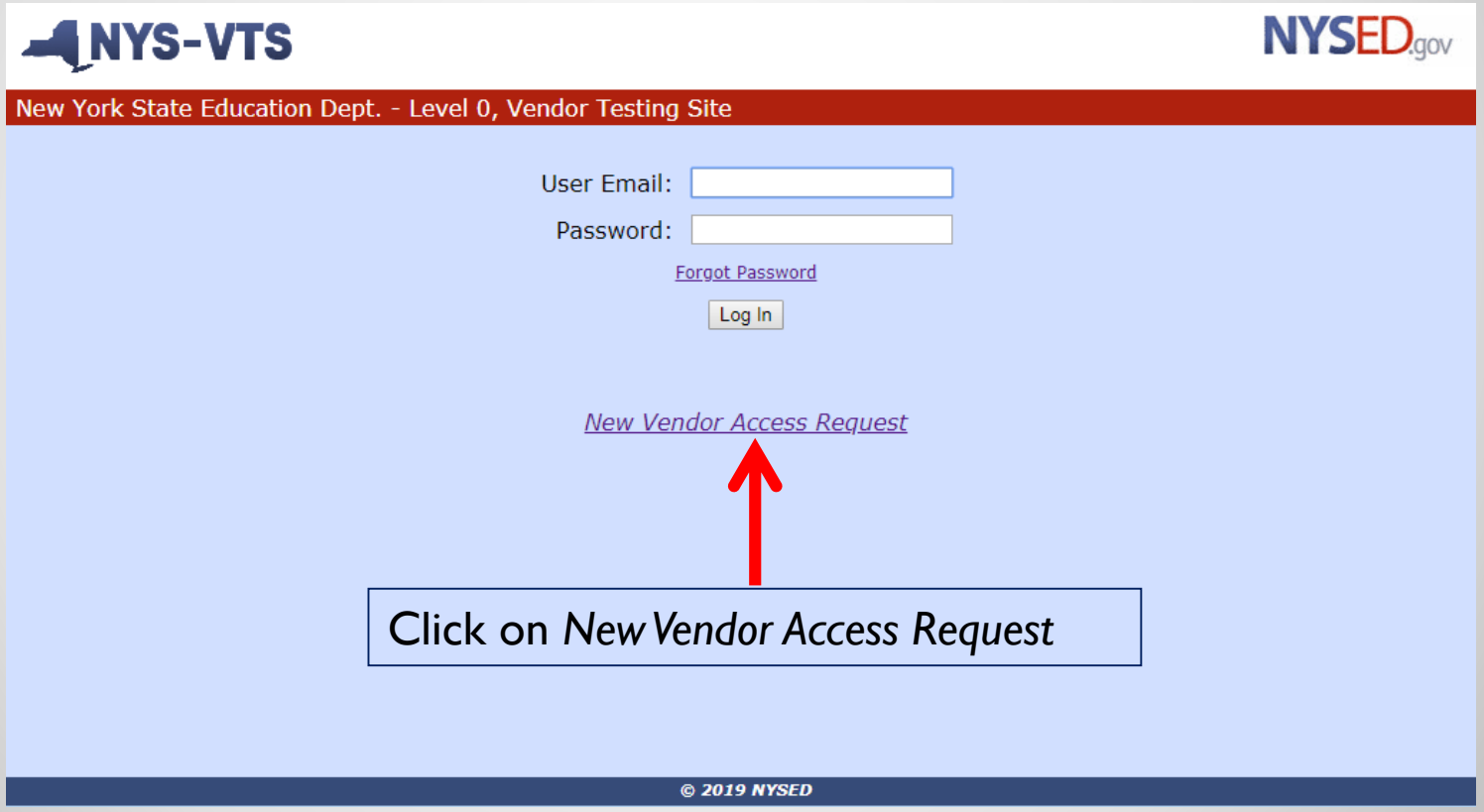
VENDOR COMPANY REGISTRATION

NYS-VTS

NYSED.gov

VENDOR COMPANY REGISTRATION

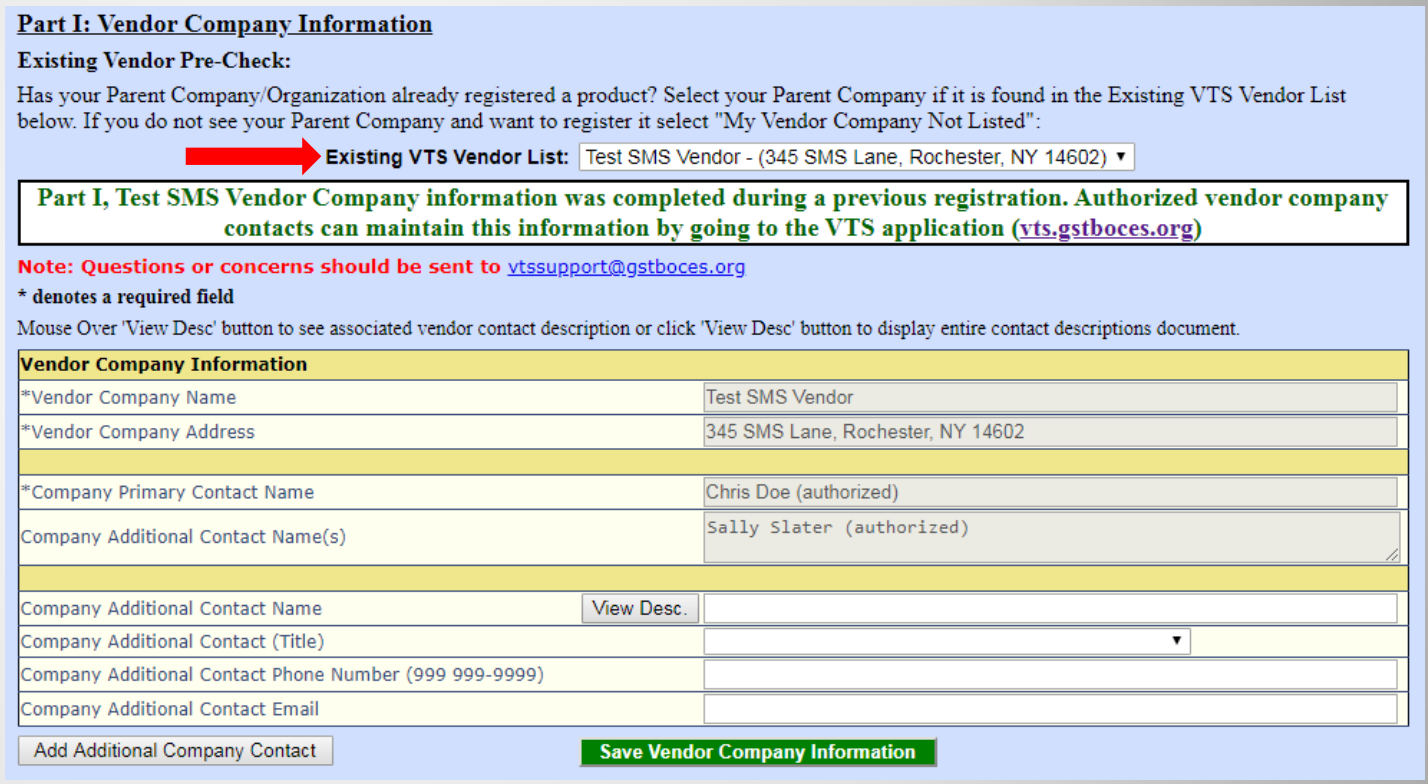
Go to: https://vts.gstboces.org



VENDOR COMPANY REGISTRATION

1. Check "Existing VTS Vendor List" dropdown for your Vendor Company name

2. If the Vendor Company is already registered, you will see the information on this screen, with the Contact names displayed (authorized or unauthorized).



Part I: Vendor Company Information

Existing Vendor Pre-Check:

Has your Parent Company/Organization already registered a product? Select your Parent Company if it is found in the Existing VTS Vendor List below. If you do not see your Parent Company and want to register it select "My Vendor Company Not Listed":

Existing VTS Vendor List: Test SMS Vendor - (345 SMS Lane, Rochester, NY 14602)

Part I, Test SMS Vendor Company information was completed during a previous registration. Authorized vendor company contacts can maintain this information by going to the VTS application (vts.gstboces.org)

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated vendor contact description or click 'View Desc' button to display entire contact descriptions document.

Vendor Company Information		
*Vendor Company Name		Test SMS Vendor
*Vendor Company Address		345 SMS Lane, Rochester, NY 14602
*Company Primary Contact Name		Chris Doe (authorized)
Company Additional Contact Name(s)		Sally Slater (authorized)
Company Additional Contact Name	View Desc.	
Company Additional Contact (Title)		
Company Additional Contact Phone Number (999 999-9999)		
Company Additional Contact Email		

Add Additional Company Contact | Save Vendor Company Information

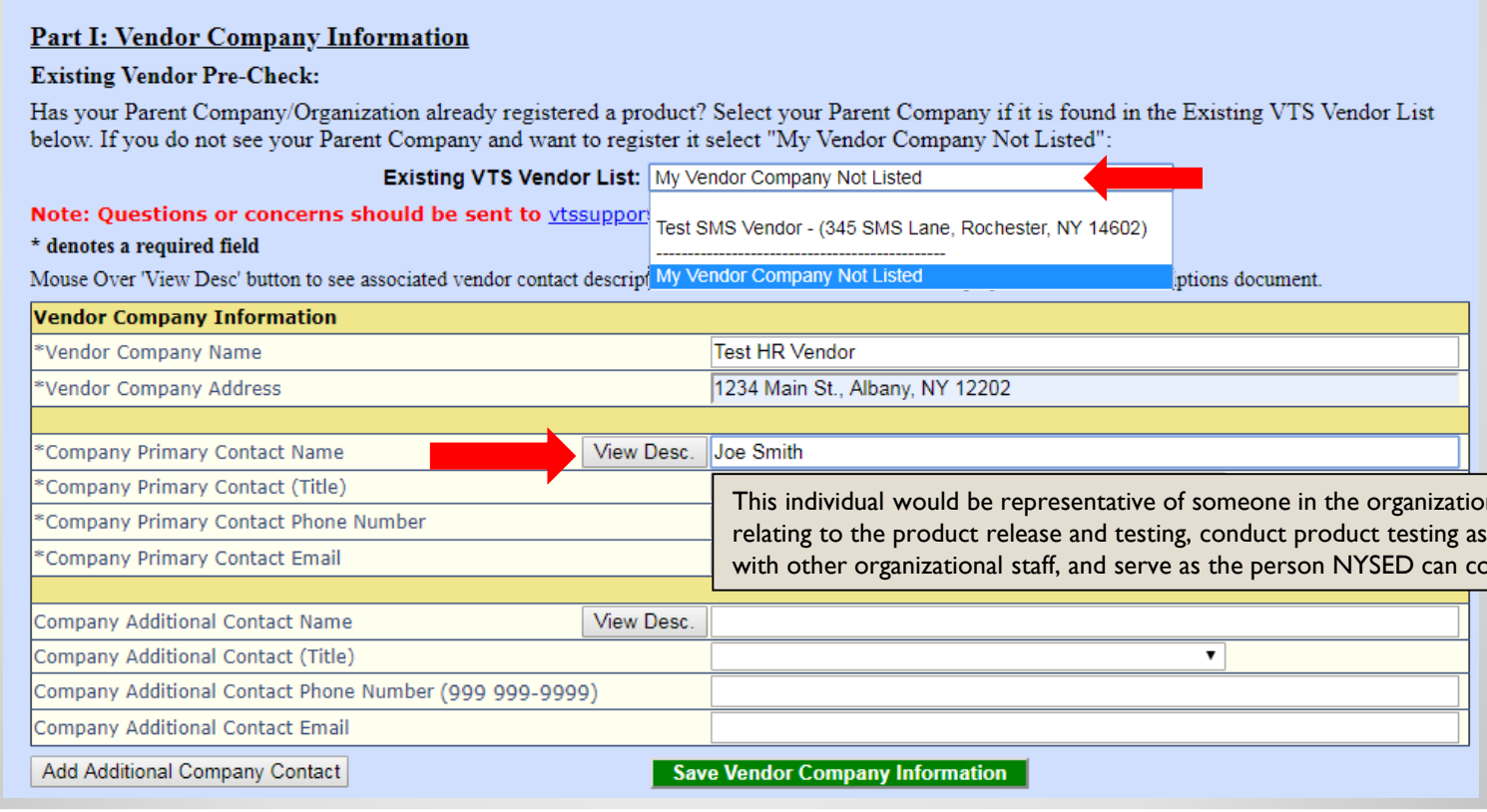
NYS-VTS

NYSED.gov

VENDOR COMPANY REGISTRATION

If the Company is not listed, select "My Vendor Company Not Listed".

This will allow you to enter your Company information below



Part I: Vendor Company Information

Existing Vendor Pre-Check:

Has your Parent Company/Organization already registered a product? Select your Parent Company if it is found in the Existing VTS Vendor List below. If you do not see your Parent Company and want to register it select "My Vendor Company Not Listed":

Existing VTS Vendor List: My Vendor Company Not Listed

Test SMS Vendor - (345 SMS Lane, Rochester, NY 14602)

My Vendor Company Not Listed

Note: Questions or concerns should be sent to vtssuppor

*** denotes a required field**

Mouse Over 'View Desc' button to see associated vendor contact descrip ptions document.

Vendor Company Information		
*Vendor Company Name		Test HR Vendor
*Vendor Company Address		1234 Main St., Albany, NY 12202
*Company Primary Contact Name	View Desc.	Joe Smith
*Company Primary Contact (Title)		
*Company Primary Contact Phone Number		
*Company Primary Contact Email		
Company Additional Contact Name	View Desc.	
Company Additional Contact (Title)		
Company Additional Contact Phone Number (999 999-9999)		
Company Additional Contact Email		

Add Additional Company Contact

Save Vendor Company Information

This individual would be representative of someone in the organization who can authorize decisions relating to the product release and testing, conduct product testing as an individual or in conjunction with other organizational staff, and serve as the person NYSED can contact for potential issues.

NYS-VTS

NYSED.gov

VENDOR COMPANY REGISTRATION

Company Primary Contact vs Company Additional Contacts

The Company Primary Contact:

- Can Approve/activate new Contacts and Products
- Can Add or update Vendor Company Contact information
- Can Add or update Product information
- Will receive email notification when a new Product is added from the Product info page when logged in (informational message only)
- Email notification/action required:
    - when a new Company Contact is added from the New Vendor Access Request page
    - when a new Product is added from the New Vendor Access Request page

Additional Company Contacts can:

- Approve/activate new Contacts and Products
- Add or update Vendor Company Contact information
- Add or update Product information

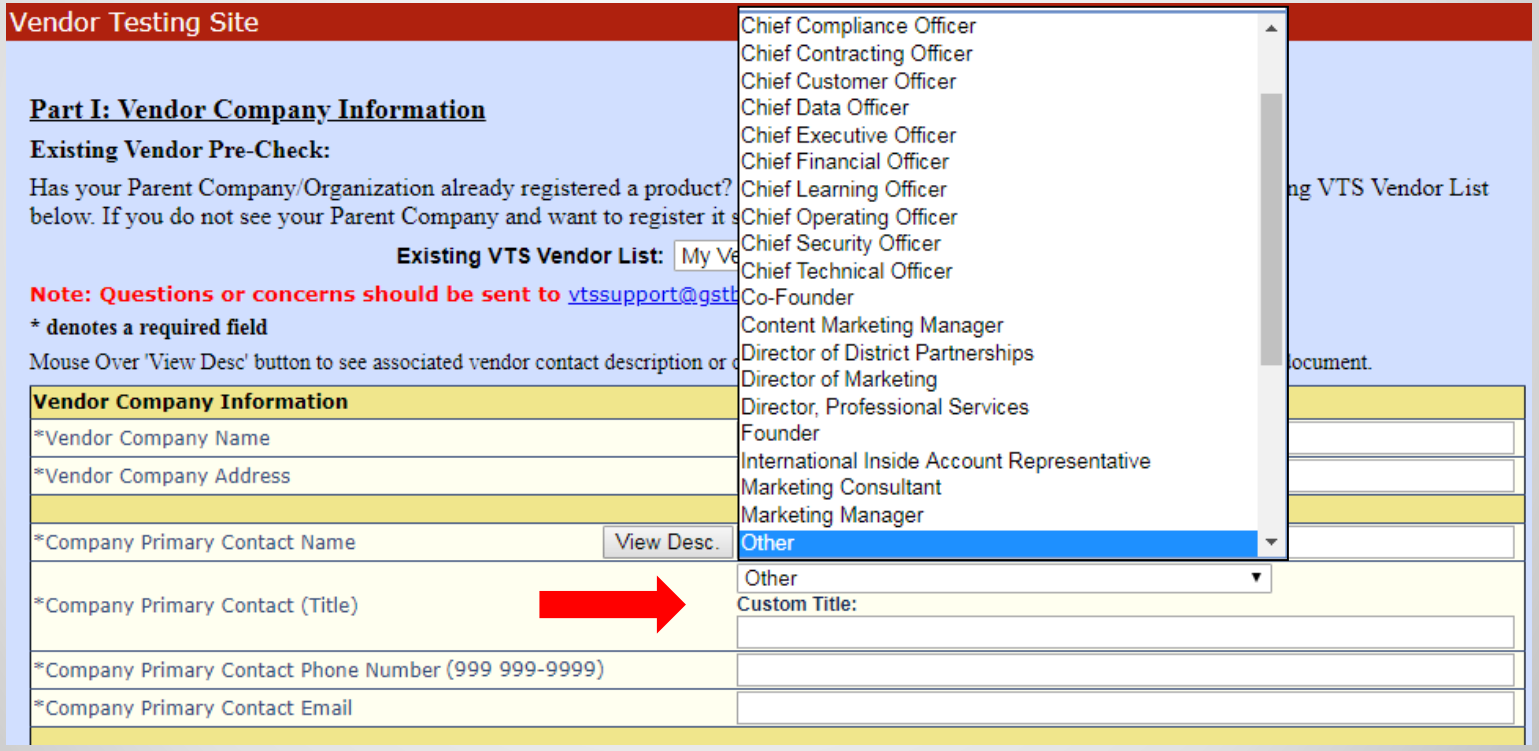
NYS-VTS

NYSED.gov

VENDOR COMPANY REGISTRATION

Company Primary Contact Title

If your title is not in the list, choose "Other" and enter your Custom Title



VENDOR COMPANY REGISTRATION

Add a Company Additional Contact (Optional, but recommended)

Existing VTS Vendor List: My Vendor Company Not Listed

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated vendor contact description or click 'View Desc' button to display entire contact descriptions document.

Vendor Company Information		
*Vendor Company Name		Test HR Vendor
*Vendor Company Address		1234 Main St., Albany, NY 12202
*Company Primary Contact Name	View Desc.	Joe Smith
*Company Primary Contact (Title)		Chief Executive Officer
*Company Primary Contact Phone Number (999 999-9999)		315-555-5678
*Company Primary Contact Email		jsmith@testhrcompany.com
Company Additional Contact Name	View Desc.	Susan Jones
Company Additional Contact (Title)		
Company Additional Contact Phone Number (999 999-9999)		
Company Additional Contact Email		

This person would be in a role that supports and oversees the company's role in reporting data to NYSED from school districts and BOCES.

Add Additional Company Contact

Save Vendor Company Information

NYS-VTS

NYSED.gov

VENDOR COMPANY REGISTRATION

After additional contact is added, you may enter more Additional Company Contacts, or Save Vendor Company Information

Existing VTS Vendor List: My Vendor Company Not Listed

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated vendor contact description or click 'View Desc' button to display entire contact descriptions document.

Vendor Company Information		
*Vendor Company Name		Test HR Vendor
*Vendor Company Address		1234 Main St., Albany, NY 12202
*Company Primary Contact Name	View Desc.	Joe Smith
*Company Primary Contact (Title)		Chief Executive Officer
*Company Primary Contact Phone Number (999 999-9999)		315-555-5678
*Company Primary Contact Email		jsmith@testhrcompany.com
Company Additional Contact Name	View Desc.	Susan Jones
Company Additional Contact (Title)		Vice President of Development
Company Additional Contact Phone Number (999 999-9999)		315-555-5677
Company Additional Contact Email		sjones@testhrcompany.com

Add Additional Company Contact OR Save Vendor Company Information

Success - Vendor Info Saved! An email notification will be sent when activated.

NYS-VTS NYSED.gov

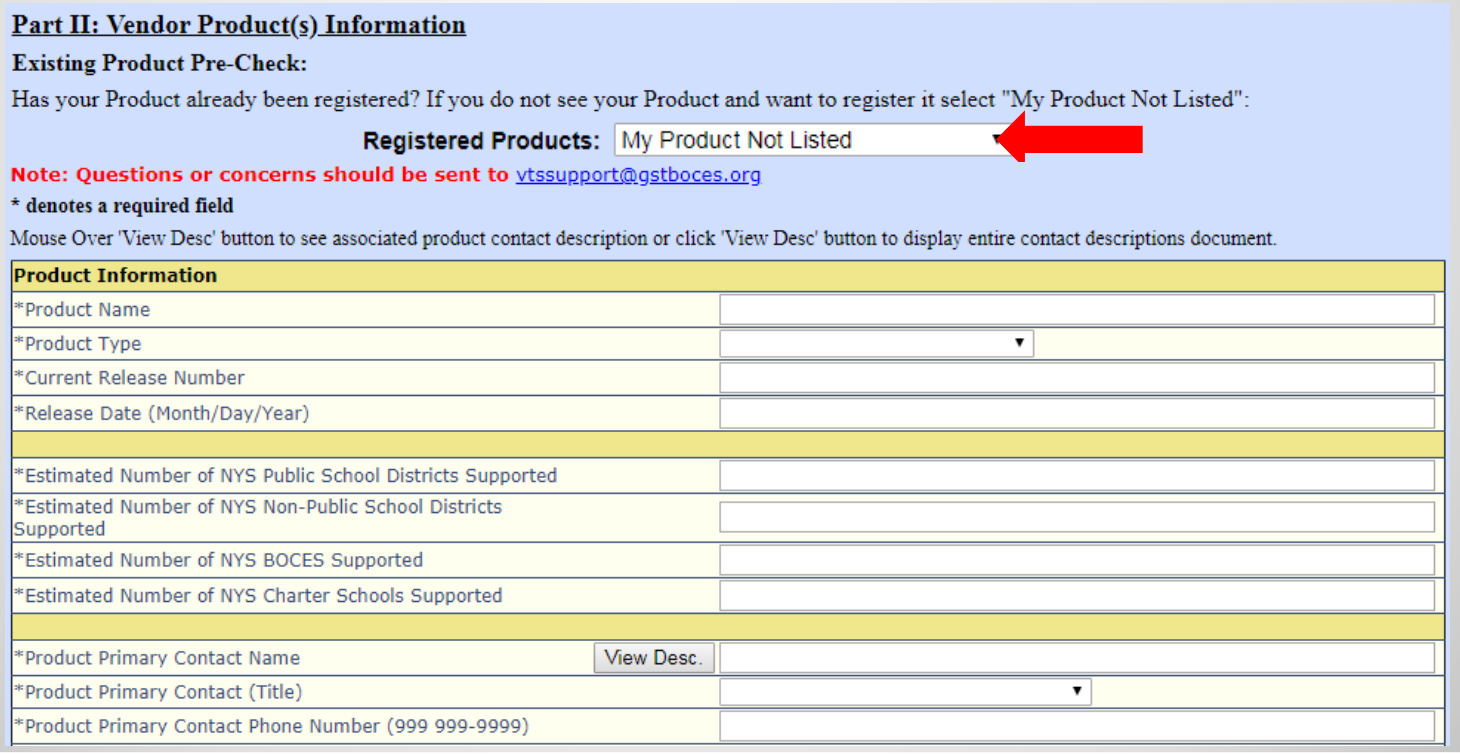
PRODUCT REGISTRATION

PRODUCT REGISTRATION

Completing "Part II: Vendor Product(s) Information"

***You must have a Vendor Company entered to register a Product.**

The "Registered Products" dropdown will display "My Product Not Listed" if you have just registered the Vendor Company information



Part II: Vendor Product(s) Information

Existing Product Pre-Check:

Has your Product already been registered? If you do not see your Product and want to register it select "My Product Not Listed":

Registered Products: My Product Not Listed

Note: Questions or concerns should be sent to vtssupport@gstboces.org

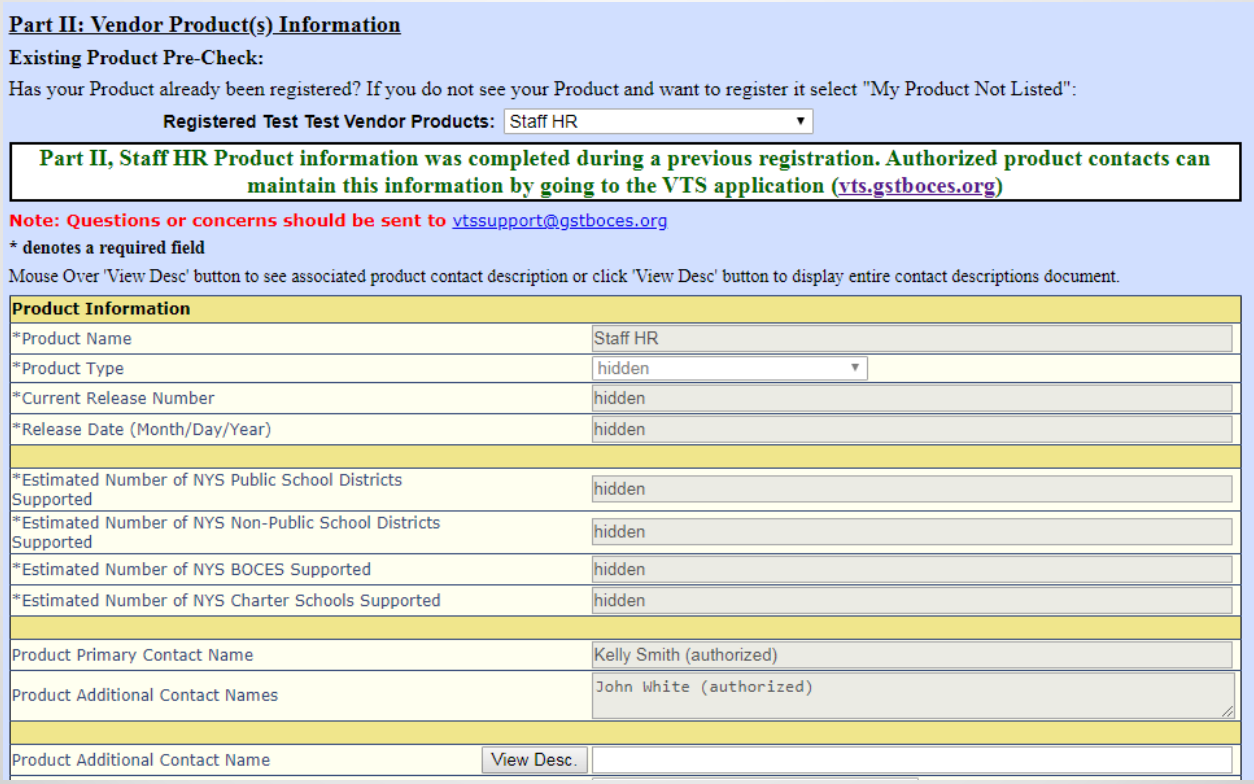
*** denotes a required field**

Mouse Over 'View Desc' button to see associated product contact description or click 'View Desc' button to display entire contact descriptions document.

Product Information	
*Product Name	
*Product Type	
*Current Release Number	
*Release Date (Month/Day/Year)	
*Estimated Number of NYS Public School Districts Supported	
*Estimated Number of NYS Non-Public School Districts Supported	
*Estimated Number of NYS BOCES Supported	
*Estimated Number of NYS Charter Schools Supported	
*Product Primary Contact Name View Desc.	
*Product Primary Contact (Title)	
*Product Primary Contact Phone Number (999 999-9999)	

PRODUCT REGISTRATION

If a product is already registered, you will see the following screen, with the Contact names displayed (authorized or unauthorized)



Part II: Vendor Product(s) Information

Existing Product Pre-Check:

Has your Product already been registered? If you do not see your Product and want to register it select "My Product Not Listed":

Registered Test Test Vendor Products: Staff HR

Part II, Staff HR Product information was completed during a previous registration. Authorized product contacts can maintain this information by going to the VTS application (vts.gstboces.org)

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated product contact description or click 'View Desc' button to display entire contact descriptions document.

Product Information	
*Product Name	Staff HR
*Product Type	hidden
*Current Release Number	hidden
*Release Date (Month/Day/Year)	hidden
*Estimated Number of NYS Public School Districts Supported	hidden
*Estimated Number of NYS Non-Public School Districts Supported	hidden
*Estimated Number of NYS BOCES Supported	hidden
*Estimated Number of NYS Charter Schools Supported	hidden
Product Primary Contact Name	Kelly Smith (authorized)
Product Additional Contact Names	John White (authorized)
Product Additional Contact Name View Desc.	

PRODUCT REGISTRATION

Continue to enter your Vendor Product Information

Part II: Vendor Product(s) Information

Existing Product Pre-Check:

Has your Product already been registered? If you do not see your Product and want to register it select "My Product Not Listed":

Registered Products: My Product Not Listed

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated product contact description or click 'View Desc' button to display entire contact descriptions document.

Product Information	
*Product Name	Staff HR
*Product Type	HR/Financial Management
*Current Release Number	1.0
*Release Date (Month/Day/Year)	07/01/2019
*Estimated Number of NYS Public School Districts Supported	30
*Estimated Number of NYS Non-Public School Districts Supported	10
*Estimated Number of NYS BOCES Supported	1
*Estimated Number of NYS Charter Schools Supported	0
*Product Primary Contact Name View Desc.	Kelly Williams
*Product Primary Contact (Title)	
*Product Primary Contact Phone Number (999 999-9999)	
*Product Primary Contact Email	

See "Selecting Product Types" on following slides

HR/Financial Management

Academic Intervention
Cafeteria Management
Educator Management
HR/Financial Management
Special Education Management
Student Management

This individual can or may be responsible for product testing and is the primary vendor point of contact for the specific product testing needs or concerns.

PRODUCT REGISTRATION

Add a Product Additional Contact (optional, but recommended)

Registered Products: My Product Not Listed

Note: Questions or concerns should be sent to vtssupport@gstboces.org

*** denotes a required field**

Mouse Over 'View Desc' button to see associated product contact description or click 'View Desc' button to display entire contact descriptions document.

Product Information		
*Product Name		Staff HR
*Product Type		HR/Financial Management
*Current Release Number		1.0
*Release Date (Month/Day/Year)		07/01/2019
*Estimated Number of NYS Public School Districts Supported		30
*Estimated Number of NYS Non-Public School Districts Supported		10
*Estimated Number of NYS BOCES Supported		1
*Estimated Number of NYS Charter Schools Supported		0
*Product Primary Contact Name	View Desc.	Kelly Williams
*Product Primary Contact (Title)		Product Manager
*Product Primary Contact Phone Number (999 999-9999)		315-555-2309
*Product Primary Contact Email		kwilliams@testhrcompany.com
Product Additional Contact Name	View Desc.	John White
Product Additional Contact (Title)		Software Enginee
Product Additional Contact Phone Number (999 999-9999)		315-555-4567
Product Additional Contact Email		jwhite@testhrcompany.com

Add Additional Product Contact

Set Highlighted = Yes

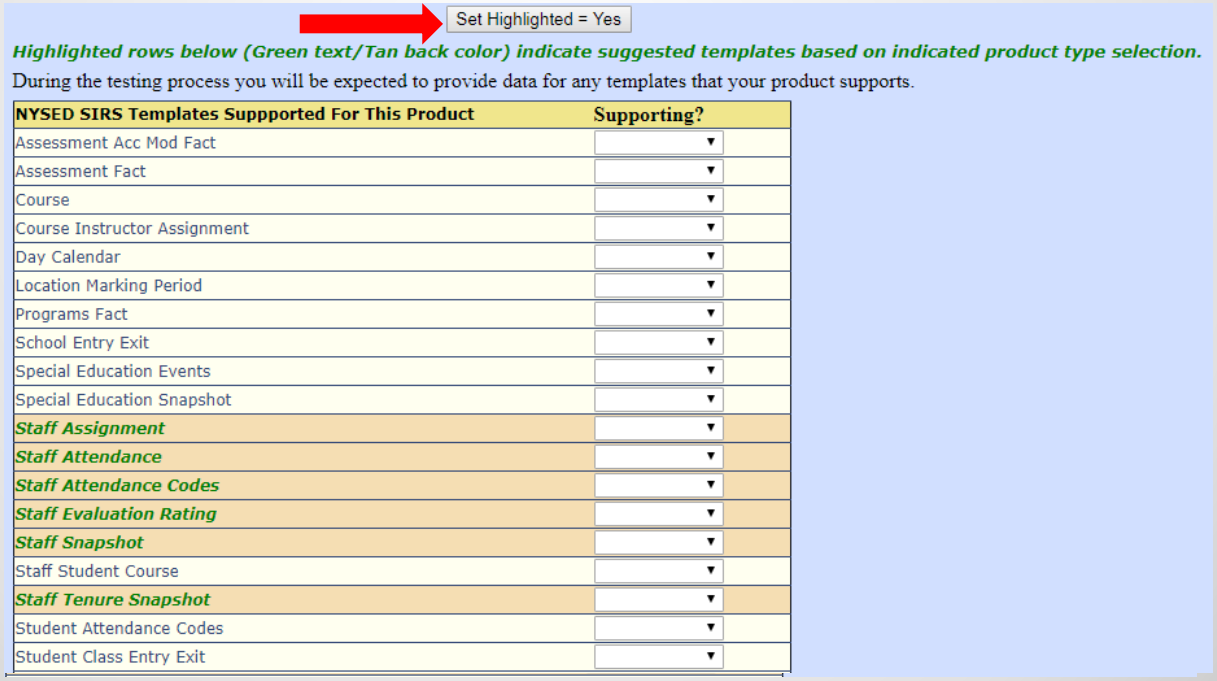
Product contact(s) may support the product testing and may serve in a similar capacity to the Product Primary Contact.

SELECTING PRODUCT TYPES

The VTS system will highlight the SIRS Templates that are typically supported for the Product Type you selected.

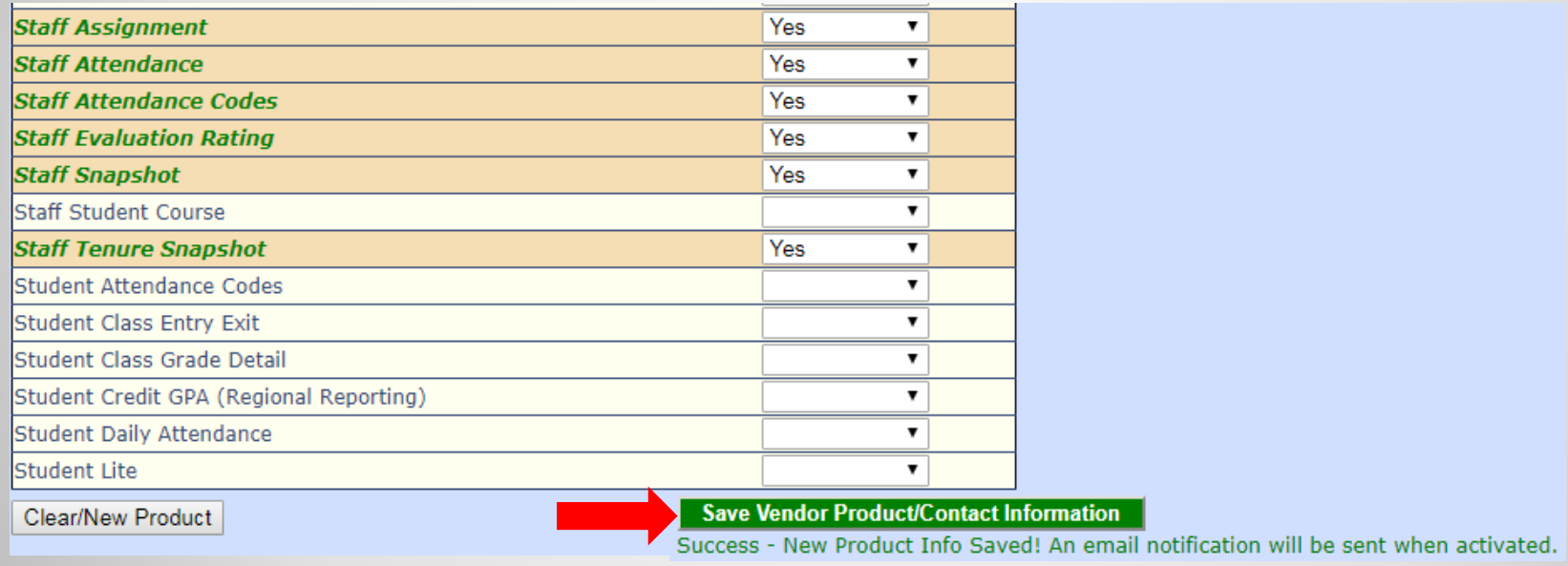
Click on "Set Highlighted = Yes"

You may choose additional templates or unselect others as needed.



PRODUCT REGISTRATION

When all information has been added, click "Save Vendor Product/Contact Information" at the bottom of the page, under the NYSED SIRS Template selections.



SELECTING PRODUCT TYPES

Sample selections for Student Management Product

Set Highlighted = Yes

Highlighted rows below (Green text/Tan back color) indicate suggested templates based on indicated product type selection.

During the testing process you will be expected to provide data for any templates that your product supports.

NYSED SIRS Templates Suppported For This Product	Supporting?
Assessment Acc Mod Fact	
Assessment Fact	
Course	
Course Instructor Assignment	
Day Calendar	
Location Marking Period	
Programs Fact	
School Entry Exit	
Special Education Events	
Special Education Snapshot	
Staff Assignment	
Staff Attendance	
Staff Attendance Codes	
Staff Evaluation Rating	
Staff Snapshot	
Staff Student Course	
Staff Tenure Snapshot	
Student Attendance Codes	
Student Class Entry Exit	
Student Class Grade Detail	
Student Credit GPA (Regional Reporting)	
Student Daily Attendance	
Student Lite	

AFTER REGISTRATION

What happens next?

- **Company Contact(s)** will:
  - Receive an email when the registration has been approved by the VTS administrator. This will occur on or about December 6, for those that register within the 2 week window. This email will provide you with a link to setup your account.
  - Have the ability to change or add Company Contact or Product Information with their account.

- Once the **Company Contact** has setup their account and have logged in, they may activate any pending Products, including those entered on the New Vendor Access Request page.

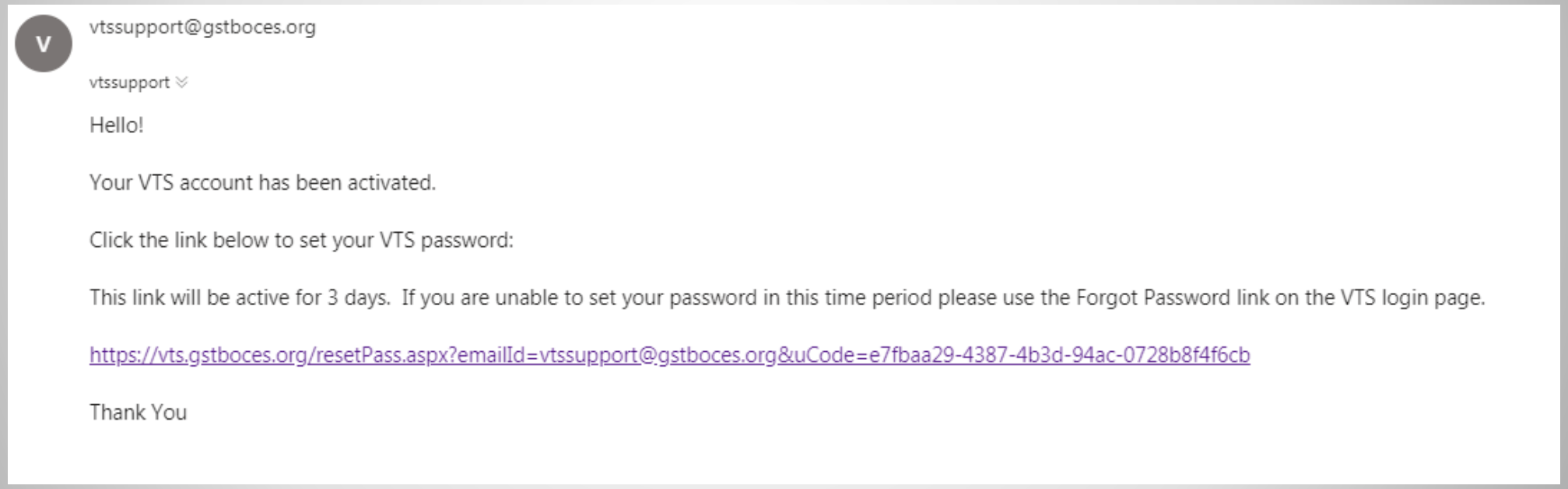
  - **Product Contact(s)** will receive an email when they are activated. This email will include a link to setup their account.
  - **Product Contact(s)** can add or update any Contact Information for the Product associated with their account.

*If Product accounts have not been activated within 7 days, an email reminder will be sent to the **Company Primary Contact**.

NYS-VTS NYSED.gov

AFTER REGISTRATION

Sample email from vtssupport@gstboces.org



V

vtssupport@gstboces.org

vtssupport

Hello!

Your VTS account has been activated.

Click the link below to set your VTS password:

This link will be active for 3 days. If you are unable to set your password in this time period please use the Forgot Password link on the VTS login page.

https://vts.gstboces.org/resetPass.aspx?emailId=vtssupport@gstboces.org&uCode=e7fbaa29-4387-4b3d-94ac-0728b8f4f6cb

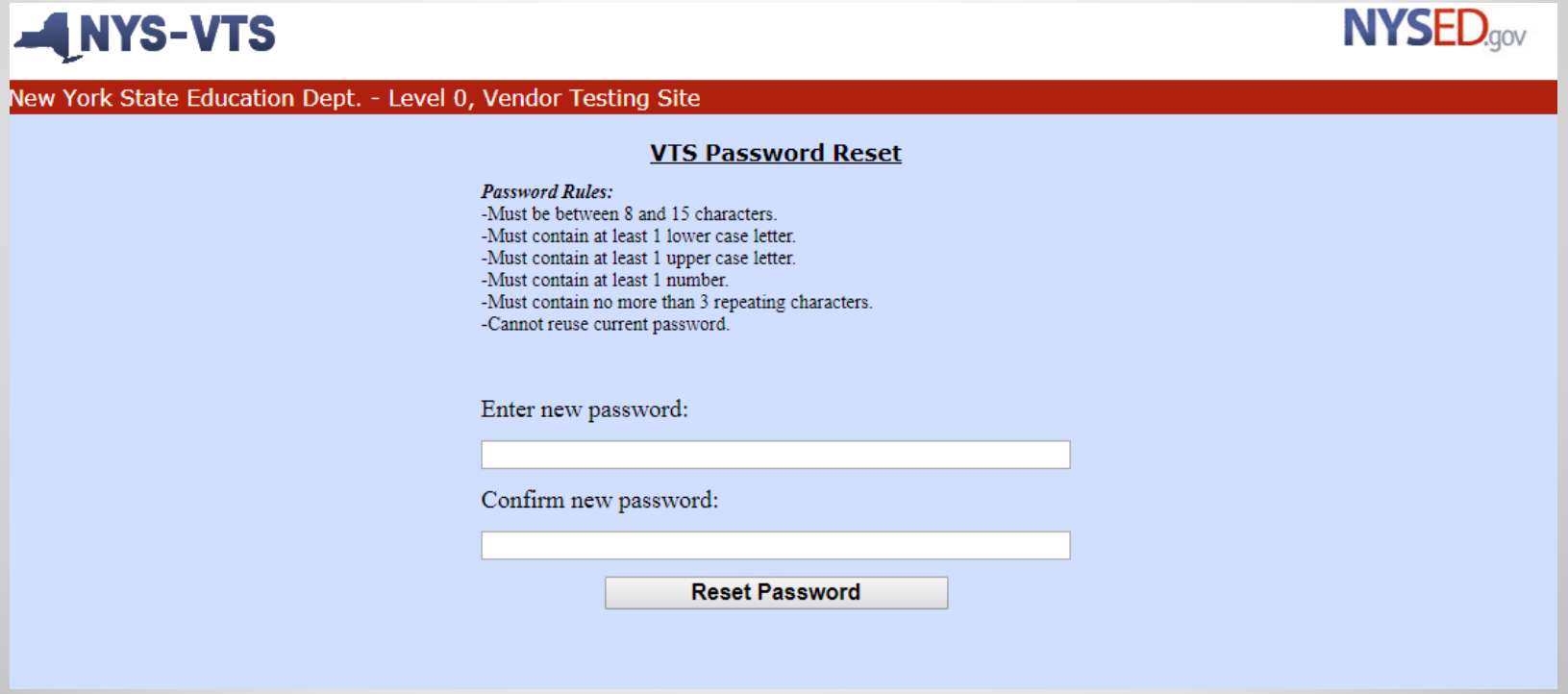
Thank You

NYS-VTS

NYSED.gov

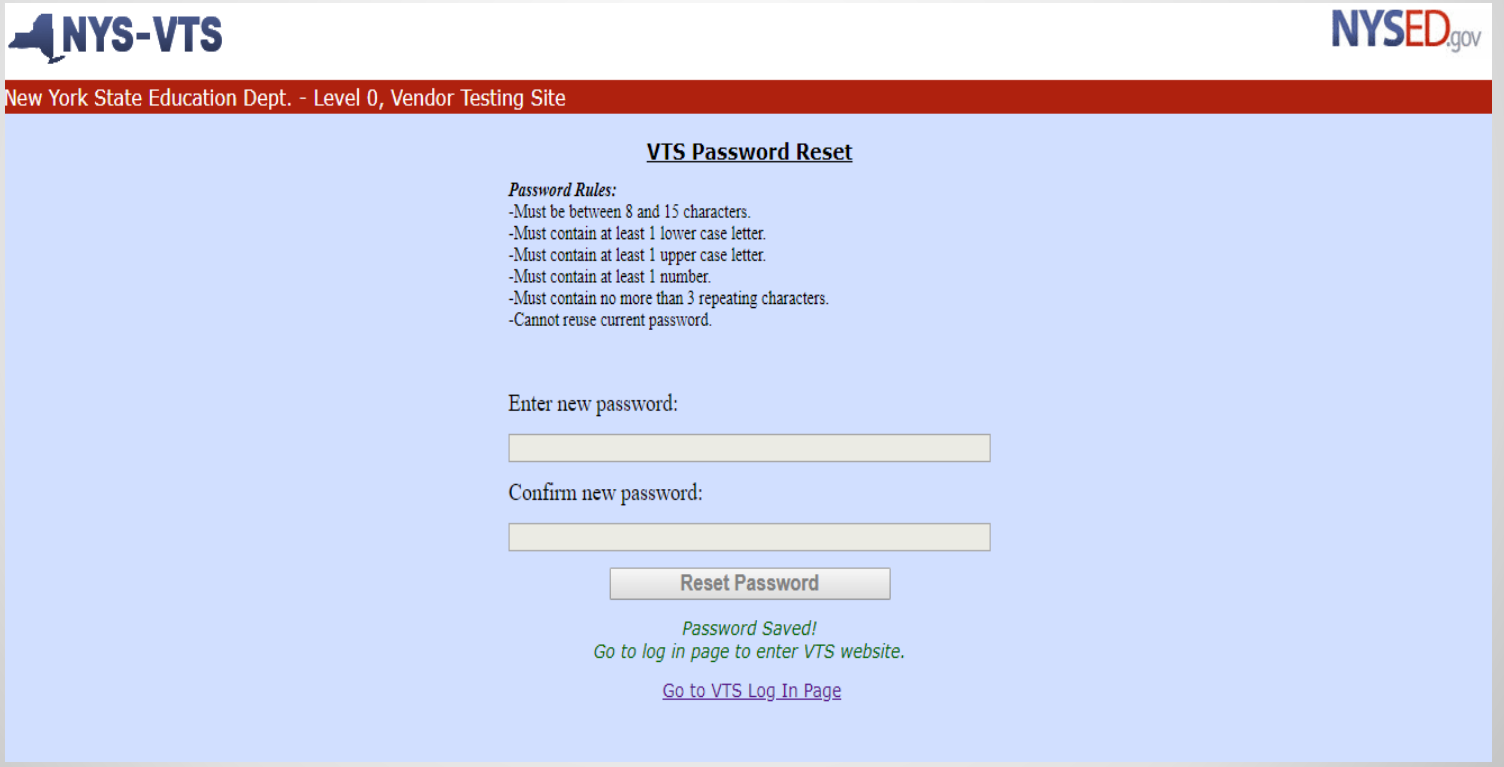
AFTER REGISTRATION

After clicking on the link in your activation email, you will be prompted to reset your password



AFTER REGISTRATION

After resetting the password, you will get a link at the bottom to Go to VTS Log In Page

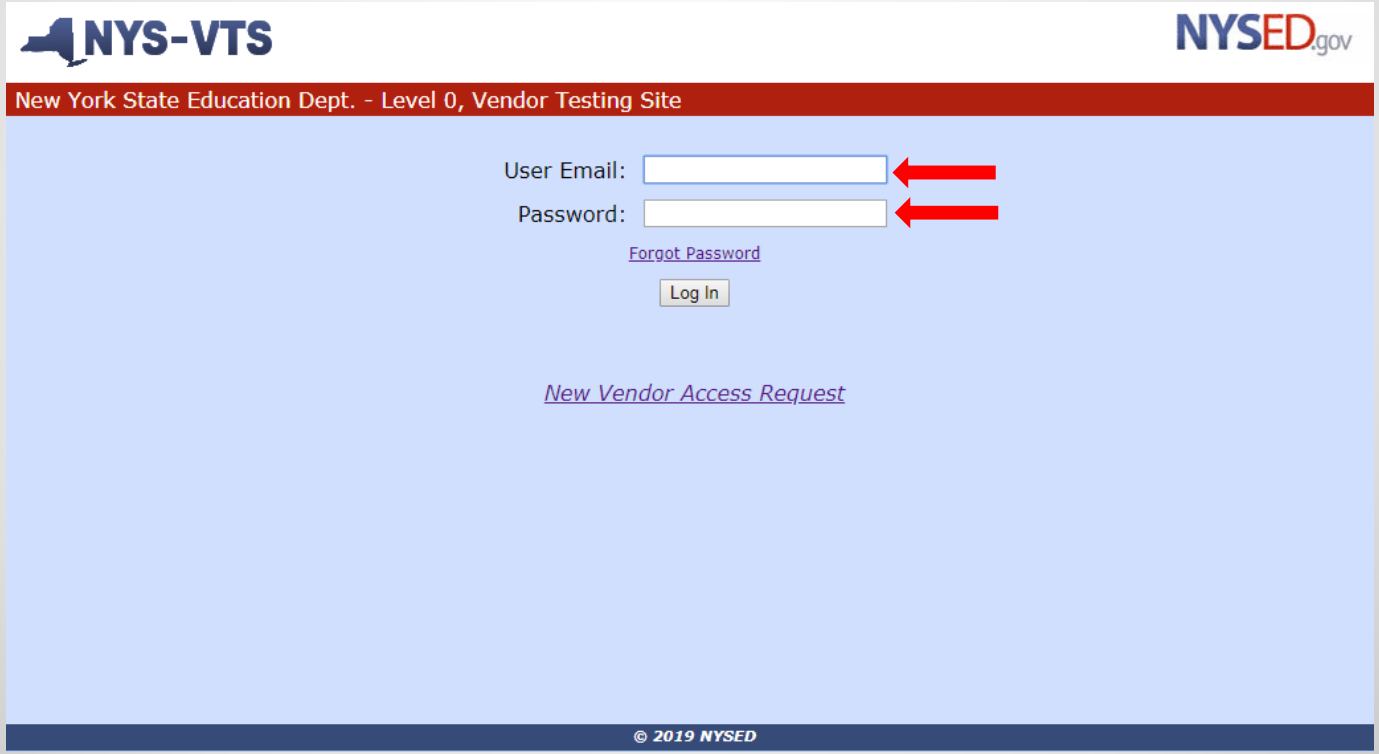


ACTIVATING PRODUCT ACCOUNTS

ACTIVATING PRODUCT ACCOUNTS

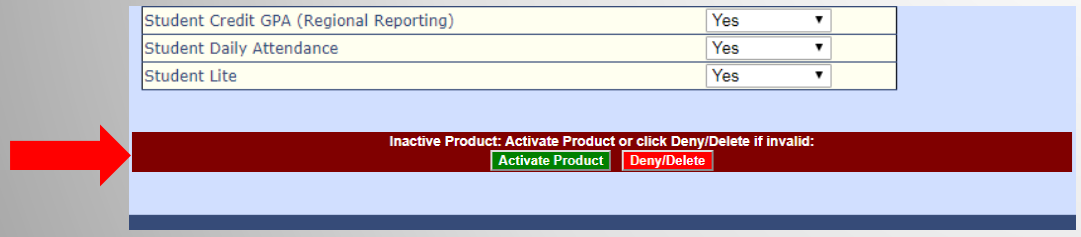
Go to: https://vts.gstboces.org

Authorized Vendor Company Contacts can login to the VTS site with their credentials (email & password), once they have setup their account.

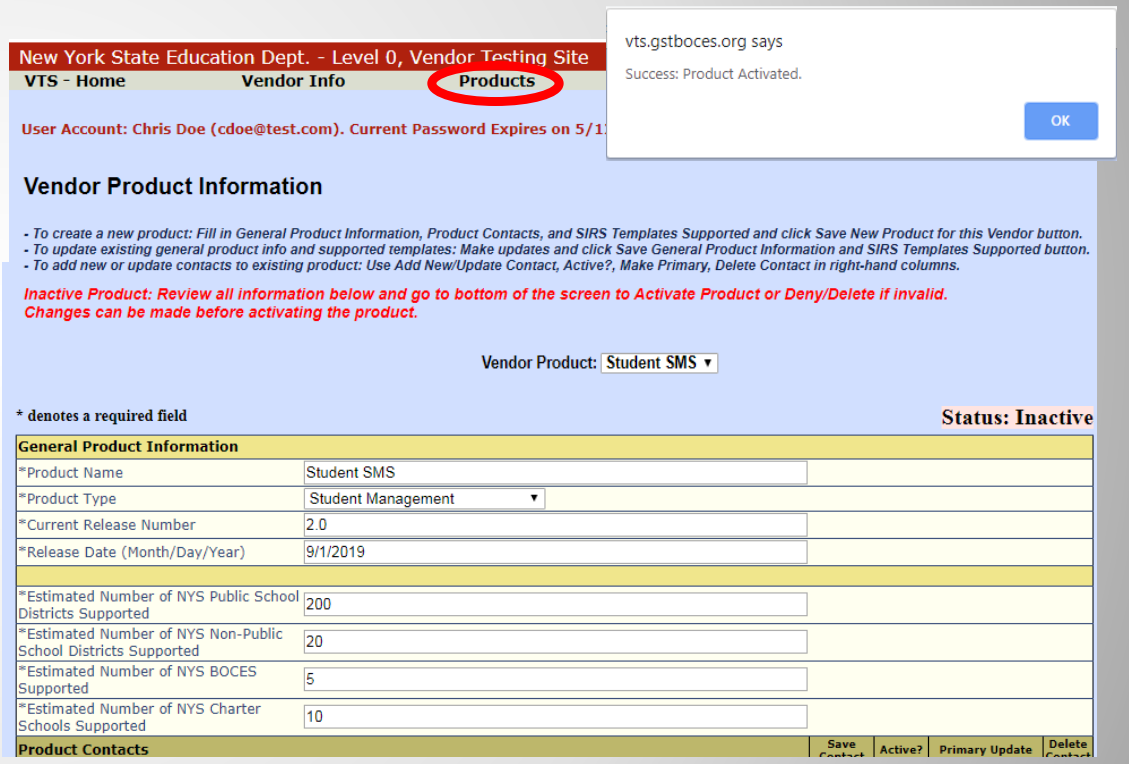


ACTIVATING PRODUCT ACCOUNTS

1. Click on "**Products**"
2. Click the Vendor Product dropdown to select each product to activate or deny/delete. (If only 1 product, was registered, it will be displayed automatically)
3. Review all Product Information before activating the Product. If changes are needed, you may enter them prior to activating.
4. Scroll to the bottom of the screen to activate or deny/delete.



5. When activated, the Product contacts will receive an email to set their password.



UPDATING VENDOR COMPANY INFORMATION

NYS-VTS

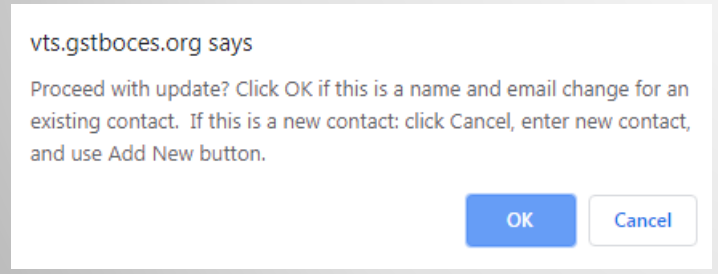
NYSED.gov

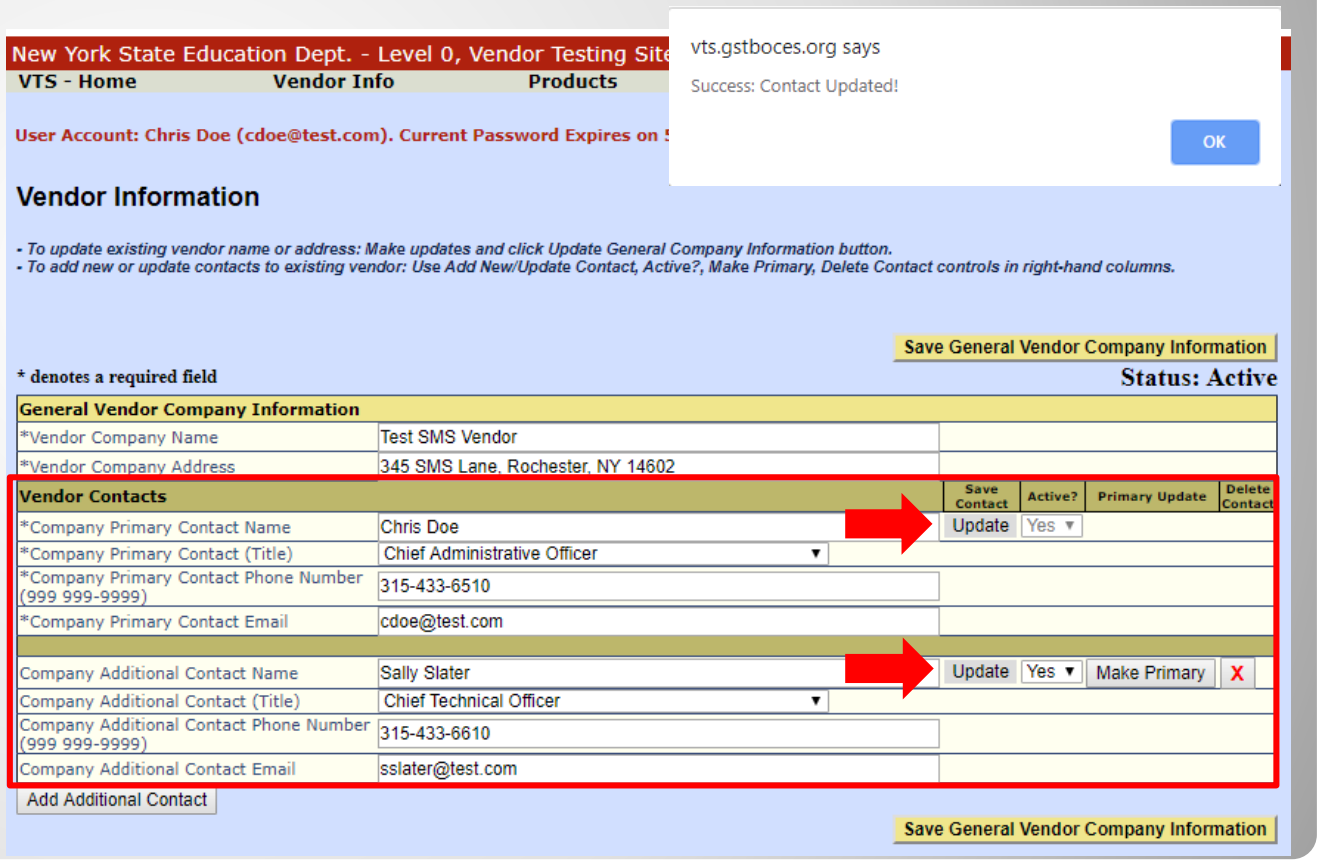
UPDATING VENDOR COMPANY INFO

1. Authorized Vendor Company Contacts can login to the VTS site with their credentials
2. Click on '**Vendor Info**'
3. All Vendor Company Information will display
4. The Vendor Company Name and Address can be updated here.
5. When complete, click either of the "Save General Vendor Company Information" buttons.

UPDATING VENDOR CONTACT INFO

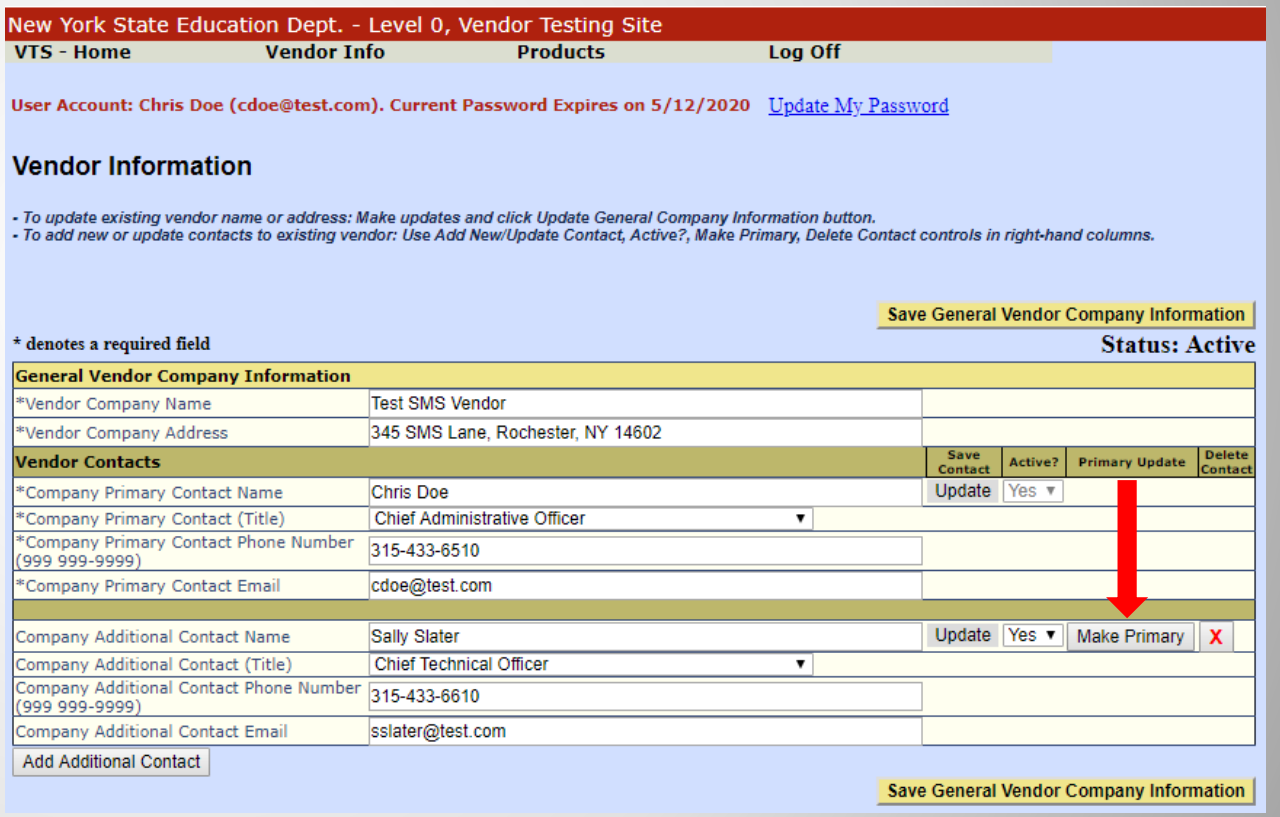
1. Vendor Contact Information (Name, Title, Phone and email) can be updated here.
2. When complete, click the "Update" button to the right of the Contact Name you are updating
3. If you change the name and email address, you will get the following message:





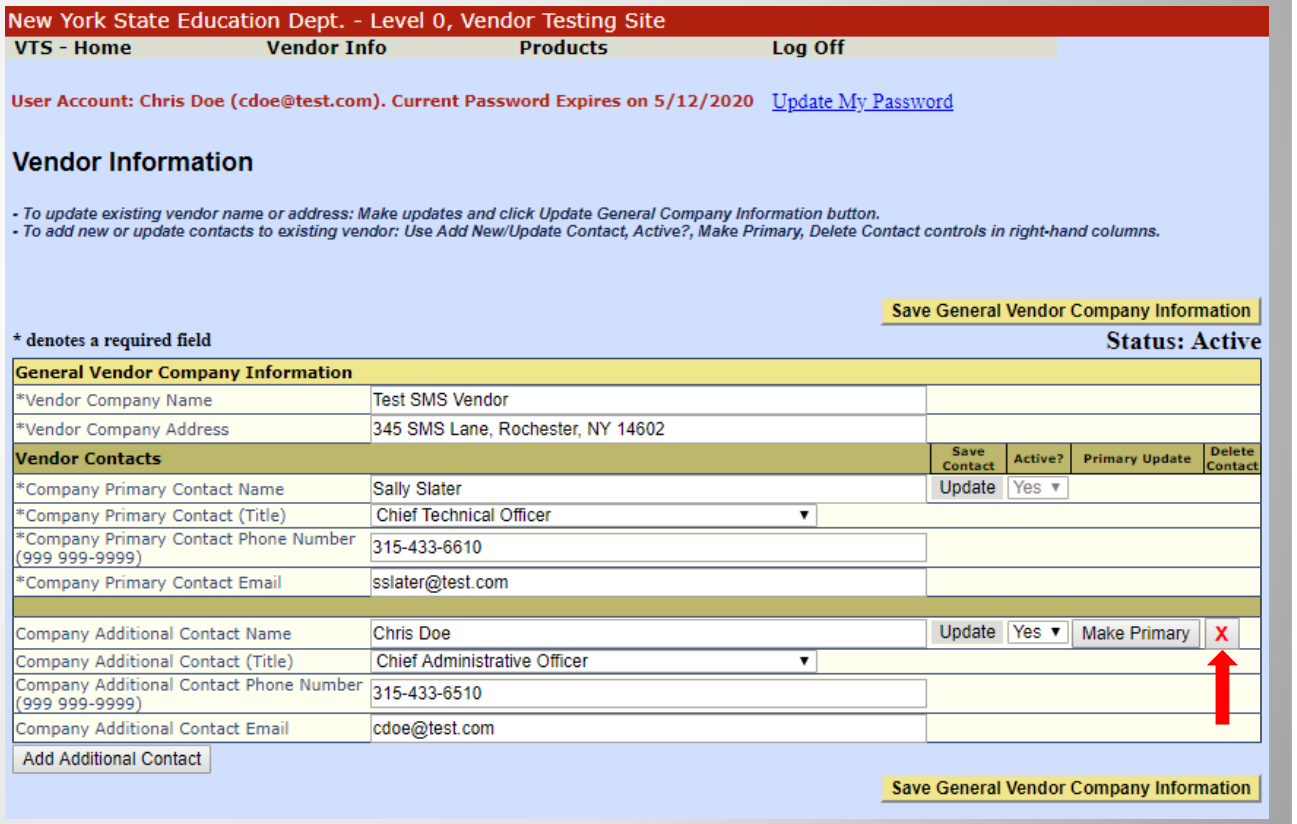
UPDATING VENDOR CONTACT INFO

1. To update the Primary Contact to another registered contact, click the "Make Primary" button on the contact you wish to make primary. This will automatically be saved.



UPDATING VENDOR CONTACT INFO

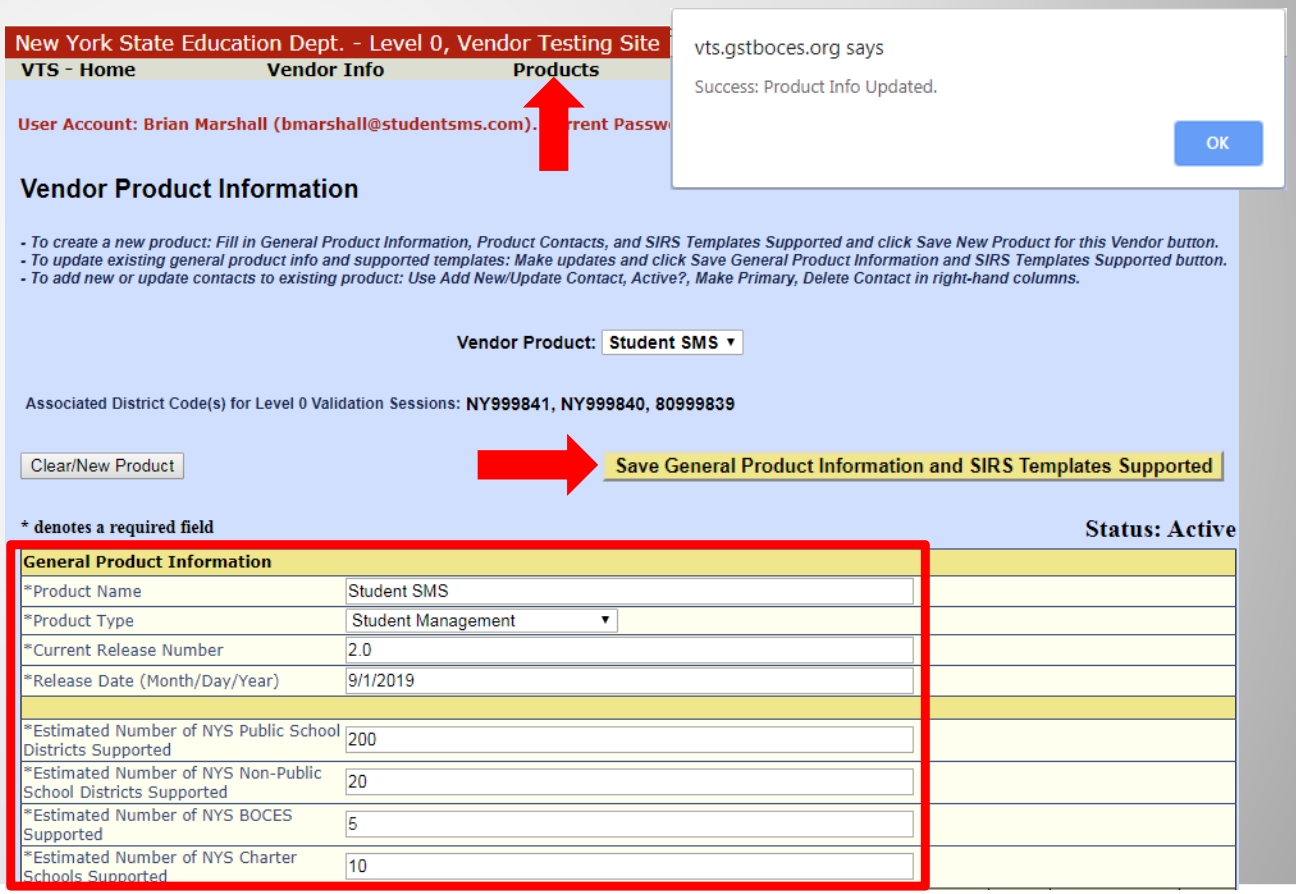
1. To delete a Primary Contact, you must make another contact Primary, or add a new contact and click "Make Primary"
2. This will enable the Delete Contact button.



UPDATING PRODUCT INFORMATION

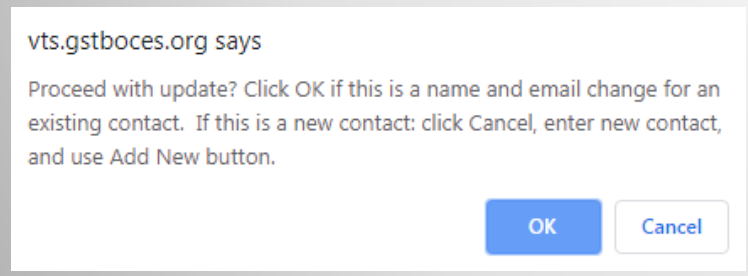
UPDATING PRODUCT INFO

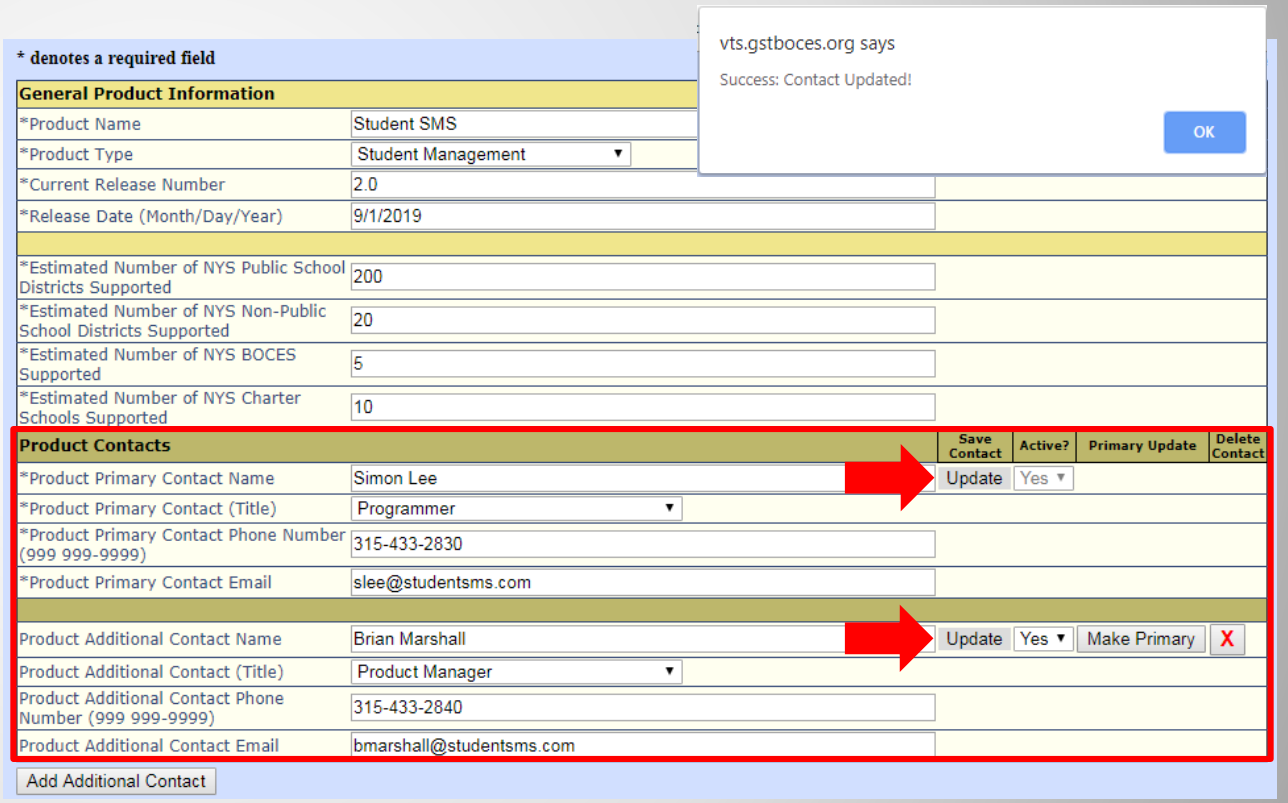
1. Vendor Company and Product Contacts can update Product information
2. Click on '**Products**' on the top menu
3. Choose your Vendor Product from the dropdown (if more than one product).
4. You may make changes to General Product Information here or SIRS Templates Supported (below) as needed.
5. Once changes are complete, click the "Save General Product Information and SIRS Templates Supported" button, located at the top or bottom of the screen.



UPDATING PRODUCT CONTACTS

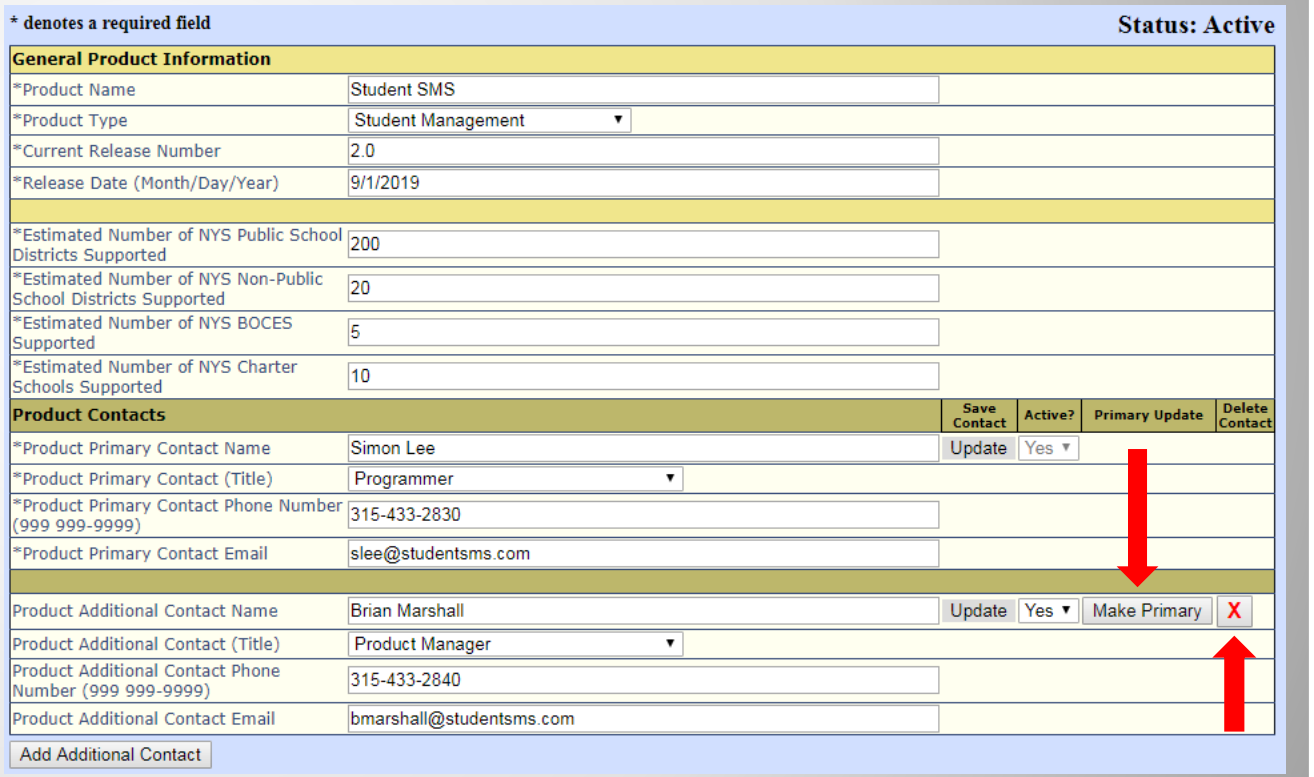
1. Product Contact Information (Name, Title, Phone and email) can be updated here.
2. When complete, click the "Update" button to the right of the Contact Name you are updating
3. If you change the name and email address, you will get the following message:





UPDATING PRODUCT CONTACTS

1. If you want to switch the Product Primary Contact with another registered contact, click the "Make Primary" button
2. To delete a Primary Contact, you must make another contact Primary, or add a new contact and click "Make Primary"
3. This will enable the Delete Contact button.



CONCLUSION

Next Steps…

Registered Vendors will receive future communication via the SISVENDS listserv such as:

- Future training sessions and training materials
- SIRS Data Reporting Timelines
- SIRS Data Reporting Business Rules

Registered Vendors are encouraged to update their company and product information as necessary

Beta testing of the VTS Application will begin in December 2019

At the conclusion of the beta test, the VTS Application will become available to all registered vendors

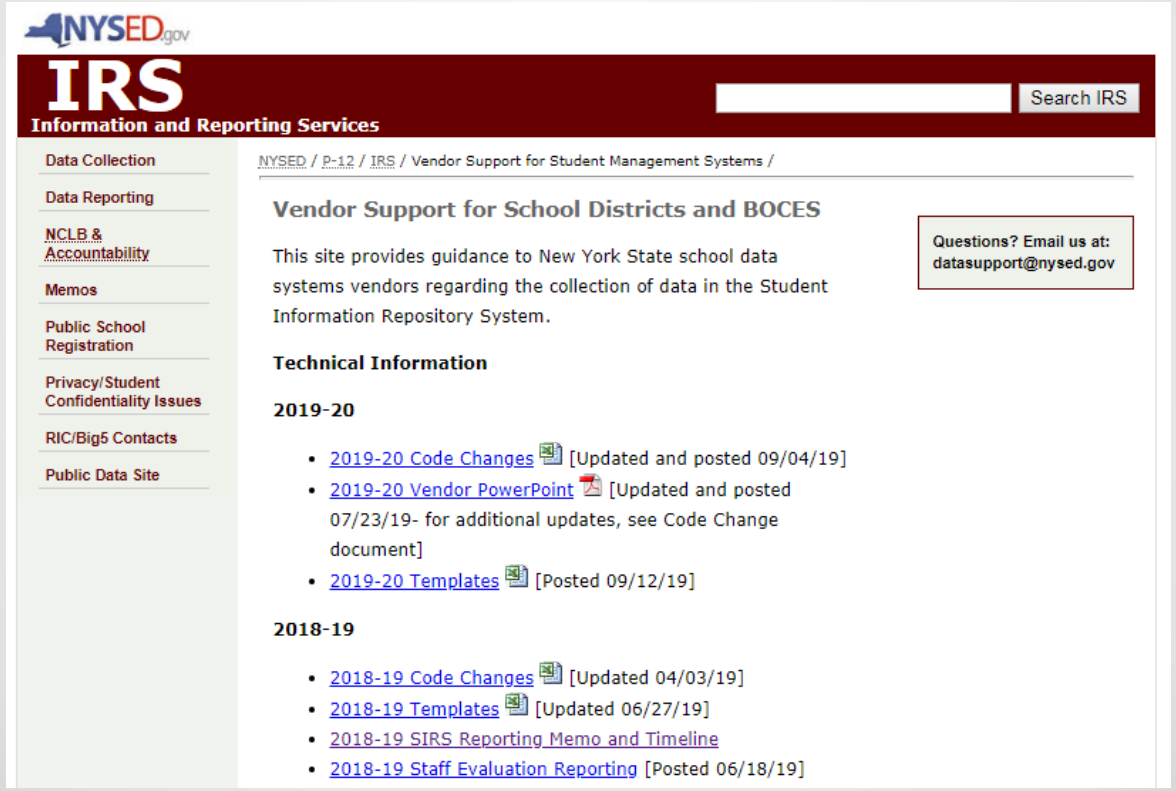
Estimated Go-Live date is July 2020

NYS-VTS

NYSED.gov

RESOURCES

Vendor Landing Page: http://www.p12.nysed.gov/irs/vendors/home.html



RESOURCES

Templates and Collection Requirements

http://www.p12.nysed.gov/irs/vendors/home.html

SIRS Guidance

http://www.p12.nysed.gov/irs/sirs/

Latest News/Memos

http://www.p12.nysed.gov/irs/news.html

http://www.p12.nysed.gov/irs/memos/

Comprehensive State Course Catalog

http://www.p12.nysed.gov/irs/courseCatalog/home.html

NYS-VTS

NYSED.gov

VTS SUPPORT

VTS Application Support Questions:

vtssupport@gstboces.org

Questions concerning SIRS data collection and business rules

Datasupport@nysed.gov

Subject line: *Vendor support*

NYS-VTS

NYSED.gov