If you have forgotten your password, if your account is locked, or your password has expired you can reset your password.

2) Click Reset Your Password.

3) Enter your Username – If you do not know it you can request a Delegated Account Administrator at your school or institution to look it up for you.

4) Enter your school or institution Email.

5) Check “I'm not a robot”.

6) Click Submit.
7) You will receive a confirmation notification and an email from no-reply@nysed.gov will be sent to you with a link in it. Please make sure this email address is added to your “safe list” in your email application.

8) Click on the **Reset Password** link in the email or copy and paste the token link in the email into a browser.

9) A window will open where you will enter your new password twice.

10) Password requirements are listed and will turn green as each is met. When finished entering the new password, click **Submit**.
11) A message will appear indicating that your password has been successfully changed.

12) Click the NYSED Portal Login link to log in.

13) You will receive an email confirming the change has been made.

This is an email confirming that you have changed your New York State Education Department business portal password.