

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/143299147746811984?MTID=m0ef08e87ca02a95fc611ba61c8464d6a>

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

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.



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

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)

VENDOR COMPANY REGISTRATION

VENDOR COMPANY REGISTRATION

Go to: <https://vts.gstbooces.org>

NYS-VTS **NYSED.gov**

New York State Education Dept. - Level 0, Vendor Testing Site

User Email:

Password:

[Forgot Password](#)

[New Vendor Access Request](#)

Click on *New Vendor Access Request*

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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. <input type="text"/>
Company Additional Contact (Title)	<input type="text"/>
Company Additional Contact Phone Number (999 999-9999)	<input type="text"/>
Company Additional Contact Email	<input type="text"/>
<input type="button" value="Add Additional Company Contact"/>	
<input type="button" value="Save Vendor Company Information"/>	

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

Note: Questions or concerns should be sent to [vtssupport](#)

* denotes a required field

Mouse Over 'View Desc' button to see associated vendor contact description 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.

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

VENDOR COMPANY REGISTRATION

Company Primary Contact Title

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

Vendor Testing Site

Part I: Vendor Company Information

Existing Vendor Pre-Check:
Has your Parent Company/Organization already registered a product? below. If you do not see your Parent Company and want to register it s

Existing VTS Vendor List: My Ve

Note: Questions or concerns should be sent to vtssupport@gstl

* denotes a required field

Mouse Over 'View Desc' button to see associated vendor contact description or c

Vendor Company Information

*Vendor Company Name	
*Vendor Company Address	
*Company Primary Contact Name	<input type="button" value="View Desc."/> Other
*Company Primary Contact (Title)	Other Custom Title:
*Company Primary Contact Phone Number (999 999-9999)	
*Company Primary Contact Email	

Company Primary Contact Title List:

- Chief Compliance Officer
- Chief Contracting Officer
- Chief Customer Officer
- Chief Data Officer
- Chief Executive Officer
- Chief Financial Officer
- Chief Learning Officer
- Chief Operating Officer
- Chief Security Officer
- Chief Technical Officer
- Co-Founder
- Content Marketing Manager
- Director of District Partnerships
- Director of Marketing
- Director, Professional Services
- Founder
- International Inside Account Representative
- Marketing Consultant
- Marketing Manager

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 ytssupport@gstbores.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	
Add Additional Company Contact	Save Vendor Company Information

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.

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	<input type="text"/>
*Product Type	<input type="text"/>
*Current Release Number	<input type="text"/>
*Release Date (Month/Day/Year)	<input type="text"/>
*Estimated Number of NYS Public School Districts Supported	<input type="text"/>
*Estimated Number of NYS Non-Public School Districts Supported	<input type="text"/>
*Estimated Number of NYS BOCES Supported	<input type="text"/>
*Estimated Number of NYS Charter Schools Supported	<input type="text"/>
*Product Primary Contact Name	<input type="text"/>
	<input type="button" value="View Desc"/>
*Product Primary Contact (Title)	<input type="text"/>
*Product Primary Contact Phone Number (999 999-9999)	<input type="text"/>

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 Vendor Products:

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.gstbooces.org)

Note: Questions or concerns should be sent to vtssupport@gstbooces.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	<input type="text" value="Staff HR"/>
*Product Type	<input type="text" value="hidden"/>
*Current Release Number	<input type="text" value="hidden"/>
*Release Date (Month/Day/Year)	<input type="text" value="hidden"/>
*Estimated Number of NYS Public School Districts Supported	<input type="text" value="hidden"/>
*Estimated Number of NYS Non-Public School Districts Supported	<input type="text" value="hidden"/>
*Estimated Number of NYS BOCES Supported	<input type="text" value="hidden"/>
*Estimated Number of NYS Charter Schools Supported	<input type="text" value="hidden"/>
Product Primary Contact Name	<input type="text" value="Kelly Smith (authorized)"/>
Product Additional Contact Names	<input type="text" value="John White (authorized)"/>
Product Additional Contact Name	<input type="text" value="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:

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	<input type="text" value="Kelly Williams"/>
*Product Primary Contact (Title)	<input type="text"/>
*Product Primary Contact Phone Number (999 999-9999)	<input type="text"/>
*Product Primary Contact Email	<input type="text"/>

See "Selecting Product Types" on following slides

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

 View Desc. Kelly Williams

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 Engineer
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.



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 Supported For This Product	Supporting?
Assessment Acc Mod Fact	<input type="checkbox"/>
Assessment Fact	<input type="checkbox"/>
Course	<input type="checkbox"/>
Course Instructor Assignment	<input type="checkbox"/>
Day Calendar	<input type="checkbox"/>
Location Marking Period	<input type="checkbox"/>
Programs Fact	<input type="checkbox"/>
School Entry Exit	<input type="checkbox"/>
Special Education Events	<input type="checkbox"/>
Special Education Snapshot	<input type="checkbox"/>
Staff Assignment	<input type="checkbox"/>
Staff Attendance	<input type="checkbox"/>
Staff Attendance Codes	<input type="checkbox"/>
Staff Evaluation Rating	<input type="checkbox"/>
Staff Snapshot	<input type="checkbox"/>
Staff Student Course	<input type="checkbox"/>
Staff Tenure Snapshot	<input type="checkbox"/>
Student Attendance Codes	<input type="checkbox"/>
Student Class Entry Exit	<input type="checkbox"/>

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.

Staff Assignment	Yes	▼
Staff Attendance	Yes	▼
Staff Attendance Codes	Yes	▼
Staff Evaluation Rating	Yes	▼
Staff Snapshot	Yes	▼
Staff Student Course		▼
Staff Tenure Snapshot	Yes	▼
Student Attendance Codes		▼
Student Class Entry Exit		▼
Student Class Grade Detail		▼
Student Credit GPA (Regional Reporting)		▼
Student Daily Attendance		▼
Student Lite		▼

Clear/New Product

 Save Vendor Product/Contact Information

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

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 Supported For This Product	Supporting?
Assessment Acc Mod Fact	<input type="checkbox"/>
Assessment Fact	<input type="checkbox"/>
Course	<input type="checkbox"/>
Course Instructor Assignment	<input type="checkbox"/>
Day Calendar	<input type="checkbox"/>
Location Marking Period	<input type="checkbox"/>
Programs Fact	<input type="checkbox"/>
School Entry Exit	<input type="checkbox"/>
Special Education Events	<input type="checkbox"/>
Special Education Snapshot	<input type="checkbox"/>
Staff Assignment	<input type="checkbox"/>
Staff Attendance	<input type="checkbox"/>
Staff Attendance Codes	<input type="checkbox"/>
Staff Evaluation Rating	<input type="checkbox"/>
Staff Snapshot	<input type="checkbox"/>
Staff Student Course	<input type="checkbox"/>
Staff Tenure Snapshot	<input type="checkbox"/>
Student Attendance Codes	<input type="checkbox"/>
Student Class Entry Exit	<input type="checkbox"/>
Student Class Grade Detail	<input type="checkbox"/>
Student Credit GPA (Regional Reporting)	<input type="checkbox"/>
Student Daily Attendance	<input type="checkbox"/>
Student Lite	<input type="checkbox"/>

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**.

AFTER REGISTRATION

Sample email from vtssupport@gstboces.org



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

AFTER REGISTRATION

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



The screenshot shows the NYS-VTS Password Reset page. At the top left is the NYS-VTS logo, and at the top right is the NYSED.gov logo. Below the logos is a red banner with the text "New York State Education Dept. - Level 0, Vendor Testing Site". The main content area has a light blue background and is titled "VTS Password Reset". Under this title, the "Password Rules:" are listed: "-Must be between 8 and 15 characters.", "-Must contain at least 1 lower case letter.", "-Must contain at least 1 upper case letter.", "-Must contain at least 1 number.", "-Must contain no more than 3 repeating characters.", and "-Cannot reuse current password." Below the rules, there are two input fields: "Enter new password:" and "Confirm new password:". At the bottom center of the form is a button labeled "Reset Password".

NYS-VTS **NYSED.gov**

New York State Education Dept. - Level 0, Vendor Testing Site

VTS Password Reset

Password Rules:

- Must be between 8 and 15 characters.
- Must contain at least 1 lower case letter.
- Must contain at least 1 upper case letter.
- Must contain at least 1 number.
- Must contain no more than 3 repeating characters.
- Cannot reuse current password.

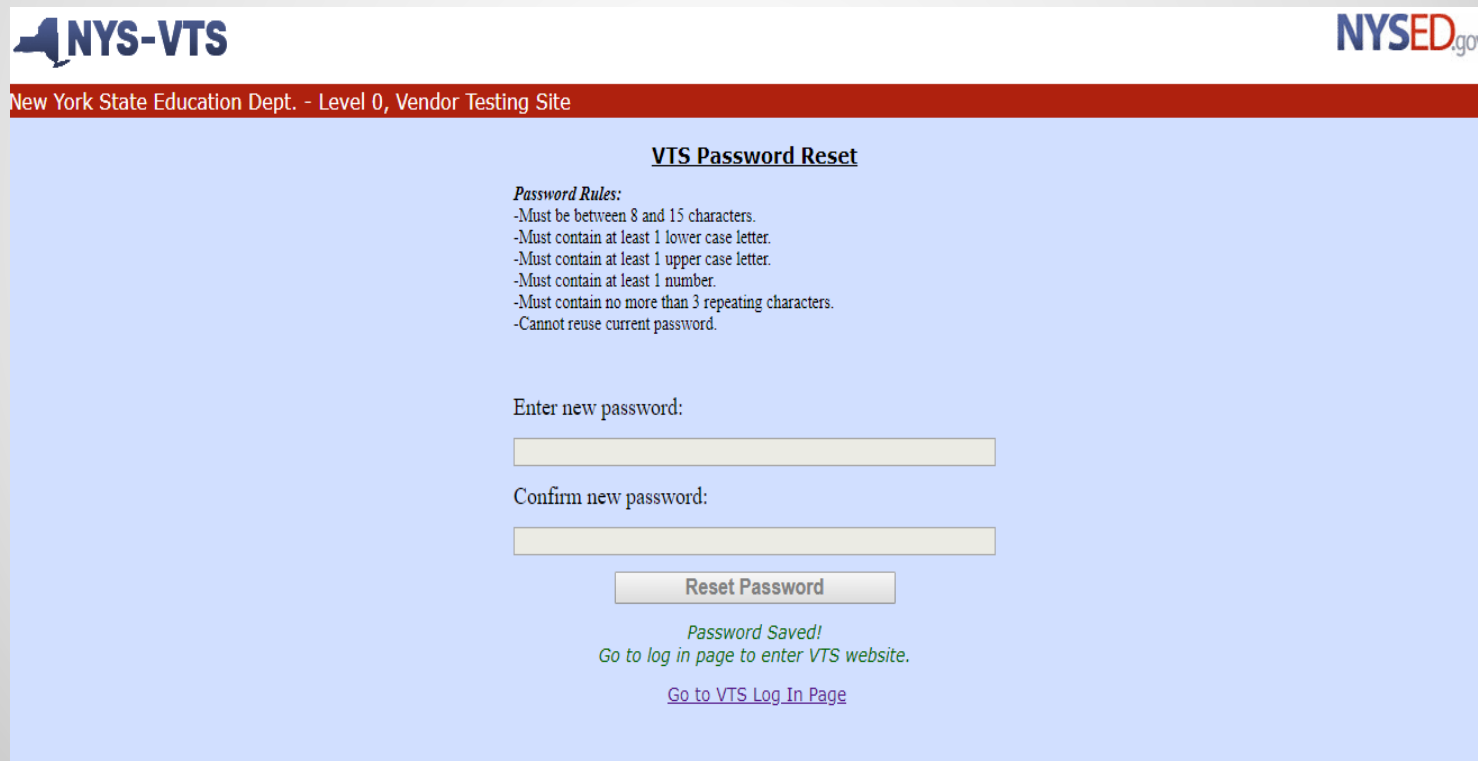
Enter new password:

Confirm new password:

Reset Password

AFTER REGISTRATION

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



The screenshot shows the NYS-VTS Password Reset page. At the top left is the NYS-VTS logo, and at the top right is the NYSED.gov logo. Below the logos is a red header bar with the text "New York State Education Dept. - Level 0, Vendor Testing Site". The main content area has a light blue background. It features a section titled "VTS Password Reset" with a list of password rules. Below the rules are two input fields for "Enter new password:" and "Confirm new password:". A "Reset Password" button is centered below the fields. At the bottom, a green message states "Password Saved! Go to log in page to enter VTS website." followed by a purple link "Go to VTS Log In Page".

NYS-VTS **NYSED.gov**

New York State Education Dept. - Level 0, Vendor Testing Site

VTS Password Reset

Password Rules:

- Must be between 8 and 15 characters.
- Must contain at least 1 lower case letter.
- Must contain at least 1 upper case letter.
- Must contain at least 1 number.
- Must contain no more than 3 repeating characters.
- Cannot reuse current password.

Enter new password:

Confirm new password:

Reset Password

Password Saved!
Go to log in page to enter VTS website.

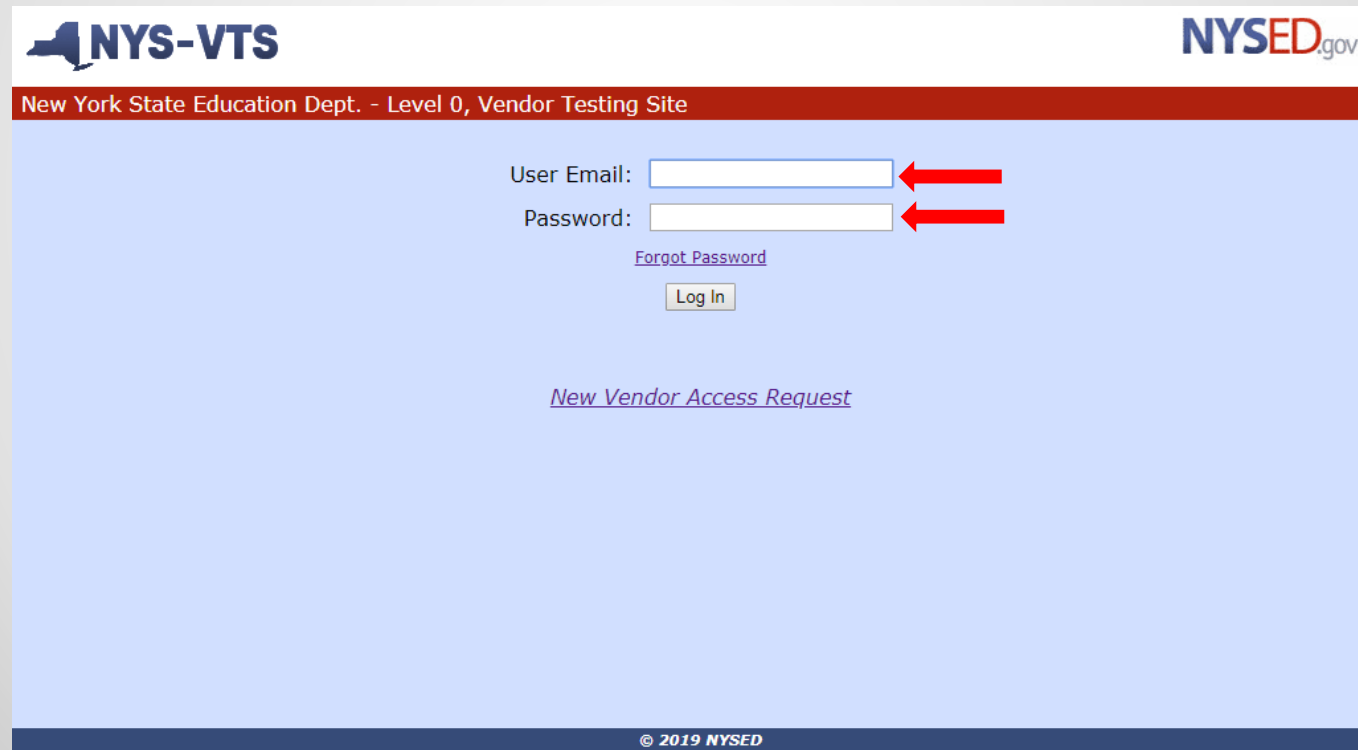
[Go to VTS Log In Page](#)

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.

A screenshot of the NYS-VTS login page. The page has a light blue background. At the top left is the 'NYS-VTS' logo, and at the top right is the 'NYSED.gov' logo. Below the logos is a red banner with the text 'New York State Education Dept. - Level 0, Vendor Testing Site'. In the center of the page are two input fields: 'User Email:' and 'Password:'. Two red arrows point to the right side of each input field. Below the password field is a link that says 'Forgot Password'. Below that is a 'Log In' button. At the bottom of the page is a link that says 'New Vendor Access Request'. A copyright notice '© 2019 NYSED' is at the very bottom.

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.

Student Credit GPA (Regional Reporting)	Yes	▼
Student Daily Attendance	Yes	▼
Student Lite	Yes	▼

Inactive Product: Activate Product or click Deny/Delete if invalid:

Activate Product **Deny/Delete**

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

New York State Education Dept. - Level 0, Vendor Testing Site

VTS - Home

Vendor Info

Products

User Account: Chris Doe (cdoe@test.com). Current Password Expires on 5/1/2019

Vendor Product Information

- To create a new product: Fill in General Product Information, Product Contacts, and SIRS Templates Supported and click Save New Product for this Vendor button.
- To update existing general product info and supported templates: Make updates and click Save General Product Information and SIRS Templates Supported button.
- To add new or update contacts to existing product: Use Add New/Update Contact, Active?, Make Primary, Delete Contact in right-hand columns.

Inactive Product: Review all information below and go to bottom of the screen to Activate Product or Deny/Delete if invalid. Changes can be made before activating the product.

Vendor Product: Student SMS ▼

Status: Inactive

General Product Information

*Product Name	Student SMS
*Product Type	Student Management ▼
*Current Release Number	2.0
*Release Date (Month/Day/Year)	9/1/2019
*Estimated Number of NYS Public School Districts Supported	200
*Estimated Number of NYS Non-Public School Districts Supported	20
*Estimated Number of NYS BOCES Supported	5
*Estimated Number of NYS Charter Schools Supported	10

Product Contacts

Save Contact Active? Primary Update Delete Contact

vts.gstboces.org says

Success: Product Activated.

OK

UPDATING VENDOR COMPANY INFORMATION

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.

New York State Education Dept. - Level 0, Vendor Testing Site

VTS - Home **Vendor Info** Products Log Off

User Account: Chris Doe (cdoe@test.com). Current Password Expires on 5/12/2020 [Update My Password](#)

Vendor Information

- To update existing vendor name or address: Make updates and click Update General Company Information button.
- To add new or update contacts to existing vendor: Use Add New/Update Contact, Active?, Make Primary, Delete Contact controls in right-hand columns.

* denotes a required field

Save General Vendor Company Information Status: Active

General Vendor Company Information	
*Vendor Company Name	Test SMS Vendor
*Vendor Company Address	345 SMS Lane, Rochester, NY 14602

Vendor Contacts		Save Contact	Active?	Primary Update	Delete Contact
*Company Primary Contact Name	Chris Doe	Update	Yes ▾		
*Company Primary Contact (Title)	Chief Administrative Officer ▾				
*Company Primary Contact Phone Number (999 999-9999)	315-433-6510				
*Company Primary Contact Email	cdoe@test.com				
Company Additional Contact Name	Sally Slater	Update	Yes ▾	Make Primary	X
Company Additional Contact (Title)	Chief Technical Officer ▾				
Company Additional Contact Phone Number (999 999-9999)	315-433-6610				
Company Additional Contact Email	sslater@test.com				

Add Additional Contact

Save General Vendor Company Information

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:

mts.gstboces.org says

Proceed with update? Click OK if this is a name and email change for an existing contact. If this is a new contact: click Cancel, enter new contact, and use Add New button.

OK

Cancel

New York State Education Dept. - Level 0, Vendor Testing Site

VTs - Home Vendor Info Products

User Account: Chris Doe (cdoe@test.com). Current Password Expires on 1/1/2020

mts.gstboces.org says
Success: Contact Updated!

OK

Vendor Information

- To update existing vendor name or address: Make updates and click Update General Company Information button.
- To add new or update contacts to existing vendor: Use Add New/Update Contact, Active?, Make Primary, Delete Contact controls in right-hand columns.

Save General Vendor Company Information

* denotes a required field

Status: Active

General Vendor Company Information	
*Vendor Company Name	Test SMS Vendor
*Vendor Company Address	345 SMS Lane, Rochester, NY 14602

Vendor Contacts		Save Contact	Active?	Primary	Update	Delete Contact
*Company Primary Contact Name	Chris Doe	Update	Yes			
*Company Primary Contact (Title)	Chief Administrative Officer					
*Company Primary Contact Phone Number (999 999-9999)	315-433-6510					
*Company Primary Contact Email	cdoe@test.com					
Company Additional Contact Name	Sally Slater	Update	Yes	Make Primary		X
Company Additional Contact (Title)	Chief Technical Officer					
Company Additional Contact Phone Number (999 999-9999)	315-433-6610					
Company Additional Contact Email	sslater@test.com					

Add Additional Contact

Save General Vendor Company Information

UPDATING VENDOR CONTACT INFO

- I. 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.

New York State Education Dept. - Level 0, Vendor Testing Site

VTS - Home Vendor Info Products Log Off

User Account: Chris Doe (cdoe@test.com). Current Password Expires on 5/12/2020 [Update My Password](#)

Vendor Information

- To update existing vendor name or address: Make updates and click Update General Company Information button.
- To add new or update contacts to existing vendor: Use Add New/Update Contact, Active?, Make Primary, Delete Contact controls in right-hand columns.

Save General Vendor Company Information

* denotes a required field Status: Active

General Vendor Company Information	
*Vendor Company Name	Test SMS Vendor
*Vendor Company Address	345 SMS Lane, Rochester, NY 14602

Vendor Contacts		Save Contact	Active?	Primary Update	Delete Contact
*Company Primary Contact Name	Chris Doe	Update	Yes ▼		
*Company Primary Contact (Title)	Chief Administrative Officer ▼				
*Company Primary Contact Phone Number (999 999-9999)	315-433-6510				
*Company Primary Contact Email	cdoe@test.com				
Company Additional Contact Name	Sally Slater	Update	Yes ▼	Make Primary	X
Company Additional Contact (Title)	Chief Technical Officer ▼				
Company Additional Contact Phone Number (999 999-9999)	315-433-6610				
Company Additional Contact Email	sslater@test.com				

Add Additional Contact

Save General Vendor Company Information

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.

New York State Education Dept. - Level 0, Vendor Testing Site

VTS - Home Vendor Info Products Log Off

User Account: Chris Doe (cdoe@test.com). Current Password Expires on 5/12/2020 [Update My Password](#)

Vendor Information

- To update existing vendor name or address: Make updates and click Update General Company Information button.
 - To add new or update contacts to existing vendor: Use Add New/Update Contact, Active?, Make Primary, Delete Contact controls in right-hand columns.

Save General Vendor Company Information

* denotes a required field Status: Active

General Vendor Company Information		Save Contact	Active?	Primary Update	Delete Contact
*Vendor Company Name	Test SMS Vendor	Update	Yes ▾		
*Vendor Company Address	345 SMS Lane, Rochester, NY 14602				
*Company Primary Contact Name	Sally Slater				
*Company Primary Contact (Title)	Chief Technical Officer ▾				
*Company Primary Contact Phone Number (999 999-9999)	315-433-6610				
*Company Primary Contact Email	sslater@test.com				
Company Additional Contact Name	Chris Doe	Update	Yes ▾	Make Primary	X
Company Additional Contact (Title)	Chief Administrative Officer ▾				
Company Additional Contact Phone Number (999 999-9999)	315-433-6510				
Company Additional Contact Email	cdoe@test.com				
Add Additional Contact					

Save General Vendor Company Information

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.

New York State Education Dept. - Level 0, Vendor Testing Site

VTS - Home Vendor Info **Products**

User Account: Brian Marshall (bmarshall@studentsms.com). Current Password: [REDACTED]

Success: Product Info Updated. OK

Vendor Product Information

- To create a new product: Fill in General Product Information, Product Contacts, and SIRS Templates Supported and click Save New Product for this Vendor button.
- To update existing general product info and supported templates: Make updates and click Save General Product Information and SIRS Templates Supported button.
- To add new or update contacts to existing product: Use Add New/Update Contact, Active?, Make Primary, Delete Contact in right-hand columns.

Vendor Product: Student SMS ▼

Associated District Code(s) for Level 0 Validation Sessions: NY999841, NY999840, 80999839

Clear/New Product Save General Product Information and SIRS Templates Supported

* denotes a required field Status: Active

General Product Information	
*Product Name	Student SMS
*Product Type	Student Management ▼
*Current Release Number	2.0
*Release Date (Month/Day/Year)	9/1/2019
*Estimated Number of NYS Public School Districts Supported	200
*Estimated Number of NYS Non-Public School Districts Supported	20
*Estimated Number of NYS BOCES Supported	5
*Estimated Number of NYS Charter Schools Supported	10

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:

vts.gstboces.org says

Proceed with update? Click OK if this is a name and email change for an existing contact. If this is a new contact: click Cancel, enter new contact, and use Add New button.

OK

Cancel

* denotes a required field

Success: Contact Updated!

OK

General Product Information	
*Product Name	Student SMS
*Product Type	Student Management
*Current Release Number	2.0
*Release Date (Month/Day/Year)	9/1/2019
*Estimated Number of NYS Public School Districts Supported	200
*Estimated Number of NYS Non-Public School Districts Supported	20
*Estimated Number of NYS BOCES Supported	5
*Estimated Number of NYS Charter Schools Supported	10

Product Contacts		Save Contact	Active?	Primary Update	Delete Contact
*Product Primary Contact Name	Simon Lee	Update	Yes		
*Product Primary Contact (Title)	Programmer				
*Product Primary Contact Phone Number (999 999-9999)	315-433-2830				
*Product Primary Contact Email	slee@studentsms.com				
Product Additional Contact Name	Brian Marshall	Update	Yes	Make Primary	X
Product Additional Contact (Title)	Product Manager				
Product Additional Contact Phone Number (999 999-9999)	315-433-2840				
Product Additional Contact Email	bmarshall@studentsms.com				

Add Additional Contact

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.

* denotes a required field Status: Active

General Product Information	
*Product Name	Student SMS
*Product Type	Student Management
*Current Release Number	2.0
*Release Date (Month/Day/Year)	9/1/2019
*Estimated Number of NYS Public School Districts Supported	200
*Estimated Number of NYS Non-Public School Districts Supported	20
*Estimated Number of NYS BOCES Supported	5
*Estimated Number of NYS Charter Schools Supported	10

Product Contacts		Save Contact	Active?	Primary Update	Delete Contact
*Product Primary Contact Name	Simon Lee	Update	Yes		
*Product Primary Contact (Title)	Programmer				
*Product Primary Contact Phone Number (999 999-9999)	315-433-2830				
*Product Primary Contact Email	slee@studentsms.com				
Product Additional Contact Name	Brian Marshall	Update	Yes	Make Primary	X
Product Additional Contact (Title)	Product Manager				
Product Additional Contact Phone Number (999 999-9999)	315-433-2840				
Product Additional Contact Email	bmarshall@studentsms.com				

Add Additional Contact

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

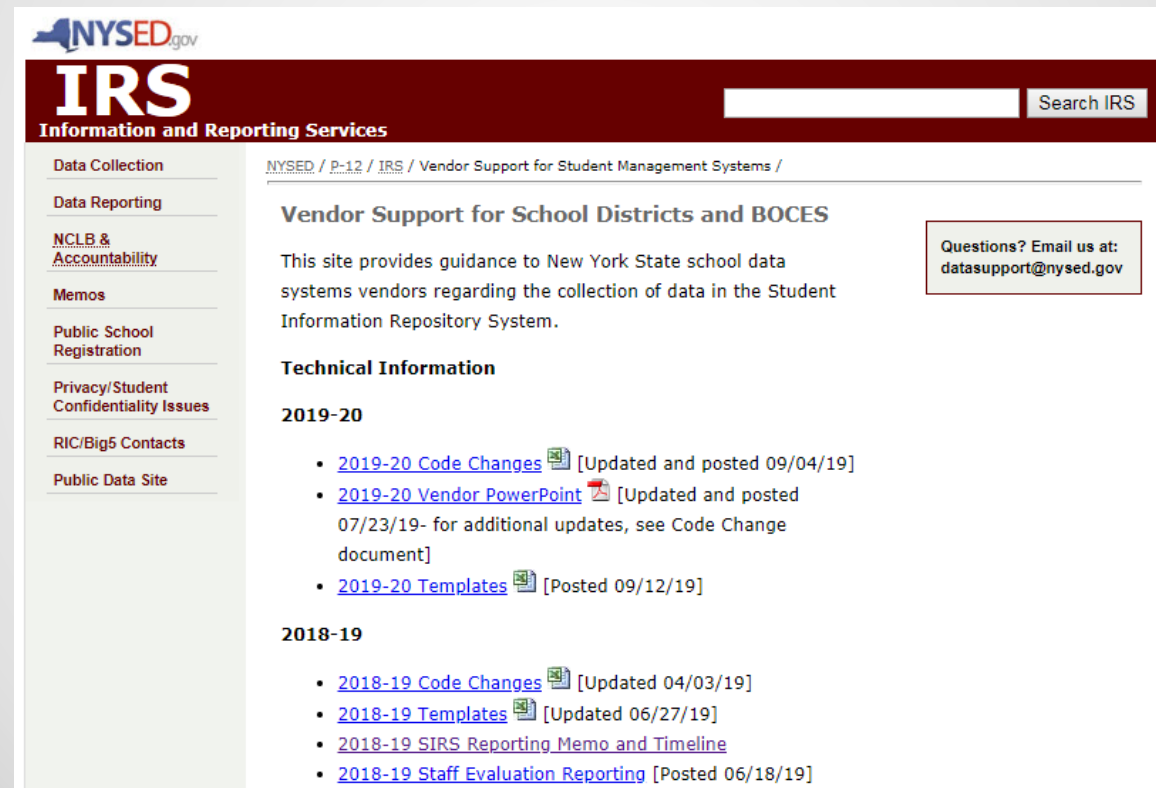
Beta testing of the VTS Application will begin in December 2019

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

Estimated Go-Live date is July 2020

RESOURCES

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



The screenshot shows the NYSED.gov IRS Vendor Support page. The header includes the NYSED.gov logo, the text "IRS Information and Reporting Services", and a search bar. A left sidebar lists various links: Data Collection, Data Reporting, NCLB & Accountability, Memos, Public School Registration, Privacy/Student Confidentiality Issues, RIC/Big5 Contacts, and Public Data Site. The main content area is titled "Vendor Support for School Districts and BOCES" and provides guidance for vendors. It includes a "Technical Information" section with links for 2019-20 and 2018-19, such as "2019-20 Code Changes", "2019-20 Vendor PowerPoint", "2019-20 Templates", "2018-19 Code Changes", "2018-19 Templates", "2018-19 SIRS Reporting Memo and Timeline", and "2018-19 Staff Evaluation Reporting". A contact box on the right asks for questions via email at datasupport@nysed.gov.

NYSED.gov
IRS
Information and Reporting Services

[Data Collection](#)
[Data Reporting](#)
[NCLB & Accountability](#)
[Memos](#)
[Public School Registration](#)
[Privacy/Student Confidentiality Issues](#)
[RIC/Big5 Contacts](#)
[Public Data Site](#)

[NYSED](#) / [P-12](#) / [IRS](#) / Vendor Support for Student Management Systems /

Vendor Support for School Districts and BOCES

This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System.

Questions? Email us at: datasupport@nysed.gov

Technical Information

2019-20

- [2019-20 Code Changes](#) [Updated and posted 09/04/19]
- [2019-20 Vendor PowerPoint](#) [Updated and posted 07/23/19- for additional updates, see Code Change document]
- [2019-20 Templates](#) [Posted 09/12/19]

2018-19

- [2018-19 Code Changes](#) [Updated 04/03/19]
- [2018-19 Templates](#) [Updated 06/27/19]
- [2018-19 SIRS Reporting Memo and Timeline](#)
- [2018-19 Staff Evaluation Reporting](#) [Posted 06/18/19]

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>

VTS SUPPORT

VTS Application Support Questions:

vtssupport@gstboces.org

Questions concerning SIRS data collection and business rules

Datasupport@nysed.gov

Subject line: *Vendor support*