

IMPORTANT NOTES

- Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail.**

submitting the entire request by use of that examination request.

All questions regarding usernames and passwords for public schools must be directed to your Delegated Administrator in your local school district or, for religious, independent, or charter schools, the SEDDAS [Help Desk](#).

[School Administrator's Manual](#). Carefully read the agreement and click "Accept" to indicate your agreement.

- 4) From the drop-down menu under "Select Examination Period," select "2022 June Regents Examination Period." This will bring you to the "School Information" page.

- 6) Scroll down to the section titled "District/BOCES/Regional Center Data" and select from the drop-down menu next to "Scanning Center" the center with which you have contracted for scanning services.