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 <u>online examination request system</u>. 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   y available at
<u>https://portal.nysed.gov/abp</u>
Delegated Account System (SEDDAS) <u>Help Desk</u>.

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
                                                          ination
    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