

NYSED Application Business Portal: Password Reset

If you are having trouble logging in to the NYSED business portal and need to reset your password, you may do so from the home page at <http://portal.nysed.gov>.

1. Click on “Reset Password” in the upper right corner of the screen, along the red banner.

New York State Application x

portal.nysed.gov/portal/page/pref/PortalApp

NYSED.gov

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

Forgot your password?

Welcome

The NYSED Application Business Portal

[CLICK HERE for Password Change procedures for Business Portal 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](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)

Other Applications

You may be required to sign in to access these 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 \(TEACH\)](#)
- [PD System Login](#)
- [Teacher Access and Authorization](#)

[Privacy Policy](#)

- At the Password Reset Utility page, enter your User ID (firstname.lastname format), the e-mail you originally used to register for your portal account, and your BEDS Code, Institution ID, or Vendor ID. Then click “Go”.

*Please note: the BEDS code is also known as the SED code.

If you need to look up your Institution ID, see steps 3-5. Otherwise, you may proceed to step 6.

The screenshot shows a web browser window with the URL <https://eservices.nysed.gov/pwdreset/actions/welcome.do>. The page header includes the University of the State of New York State Education Department logo and the title "Password Reset Utility". Below the header is a green bar with the text "Reset User Password". On the left side, there is a navigation menu with "Reset Password" and "Who's my DA?". The main content area is titled "Users" and contains the following instructions:

- Please enter User ID, email, and either BEDS Code, Institution ID, or Vendor ID.
- BEDS Codes must be **12 digits**. Institution IDs may be 5 or 12 digits.
- The Vendor ID must be **10 digits**.
- * Indicates Required

The form fields are:

- User ID ***: Input field with placeholder text "firstName.lastName"
- email of user's NYSED account ***: Input field with placeholder text "myemail@gmail.com"
- BEDS Code, Institution ID, or Vendor ID ***: Input field with a "Go" button next to it.

Below the form, there are two links: [Find user BEDS Code OR Institution ID](#) and [Who's my Delegated Administrator?](#)

The "Information" section at the bottom states: "Either nothing was found or you have not yet entered the required information."

3. If you cannot remember your BEDS (SED) CODE or Institution ID, you can look them up by clicking the link “Find user BEDS Code OR Institution ID”, located just below and to the left of the text box where that number would be entered.

NYSED - PWDRESET x SEDMonitoring - Monitor x MVPS - Monitoring and V x

https://eservices.nysed.gov/pwdreset/actions/welcome.do

University of the State of New York
State Education Department

Password Reset Utility

Reset User Password

Reset Password

Who's my DA?

Users

- Please enter User ID, email, and either BEDS Code, Institution ID, or Vendor ID.
- BEDS Codes must be **12 digits**. Institution IDs may be 5 or 12 digits.
- The Vendor ID must be **10 digits**.
- * Indicates Required

User ID *

email of user's NYSED account *

BEDS Code, Institution ID, or Vendor ID *

[Find user BEDS Code OR Institution ID](#) [Who's my Delegated Administrator?](#)

Information

Either nothing was found or you have not yet entered the required information.

- At the SEDREF Core Information page, enter the name of your institution in the first (“Name”) text box, immediately followed by a percent (%) sign. Then click “Find”.

*Please note: the search function will not work if the percent sign is not included.

portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw\$.startup

NYSSED SEDREF - Core Information on SED Institutions

Home Menu Start New Search Internal Help Public Help Logout

Use this screen to search for institutions in SEDREF
Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal):

Institution ID:

SED Code:

Level2 Tracking Code:

Address Type: [List](#)

Addr Line 1:

City:

School Dist Loc Code: [List](#)

County Code: [List](#)

State Code: [List](#)

Inst Sub Type Code: [List](#)

Inst Type Code: [List](#)

Inactive Ind:

Home Menu Start New Search Internal Help Public Help Logout

Zoomed-in view of “Name” text box as shown above:

Home Menu Start New Search Internal Help Public Help Login

Use this screen to search for institutions in SEDREF
Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal):

Institution ID:

SED Code:

Level2 Tracking Code:

Address Type: [List](#)

Addr Line 1:

City:

5. Your Institution ID number, which will always begin with 8000000-, will be in the second box immediately to the right of your institution's name. Copy and paste that number into the final search box on the Password Reset Utility page, then click "Go".

The screenshot displays the NYSED SEDREF - Core Information on SED Institutions web page. The browser address bar shows the URL: `portal.nysed.gov/portal/pls/pref/sed_inst_qry_vw$sed_inst_qry_v.actionquery`. The page features the NYSED logo and a navigation menu with links: Home, Menu, Start New Search, Internal Help, Public Help, and Logout.

Popular Name	Institution ID	Address Type	Institution Sub Type	Full Address	Active Date	Inactive Date
NYS DEPT OF EDUCATION	800000055504	PHYSICAL	STATE AGENCIES (NON-FACILITIES)	89 WASHINGTON AVE ALBANY NY 12234	10/10/1990	

Record 1 of 1

ReQuery

Query

Home Menu Start New Search Current List Internal Help Public Help Logout

6. Your account information should pop up in a grid under the search boxes on the Password Reset Utility Page. Check to make sure that your name, institutional affiliation, and e-mail address are correct, then click “Submit” to process your reset request. You will receive an e-mail with a link that will allow you to complete the password reset.

University of the State of New York
State Education Department

Password Reset Utility

Reset User Password

Reset Password

Who's my DA?

Users

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- BEDS Codes must be **12 digits**. Institution IDs may be 5 or 12 digits.
- The Vendor ID must be **10 digits**.
- * Indicates Required

User ID *

email of user's NYSED account *

BEDS Code, Institution ID, or Vendor ID * ← Institution ID from SEDREF

[Find user BEDS Code OR Institution ID](#) [Who's my Delegated Administrator?](#)

Information

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> shusak	Stefanie	Husak	NYS Dept Of Education	4-5839	Stefanie.Husak@nysed.gov		Enabled

→