

NYSED Application Business Portal: Instructions for using the SED Monitoring System

1. Access the New York State Education Department (NYSED) Business Portal at the following URL: <https://portal.nysed.gov/abp>. This will bring up the main portal page as shown below.
2. Click “Log In” in the upper right corner of the portal main menu.

The screenshot shows the NYSED Application Business Portal main page. At the top, there is a dark blue navigation bar with links for "NYSED Home", "Portal Home", "Reset Your Password", and "Log In". The "Log In" button is circled in red. Below the navigation bar is the NYSED logo and the text "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". The main heading is "Application Business Portal" with "Portal Dashboard" underneath. The main content area has three sections: "My Applications" (with a message that users must be logged in to view secure applications), "Public Links" (listing various services like Approved Preschool Special Education Programs Site Search, Inventory of Registered Programs, etc.), and "Other Applications" (listing services like Child Nutrition Knowledge Center (CN), Impartial Hearing Reporting System (IHRS), etc.). At the bottom, there are links for "NYSED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use".

3. Enter your Username and Password in the appropriate fields and then click the “Sign In” button. -

The screenshot shows the NYSED Application Authentication page. At the top, there is a dark blue navigation bar with links for "NYSED Home" and "Portal Home". Below the navigation bar is the NYSED logo and the text "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". The main heading is "Application Authentication" with "Login" underneath. The main content area has a "Sign In" section with two input fields: "Username" and "Password". Below the input fields are two buttons: "Sign in" (blue) and "Cancel" (red). At the bottom, there are links for "NYSED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use".

If you do not remember your password you can reset it from the portal homepage. In the upper right hand corner, to the left of the "Log In" button, click the "Reset your Password" button.

NYSED Home | Portal Home | **Reset Your Password** | Log In

NYSED New York State EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Application Business Portal

Portal Dashboard

My Applications

In order to view secure applications, you must be logged in. Please Log In to continue to your NYSED Business Portal Applications.

Public Links

- 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

Other Applications

- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- Teacher Access and Authorization

NYSED Home | Accessibility | Privacy Statement | Disclaimer | Terms of Use


Enter your username and email, check the "I'm not a robot" box and click submit. -

NYSED.gov

Application Business Portal Password Reset

Username

Email

I'm not a robot  reCAPTCHA
Privacy - Terms

Cancel Submit

Copyright © 2015 New York State Education Department

NOTE: If you are in Internet Explorer and do not see the "I'm not a robot" box then try using Google Chrome.

Once submitted, you will receive an email to complete the password reset.

4. Back on the main portal page you will now see the “My Applications” section. Click the “SED Monitoring and Vendor Performance System” link.

The screenshot displays the Application Business Portal interface. At the top, a dark blue navigation bar contains links for 'NYSED Home', 'Portal Home', 'Change Your Password', and 'Log Out'. Below this, the NYS ED logo and 'New York State EDUCATION DEPARTMENT' are visible on the left, with the tagline 'Knowledge > Skill > Opportunity'. The main heading 'Application Business Portal' is centered at the top.

The 'My Applications' section is highlighted with a blue header. It contains a list of links: 'SEDDAS User Guide', 'SED Delegated Account System (SEDDAS)', 'SED Monitoring and Vendor Performance System' (circled in red), and 'SEDFEF Main Menu'. To the right of this list is a light blue 'Notice' box stating: 'Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'

Below the 'My Applications' section are two columns of links. The 'Public Links' column includes: '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', and 'TEACH Public Inquiry System'. The 'Other Applications' column includes: 'Child Nutrition Knowledge Center (CN)', 'Impartial Hearing Reporting System (IHRS)', 'Rate Setting Unit (RSU)', 'System to Track and Account for Children (STAC)', 'Teacher's Certification (TEACH)', and 'Teacher Access and Authorization'.

5. The Dashboard page will be displayed. Under the Inbox section your institution will be listed. Click the “View” button to the right of it.

The screenshot shows a web browser window with the URL `127.0.0.1:7101/sedmonitoringappr/owner-dashboard?ownerId=2`. The page title is "Dashboard for ADDISON CSD - Inbox". The header includes the NYSED logo, "APPR", a "TEST" button, and navigation links for "Dashboard" and "Help". The user is identified as "Joseph D. (SUBMIT CERTIFY)".

A "Welcome Message" box contains the text: "Welcome to the 2013-14 Statement of Confirmation of Staff Evaluation Rating Verification Report page. Please click on the appropriate survey below and follow the instructions to submit your form."

The "Survey Filters" section on the left includes dropdown menus for "System" (set to "APPR") and "Status" (set to "Not Submitted"), along with a "Filter" button.

The main content area features a table with the following data:

Survey Recipient	Survey	Cycle	Due Date	
ADDISON CSD	APPR	APPR 3		View Print Print Blank

Two red circles highlight the "Inbox (1)" tab and the "View" button in the table row.

- The Program Assurances page will be displayed. On the left side of the screen is the Survey Navigation pane. Click “Program Assurances” to access the Program Assurances questions for your institution.

Survey Navigation

- Program Assurances

School Library System Assurances Instructions

Select Yes or No. An answer of NO requires a note of explanation and may, upon further review of the explanation provided, require additional documentation prior to State Library program approval.

Preview Options

[Exit preview](#)

Certification Form

Certification Form

[View and Print a PDF version of the Certification Form](#)

--Entity Name Here-- Program Assurances

Answer Yes or No

1 Does the Library System attest that it is and will be operating under its approved Plan of Service in accordance with the provisions of Education Law and Regulations of the Commissioner? *

Yes

No

Answer Yes or No

2 Does the system have on file at system headquarters and available for public inspection an annual budget (statement of anticipated annual receipts and expenditures) that has been approved by the School Library System Advisory Council and reviewed by the chief administrative/fiscal officer, usually BOCES Superintendent based SLS or Superintendent of Schools for the Big 5 City School District School Library Systems? *

[? Help](#)

7. Click the Yes or No radio button to answer each question. If “No” is answered for any question, a text field will be displayed where an explanation for the answer will need to be entered.

The screenshot displays the NYSED Survey Editor interface. The browser address bar shows the URL: `eservices.nysed.gov/sedmonitoring/admin/survey/survey-editor?cycleSurveyId=1901§ionId=13167&pageId=13168&previewSurvey=1`. The page header includes the NYSED logo, "NY State Library", and user information for Stefanie H. (NYSED EMPLOYEE). The breadcrumb trail reads: "School Library System Assurances - Annually, 2015 - School Library Systems - Program Assurances".

The main content area is titled "--Institution Name Here-- Program Assurances" and includes a "Next" button. Below the title, a yellow banner instructs the user to "Answer Yes or No." The first question (1) asks: "Does the Library System attest that it is and will be operating under its approved Plan of Service in accordance with the provisions of Education Law and Regulations of the Commissioner? *". The "No" radio button is selected.

Below the question, the text "Answer Yes or No" is displayed. A red arrow points to a yellow circle containing the letter "a", which is followed by the instruction "Please provide an explanation. *". This instruction is followed by a rich text editor with a toolbar containing options for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, and Undo/Redo. A "Words: 0" counter is located at the bottom right of the editor.

The second question (2) asks: "Does the system have on file at system headquarters and available for public inspection an annual budget (statement of anticipated annual receipts and expenditures) that has been approved by the School Library System Advisory Council and reviewed by the chief administrative/fiscal officer, usually BOCES Superintendent for BOCES-based SLS or Superintendent of Schools for the Big 5 City School District School Library Systems? *".

8. Click the “Certification Form” link located directly above the Program Assurances to access a printable PDF version of the certification form.

Certification Form

Certification Form

View and Print a PDF version of the [Certification Form](#)

--Entity Name Here-- Program Assurances

Answer Yes or No

1 Does the Library System attest that it is and will be operating under its approved Plan of Service in accordance with the provisions of Education Law and Regulations of the Commissioner? *

Yes

No

Answer Yes or No

- To submit the survey, click the “Save & Submit Survey” button. Or click the “Save & Continue” button to save information which has been entered and continue working on the survey.

