

TEACHER-STUDENT ROSTER VERIFICATION REPORT USER GUIDE

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 appropriate staff, student, and course data to the Student Information Repository System (SIRS). Once these data are uploaded a unique PIN will be generated for each teacher appropriately reported as teacher of record.
- PINs are generated on a weekly basis and should be available by COB on Mondays. 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 (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.
- 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:
 - o It is most likely that the district or charter school did not report appropriate staff, student, and/or course 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.
 - o 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 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. 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://edo.nysed.gov>.

The screenshot shows the NYSED.gov IRS Information and Reporting Services portal. The main content area is titled "Teacher Student Roster Verification Report" and contains the following text:

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**.



Teacher Access and Authorization

First Time Users

You will need to click on the Create an Account Link to begin. Please watch our [Video walkthrough](#) for more information.

You should have received a PIN from your district. Unique PINs are generated for teachers once a district reports the appropriate teacher, student, and course data to the State Information Repository System. PIN numbers will be available on the IRS Portal for the district to download and distribute. If you have not received a PIN number please contact your district administrator.

Once you create an account you will have access to various report tools developed to assist teachers in viewing data related to the courses they teach. Simply enter your username and password and login. For more information on the Teacher Student Roster Verification Report tool, visit our [IRS Teacher Website](#).

If you identify inaccurate data within the report we ask that you work with your District Data Coordinator to correct the errors in your Student Management System.

Online Growth Reporting System

You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. **Teachers** should use the same login and password that are used for the NYSED Teacher Student Roster Verification system.

Principals and District-Level users should use the same username and password that are used for the NYSED Application Business Portal system.

New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process will be made available in the coming weeks in principals weekly and on the [DOE website](#).

Login

Username (Email Address):

Password:

[I forgot my password](#)
[I forgot my username](#)

[I need to create an account](#)

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

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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 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 an 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:

 stop spam.
read books.

[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. Then create a password. The password must contain a minimum of eight characters, including at least one capital letter and at least one number. Next, select two security questions, which 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 deleted and recreated.** Click on **Submit Registration**.



[Create a New Account](#)

Step 1 has successfully been verified.

Step 2: Setup your Account

Email Address: <small>[THIS WILL ALSO BE YOUR USERNAME]</small>	<input type="text"/>
Confirm Email Address:	<input type="text"/>
Password: ?	<input type="password"/> Passwords must contain at a minimum eight characters, one capital letter and one number
Confirm Password:	<input type="password"/>
Choose a security question: ?	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>
Choose another security question: ?	<input type="text"/>
Answer:	<input type="text"/>
Confirm Answer:	<input type="text"/>

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

[Submit Registration](#)

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

STEP 5 **VERY IMPORTANT!** You must retrieve your confirmation email!

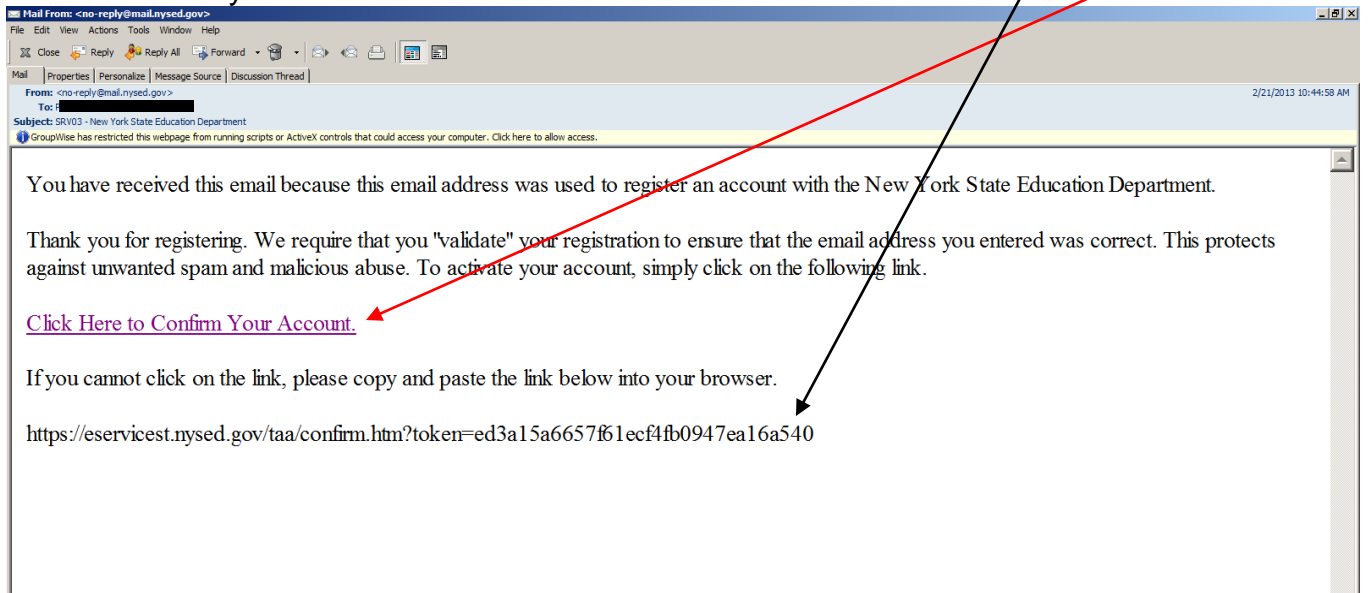
Once you have registered, you will see the message below, which indicates that, for security purposes and to complete the registration process, a verification email will be sent to the email address you entered in Step 4. If you do not receive a verification email within 24 hours please go back to STEP 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 will login to view your report. Enter the Username (Email Address) and Password you just created.

Teacher Access and Authorization

First Time Users

You will need to click on the Create an Account Link to begin. Please watch our [Video walkthrough](#) for more information.

You should have received a PIN from your district. Unique PINs are generated for teachers once a district reports the appropriate teacher, student, and course data to the State Information Repository System. PIN numbers will be available on the IRS Portal for the district to download and distribute. If you have not received a PIN number please contact your district administrator.

Once you create an account you will have access to various report tools developed to assist teachers in viewing data related to the courses they teach. Simply enter your username and password and login. For more information on the Teacher Student Roster Verification Report tool, visit our [IRS Teacher Website](#).

If you identify inaccurate data within the report we ask that you work with your District Data Coordinator to correct the errors in your Student Management System.

Online Growth Reporting System

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New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process will be made available in the coming weeks in principals weekly and on the [DOE website](#).

Login

Username (Email Address):

Password:

Login

[I forgot my password](#)

[I forgot my username](#)

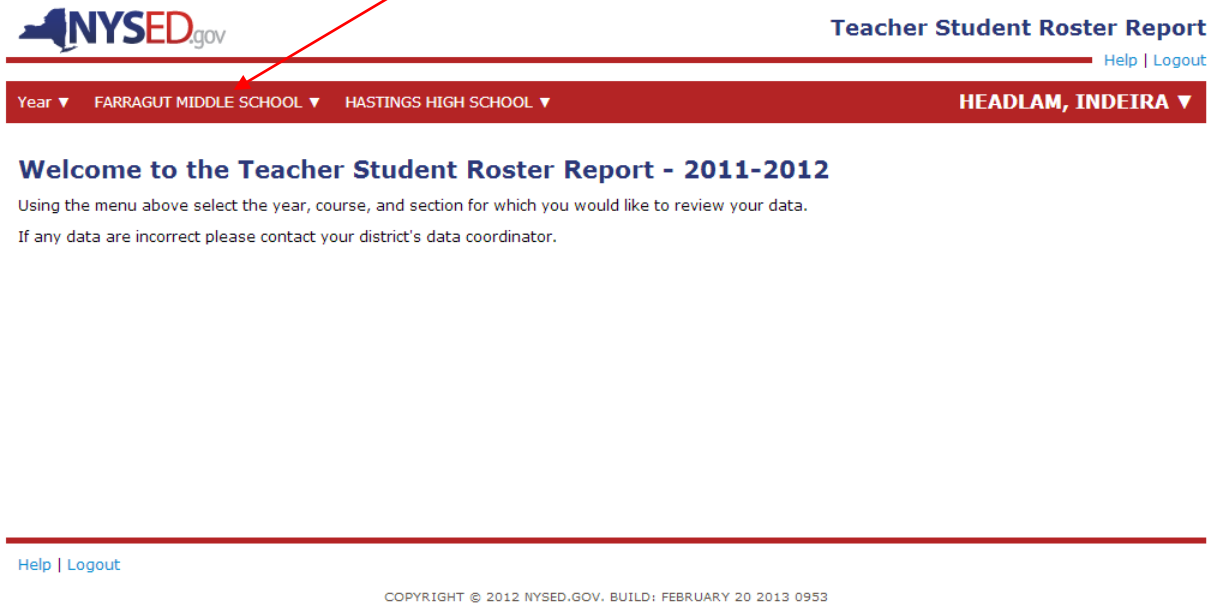
[I need to create an account](#)

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

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Using the Report to View Your Data

Once you have created an account and successfully logged in, you will arrive at the Welcome page. On the 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](#) | [Logout](#)

Year ▼ FARRAGUT MIDDLE SCHOOL ▼ HASTINGS HIGH SCHOOL ▼ **HEADLAM, INDEIRA** ▼

Welcome to the Teacher Student Roster Report - 2011-2012

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](#) | [Logout](#) COPYRIGHT © 2012 NYSED.GOV. BUILD: FEBRUARY 20 2013 0953

Once you have made your initial selection you will be brought to that 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". 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.

Below is a view of the Assessment Snapshot. If you do not see data it could be for two reasons either the course does not have a state assessment, or roster data as of the date of a State assessment has not been reported yet. 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.

The screenshot shows the NYSED Teacher Student Roster Report interface. At the top left is the NYSED.gov logo. The page title is "Teacher Student Roster Report" with "Help | Logout" links. A navigation bar includes "Grade 4 English Language Arts", "Grade 4 Mathematics", and "Grade 4 Science". The user is identified as "AUQUILLA, TYHEEN". The report is for "GRADE 4 ENGLISH LANGUAGE ARTS" at "BRIDGEPORT ELEMENTARY SCHOOL", with a "LAST UPDATED: 03/04/2012" timestamp. A message box with a question mark icon and ID "01400-01" states: "There is currently no data for this snapshot. This could be for two reasons. 1. Your course does not have a state assessment, or 2. Roster data as of the date of a State assessment has not been reported yet." Below this, a "What do I do now?" section suggests clicking to show roster data as of the end of the school year and provides a "View Full Year Snapshot" link. The footer includes "Help | Logout" and "COPYRIGHT © 2012 NYSED.GOV. BUILD: MARCH 5 2012 0924".

This screenshot shows an example of the Full Year Snapshot.

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.

NYSED.gov Teacher Student Roster Report [Help](#) | [Logout](#)

Grade 4 English Language Arts | Grade 4 Mathematics | Grade 4 Science AUQUILLA, TYHEEN ▾

GRADE 4 ENGLISH LANGUAGE ARTS **BRIDGEPORT ELEMENTARY SCHOOL**
SHOW ASSESSMENT SNAPSHOT | VIEWING FULL YEAR SNAPSHOT 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, DEJANIQUE	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	SPASNULO, 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?

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](#) | [Logout](#)

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

LANGUAGE ARTS (GRADE 8) - 2012-2013

FARRAGUT MIDDLE SCHOOL

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

LAST UPDATED: 02/16/2013

M2181-5

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
000150355	AFFRON, TAHARKA	06/30/13	09/04/12	06/30/13	118:40	118:40	117:20	100%
000497048	BERTRAND, JR., KENJI	06/30/13	09/04/12	06/30/13	118:40	118:40	113:20	100%
000390211	BOSTJANCIC, NAYLEAH	06/30/13	09/04/12	06/30/13	118:40	118:40	118:00	100%
000547129	DREXINGER, KAYLYNNE	06/30/13	09/04/12	06/30/13	118:40	118:40	116:00	100%
000249105	FIGUEROA MORA, AYGUN	06/30/13	09/04/12	11/30/12	118:40	34:40	32:40	100%
000554569	FOUCHIE, YARIMEL	06/30/13	09/04/12	06/30/13	118:40	118:40	111:20	100%
000422035	GREGORETTI, KALERE	06/30/13	09/04/12	06/30/13	118:40	118:40	116:40	100%
000425282	HEADLAM, ASSINGLI	06/30/13	09/04/12	06/30/13	118:40	118:40	110:40	100%
000197219	HEADLAM, YRVANE	06/30/13	09/04/12	06/30/13	118:40	118:40	118:00	100%
000507798	JEAN-BRICE, BRAEDON	06/30/13	09/04/12	06/30/13	118:40	118:40	117:20	100%
000552148	MORAIN, RYANE	06/30/13	09/04/12	06/30/13	118:40	118:40	113:20	100%
000550439	NAJERA VAQUEDANO, TOSHIHIRO	06/30/13	09/04/12	06/30/13	118:40	118:40	118:00	100%
000336669	PACORA, XZAVIAR	06/30/13	09/04/12	06/30/13	118:40	118:40	118:00	100%
000303520	SALAS-RICHARDSON, KEISHANA	06/30/13	09/04/12	06/30/13	118:40	118:40	114:40	100%
000553378	SANAY, KATRESE	06/30/13	09/04/12	06/30/13	118:40	118:40	113:20	100%
000185357	SONLEY, YULIA	06/30/13	09/04/12	06/30/13	118:40	118:40	116:40	100%
000165423	TONELLI, KEISHANA	06/30/13	09/04/12	06/30/13	118:40	118:40	113:20	100%
000187767	VELIKAYA, YARIMEL	06/30/13	09/04/12	06/30/13	118:40	118:40	112:40	100%
000129198	ZITELNY, ELLECEA	06/30/13	09/04/12	06/30/13	118:40	118:40	115:20	100%
000236409	ZITELNY, ROZEE	06/30/13	09/04/12	06/30/13	118:40	118:40	114:00	100%
000124141	ZUMBOLO, DRASHOWN	06/30/13	09/04/12	06/30/13	118:40	118:40	110:00	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.

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 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%.

Disabling a Teacher Account:

STEP 1

To disable a teacher's account, a delegated administrator at the district or charter school where the student is receiving instruction must log in to the State Education Department Delegated Account System (SEDDAS) system through the NYSED Portal <http://portal.nysed.gov/portal/page/pref/PortalApp>. Use the Log On link in the upper right hand corner.



NYSED.gov

Business Portal | FAQ's | Reset Password | Log On

Welcome [Format your password?](#)

The NYSED Application Business Portal

[CLICK HERE for new Password Change procedures for some applications](#)

Public Interest

For more information on our applications visit our [Online Services](#) page.

- Approved Preschool Special Education Programs Site Search
- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDFEF Query
- Teacher Certification Help
- TEACH Public Inquiry System
- Virtual Learning System (VLS)

Other Applications

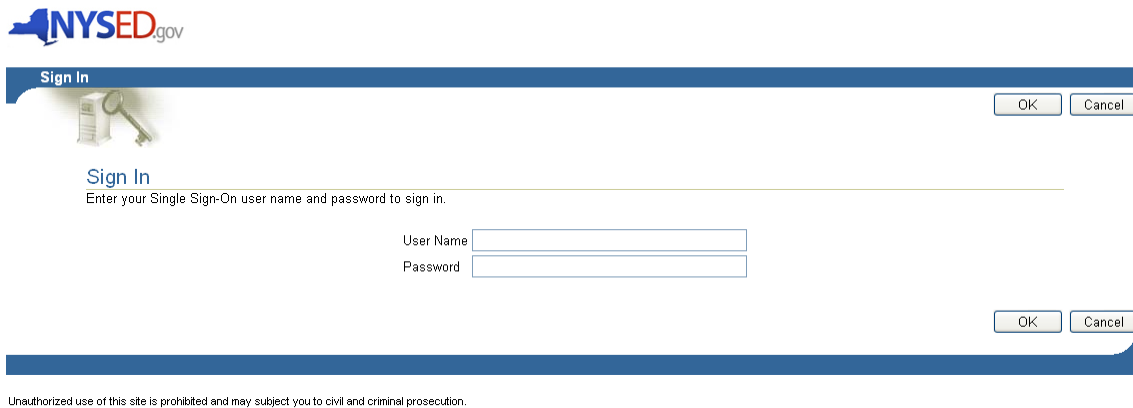
You may be required to sign in to access these applications

- Child Nutrition Knowledge Center (CN)
- Electronic Liberty Partnerships Program System (ELPPS)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- VESID PD System Login

[Privacy Policy](#)

STEP 2

Enter your User Name and Password on the sign in page.



Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

STEP 3

Once you have logged in successfully you will want to select the *State Education Department Delegated Account System (SEDDAS)* link. Your list of applications may vary from the ones in this screenshot depending on what applications you have permissions to view.



Public Applications

For more information on our applications visit our [Online Services](#) page.

- Approved Preschool Special Education Programs Site Search
- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDRF Query
- Teacher Certification Help
- TEACH Public Inquiry System
- Virtual Learning System (VLS)

Other Applications

You may be required to sign in to access these applications

- Child Nutrition Knowledge Center (CN)
- Electronic Liberty Partnerships Program System (ELPPS)
- Impartial Hearing Reporting System (IHRS)
- NYS Student Identification System (NYSSIS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- VESID PD System Login

STEP 4

You will want to select the *Disable Teacher* link in the left menu bar. You want to search for the teacher for whom you want to disable the account. The search will return teachers with classes at the institutions in the jurisdiction of the logged in administrator.



University of the State of New York
State Education Department


Delegated Account System

Search Teacher	
Welcome	Disable Teacher - Search for and select a teacher to disable.
Search User	Teachers
Search Teacher	Please enter your search criteria according to the following:
Advanced Search	
Create User	<ul style="list-style-type: none">All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.A wildcard character (*) - following a minimum of 3 characters - may be used on any text field.
Update User	
Disable User	Institution Name <input type="text"/>
▶ Disable Teacher	First Name <input type="text"/>
Reactivate User	Last Name <input type="text" value="gibson"/>
Reset User Password	<input type="button" value="Search"/>
Entitlements	Teacher List
Reassign Institution	Nothing found to display.
SEDDAS Support	

Logged In As

STEP 5

Identify the appropriate teacher from the returned list and hit the *Select to Disable* button.

 University of the State of New York
State Education Department

Delegated Account System

Search Teacher

Welcome Disable Teacher - Search for and select a teacher to disable.

Search User Teachers

Search Teacher Please enter your search criteria according to the following:

Advanced Search

- All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.
- A wildcard character (*) - following a minimum of 3 characters - may be used on any text field.

Create User

Update User

Disable User

DisableView Teacher

Reactivate User

Reset User Password

Entitlements

Reassign Institution

SEDDAS Support

Institution Name

First Name

Last Name

Teacher List

First Name	Last Name	Institution	Teacher ID	Position/Title	Account Status
☺	GIBSON			Teacher	Enabled

Logged In As

For assistance using the SEDDAS system, you may contact NYSED using the following:

Help Desk: (518) 473-8832, E-mail: seddas_help@mail.nysed.gov, or go to the website for more information <http://www.p12.nysed.gov/seddas/seddashome.html>