

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

August 2023

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

### **Usernames and Passwords**

A username and password are required for access into the [online examination request system](#). If you were the principal of the same school during the 2021–22 school year and submitted your school's examination requests, the expectation is that you know your username and password.

If you have forgotten or need to reset your password, use the "Reset Password" utility available at <https://portal.nysed.gov/abp/>. More information on this utility may be obtained from the Department's Delegated Account System (SEDDAS) [Help Desk](#).

If you are a new principal for your school and do not have a valid username and password, determine which of the following situations and next steps applies to you.

- 1) Go to the [NYSED Business Application portal \(https://portal.nysed.gov/abp/\)](https://portal.nysed.gov/abp/) and click the “Log In” button in the upper-right corner of the screen. Enter your username and password (case-sensitive) and then click “OK.”
- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading “My Applications” toward the top center of that page, click on “Examination Request System.”
- 3) A dialogue box displaying the “Request Agreement” will appear, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials as provided in the [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 “2023 August Regents Examination Period” and click “Go.” This will bring you to the “School Information” page.
- 5) Carefully review the “School Information” page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information.

The online examination request system has the capacity to receive and store three e-mail addresses for each school—principal, alternative contact, and summer school administrator. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by e-mailing [Information and Reporting Services](#). Schools must also fax such changes to 518-474-2021.

- 6) In the Summer School Information section, please use the drop-down menu to indicate whether or not you will be requesting examinations for August administration in your school building.
- 7) 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. **You must enter this information in order to proceed with ordering tests.**
- 8) If your school does not have an ongoing Department-approved storage location for secure examination materials, or if you need to amend the storage information for your school, you will need to complete and submit an *Examination Storage Plan*

- 14) The next page will advise you that your examination request has been properly submitted to the Department's database. You will receive a confirmation of your request via e-mail within three business days. All school information and examination quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the "Submit and Certify Your Request" button on the "Review and Submit" page.

To order tests for another Examination Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Examination Cycle" to select the next group of tests to be ordered and repeat this process.

- 15) Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To exit the NYSED Business Application Portal, click "Log Off" in the upper-right corner of the Portal page.

Any questions about your school's examination request may be directed to [examrequest@nysed.gov](mailto:examrequest@nysed.gov). Questions about testing programs, policies, and procedures may be sent to [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov).