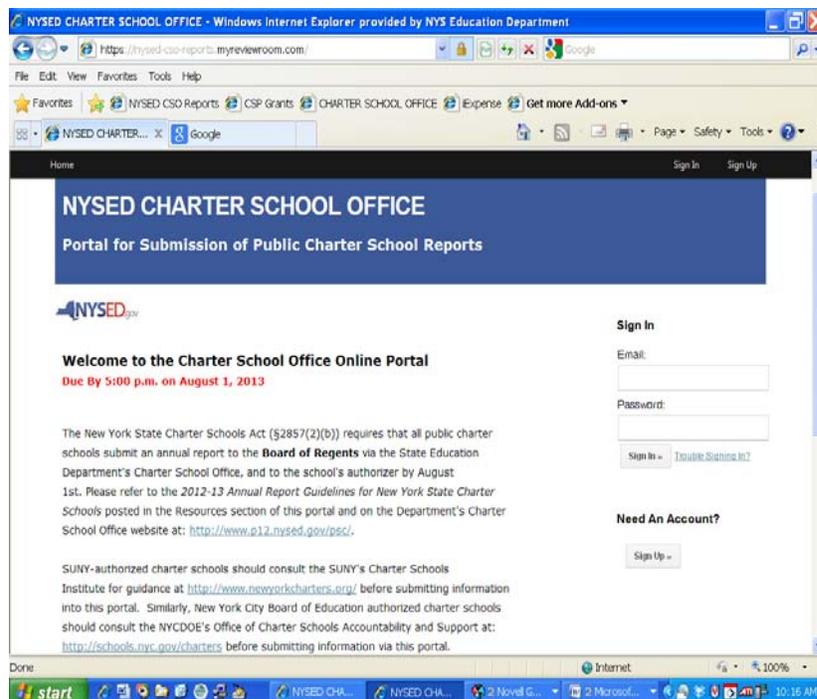




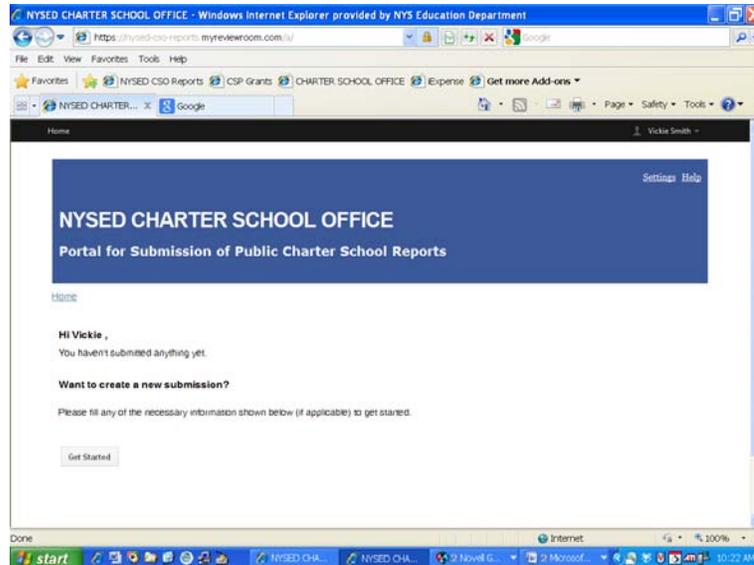
2012-2013 New York State Charter Schools Annual Report Instructions for Submission via the Charter School Office Online Portal

1. Public charter schools must submit *all* annual report materials via the Department's Charter School Office online portal. To access this portal, copy and paste or type the following URL into your web browser: <https://nysed-cso-reports.myreviewroom.com> and hit enter or return where your browser will open to the landing page or "Welcome" message as shown below:

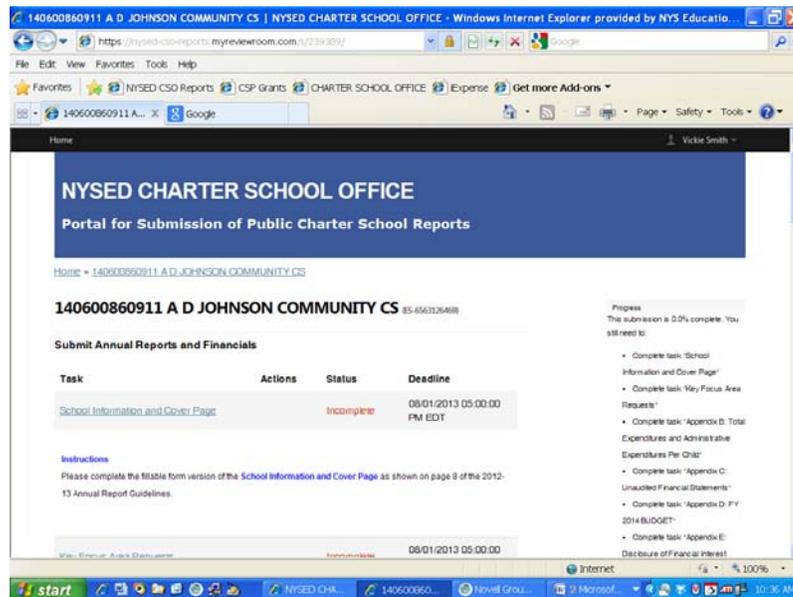


2. After reading the "Welcome" message, register to create an account. (The portal has changed from last year so you will need to register again). Click "Sign Up" on the right hand side of the landing page and you will be sent to the account creation page. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to portal using the URL provided above or in the confirmation email. Congratulations, you are now the "owner" of the account.

Once an account is created, you will be asked if you want to create a new submission and you simply click on the "Get Started" button to do that. (Remember, there is only one submission per school).



The screen that follows will bring you to your School’s home page listing a number of tasks for you to complete. This page will initially say under the banner “Untitled Application”. After you open and complete/save the first task, which is the “School Information and Cover Page”, your School name will at the top of your home page going forward.



- a. Scroll down your homepage to view a list of discreet tasks, which do not have to be completed in the order shown. But each task must be completed for you are permitted to submit.
- b. Click on a task to open. From there, you will complete a form and/or upload the required document. If you are unable to complete a form task in one sitting please go to the bottom of the form and hit “Save and Continue Editing” and then go to the top

- of your form to hit the “Back to Submission”. You will then arrive back to your homepage.
- c. Once you have completed a task, you may preview your submission and/or download a copy for your files.
 - d. You will be able to sign in and out of the room as much or as little as desired to “view”, “edit”, and “delete” all materials until **3:00 PM on August 1, 2013**.
 - e. You may still edit submissions even after completion as long as the deadline has not passed. To log back into your account at any time, go to <https://nysed-cso-reports.myreviewroom.com> and sign in using the email address and the password you previously created. Please note: Schools must complete all of the required tasks and click on “Submit your report” to finalize your submission. Here, you should also download the entire document for your records.
 - f. Schools will receive an email from the portal to acknowledge receipt of their respective submissions.

Other things for schools to know:

- On your page, you as the creator of the account (also known as the owner within the portal) may grant other members “read only” or “full access” rights by clicking on the “Add Members” to the right of the task page. After you have added other members by inputting their email addresses directly into the system, they may sign in using the URL: <https://nysed-cso-reports.myreviewroom.com> and a password of their choosing.
- You may access the 2012-2013 Annual Report Guidelines and other resources with a click on the “Resources” link in the upper right hand corner of the blue banner. These resources will open in separate windows. These documents are also available on the Department’s webpage.
- If you use a web browser other than Internet Explorer (i.e., Safari, Firefox, or Google Chrome), you will be able to run the “Spell Check” feature of the browser to check for spelling and grammatical errors when typing into the forms. Internet Explorer does not have this feature.
- Should you have any questions about the Annual Report process, please send an email to CHARTERSCHOOLS@MAIL.NYSED.GOV
- Should you require technical support, please send an email to support@myreviewroom.com.

Thank you.