

**The University of the State of New York**  
**THE STATE EDUCATION DEPARTMENT**  
Office of State Assessment  
Albany, New York 12234

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the 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 2022–23 examination requests, the expectation is that you know your username and password.

If you have forgotten your username and password, you may request a new username and password. For more information, visit the <https://portal.nysed.gov/abp> 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.

- **Principals of New York City Public Schools:** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.
- **Principals of Public Schools or BOCES Programs Located Outside New York City:** Contact your School Superintendent or Delegated Administrator to request a username and password.
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13)

**ONLY IF**

**Submit and Certify Your Request**

To order tests for another Examination Cycle, use the drop-down  
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group of tests to be ordered and repeat this process.

14) Once your examination requests have been properly submitted, close this wi.996 (s)-5 (03n(v)-5 (e 45 (th)-8.002 (i)5