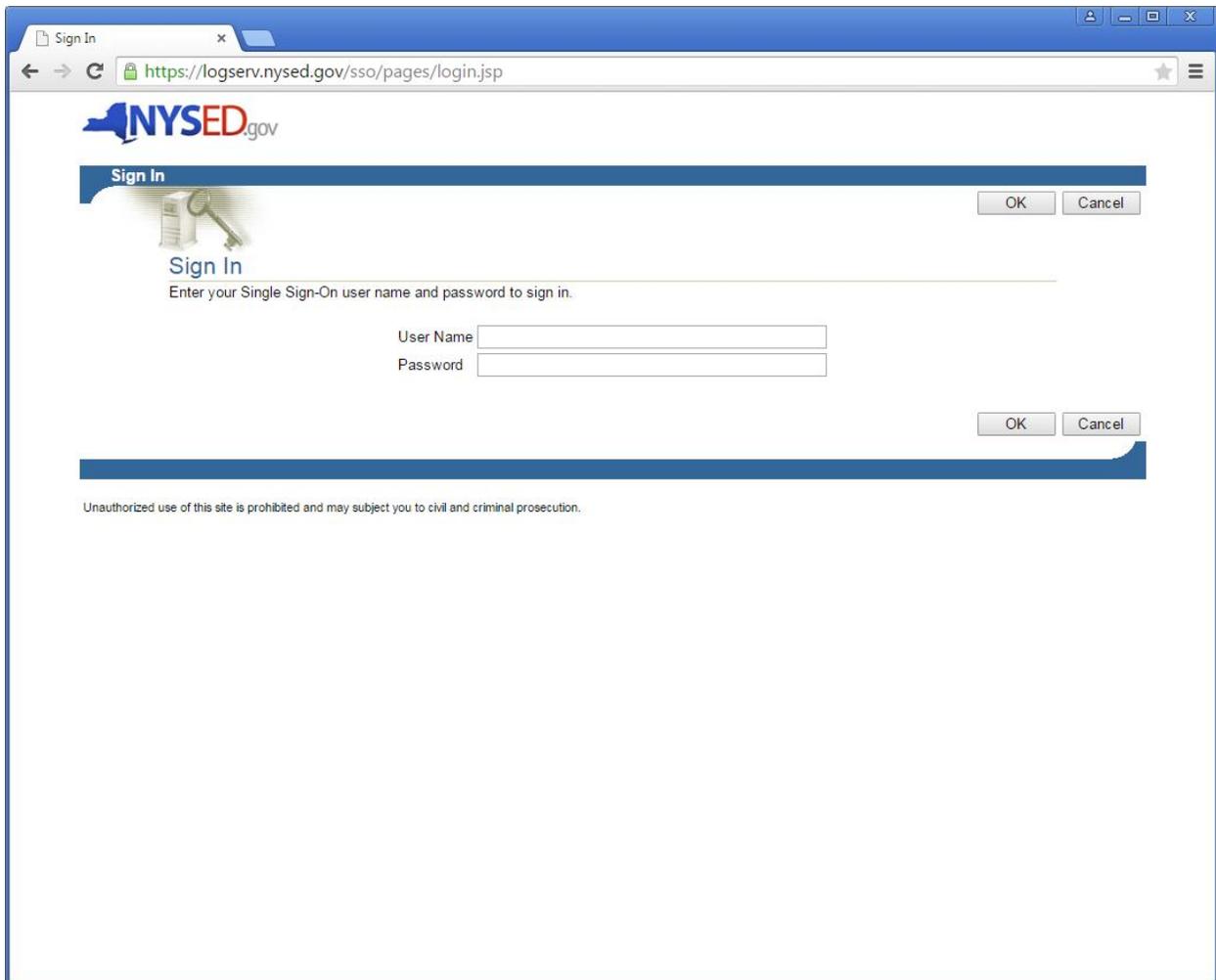


NYSED Application Business Portal: Instructions for using the SED Monitoring System

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



3. Enter your User Name and Password in the appropriate fields and then click the “OK” button.



Sign In

https://logserv.nysed.gov/sso/pages/login.jsp

NYSED.gov

Sign In



Sign In

Enter your Single Sign-On user name and password to sign in.

User Name

Password

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

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 shows the NYSED.gov Business Portal. The browser address bar displays portal.nysed.gov/portal/page/pref/PortalApp. The page header includes the NYSED.gov logo, navigation links for Business Portal, FAQs, Reset Password, and Log Off, and a welcome message for Stefanie Husak. The main content area is titled "The NYSED Application Business Portal" and features a "My Applications" section. A prominent notice states: "Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS) Click Here". Below this notice, the link "SED Monitoring and Vendor Performance System" is circled in red. The "Public Interest" section lists various services such as "Approved Preschool Special Education Programs Site Search" and "Inventory of Registered Programs". The "Other Applications" section lists services like "Child Nutrition Knowledge Center (CN)" and "Impartial Hearing Reporting System (IHRS)". A "Privacy Policy" link is located at the bottom right of the page.

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."

Below the message is a "Survey Filters" section with two dropdown menus: "System" (set to "APPR") and "Status" (set to "Not Submitted"). A "Filter" button is located at the bottom of this section.

The main content area features a tabbed interface with "Inbox (1)" and "Outbox". The "Inbox (1)" tab is active and contains a table with the following data:

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

The "Inbox (1)" tab and the "View" button in the table are circled in red.

- 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.

The screenshot shows a web browser window with the URL `eservices.nysed.gov/sedmonitoring/admin/survey/survey-editor?cycleSurveyId=1901§ionId=13167&pageId=13168&previewSurvey=1`. The page title is "NY State Library" and the user is logged in as "Stefanie H. (NYSED EMPLOYEE)". The breadcrumb trail is "School Library System Assurances - Annually, 2015 - School Library Systems - Program Assurances".

On the left side, there is a "Survey Navigation" pane with two items: "Program Assurances" (highlighted with a red circle and a right-pointing arrow) and "Certification Form" (with a search icon). Below this is a "School Library System Assurances Instructions" box with the text: "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." Below that is a "Preview Options" box with an "Exit preview" button.

The main content area is titled "--Institution Name Here-- Program Assurances" and contains three numbered questions, each with "Answer Yes or No." instructions:

- 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 for BOCES-based SLS or Superintendent of Schools for the Big 5 City School District School Library Systems? *
 Yes
 No
Answer Yes or No
- 3 Does the educational agency supporting the School Library System attest that it meets the minimum staffing requirements as described in the Commissioner's Regulations? If no, indicate below which staff is not at least .83 FTE assigned to SLS purposes.
*

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 shows a web browser window with the URL `eservices.nysed.gov/sedmonitoring/admin/survey/survey-editor?cycleSurveyId=1901§ionId=13167&pageId=13168&previewSurvey=1`. The page title is "NY State Library" and the user is logged in as "Stefanie H. (NYSED EMPLOYEE)". The breadcrumb trail is "School Library System Assurances - Annually, 2015 - School Library Systems - Program Assurances".

Survey Navigation:

- Program Assurances →
- Certification Form

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

--Institution 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

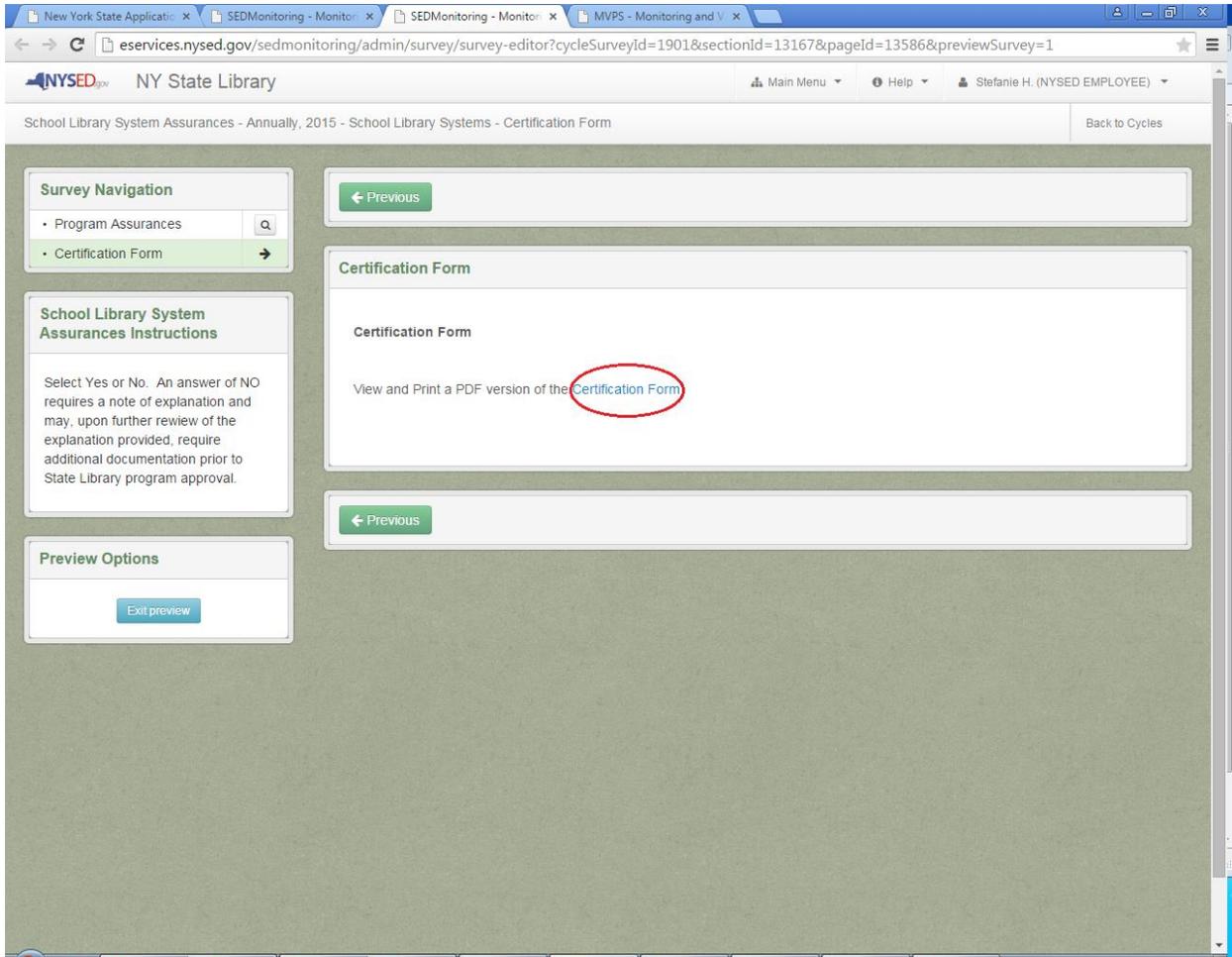
a Please provide an explanation. *

Rich text editor toolbar: Edit, Table, Tools, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Source Code.

Words: 0

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 for BOCES-based SLS or Superintendent of Schools for the Big 5 City School District School Library Systems? *

8. On the Survey Navigation pane, click “Certification Form”. Then click the “Certification Form” link to access a printable PDF version of the certification form.



- 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.

