



NERIC Data Warehouse & Testing Services

Data Warehouse: dwhelp@neric.org or 518-862-5409

Testing: testing@neric.org or 518-862-5355 or 518-862-5310

How to Reset your SEDDAS Password:

- ✓ Open your web browser and type in <http://neric.org/dw>
- ✓ Go to the **LINKS** section and then the NYS Links and click on IRS Portal/NYSSIS Login

The screenshot shows a web browser window with the URL neric.org/dw/. The page content includes a navigation bar with 'Warehouse - N' and 'New York State App...'. The main content area has a dark blue sidebar on the left and a light blue main area on the right. The right side contains text about Spring 2015 District Data Coordinator (DDC) meetings and Level 2 Report trainings. Below this is a 'LINKS' section with a list of links. The link 'IRS Portal/NYSSIS Login' is circled in blue. Other links include 'End-of-Year Reporting Deadlines and Timeline', 'Calendar', 'DataFlow', 'Powerpoint Presentations & New DDC Training Material', 'Templates, Keys, Forms & State Course Codes', 'Help Documents and Cheat Sheets', 'Cognos Reports', 'ASAP REGENTS Only reports', 'District Folders on SharePoint', 'Change SharePoint Password', 'Level 0 A', 'Level 0 M', 'NYS Links', 'BRECIS', 'TSDL', 'Questions of the Moment', and 'NERIC Downloads'. Below the links is a 'CALENDAR' section with the heading 'NERIC Data Warehouse Calendar'.

- ✓ On the NYSED Application Business Portal page, click on the [Forgot your password?](#) link (see below)

✓ You will be prompted to enter your USER ID, email of user's NYSED account, and BEDS Code (see sample below):



Password Reset Utility

Reset User Password

| | |
|---|---|
| <p>▶ Reset Password</p> <p>Who's my DA?</p> | <p>Users</p> <ul style="list-style-type: none"> • 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 <p>User ID * <input type="text" value="jane.doe77"/></p> <p>email of user's NYSED account * <input type="text" value="jane.doe@sampleschool.org"/></p> <p>BEDS Code, Institution ID, or Vendor ID * <input type="text" value="123456789012"/> <input type="button" value="Go"/></p> <p>Find user BEDS Code OR Institution ID Who's my Delegated Administrator?</p> <p>Information</p> <p>Either nothing was found or you have not yet entered the required information.</p> |
|---|---|

- ✓ Enter your information and then click .
- ✓ The Password Reset Utility will pop-up as shown below. Check to make sure that it is showing your information below and then click on .



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 *

Go

[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 |
|---------|------------|-----------|-------------|------------|-------|----------------|----------------|
| | | | | | | | Enabled |

Submit

- ✓ A final confirmation will come up showing your information, if it is accurate, please click **Submit**. If the email address is incorrect, please contact your SEDDAS Entitlement Officer at your LEA to have that corrected first. Otherwise, you won't receive the email you need to reset your password.



Password Reset Utility

Reset User Password

Reset Password

Who's my DA?

User Information

User ID

Name

Institution

Work Phone

Email

Password

Submit

Cancel

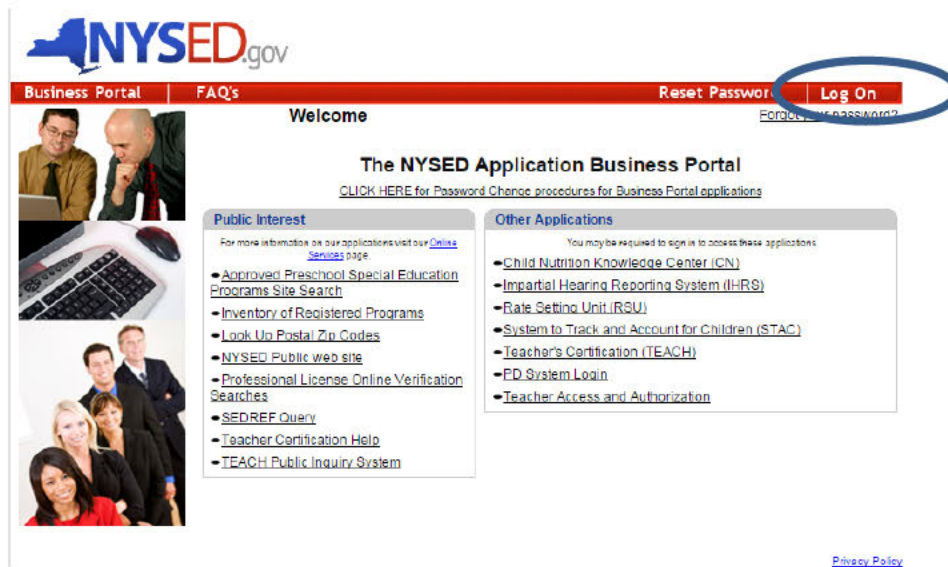
- ✓ You will receive the following message on that same page:

NOTE:

- An email message with the new password was sent to this user.

- ✓ The email will come from seddas_help@mail.nysed.gov and the Subject will be SEDDAS: Reset Password (or something along those lines).
 - Open the email, you will find a new TEMPORARY password. You will need this information to actually reset your password.

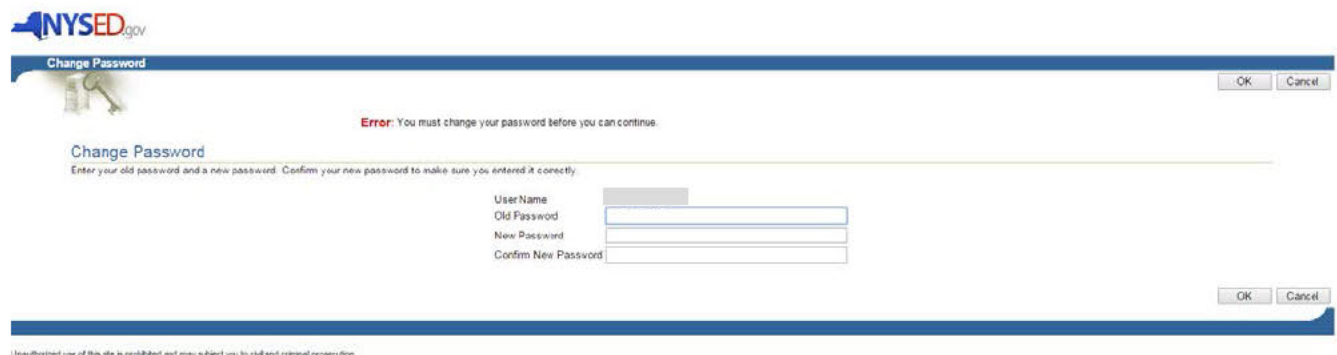
- **You MUST go to the main Business Portal page at <http://portal.nysed.gov> to reset your password before you can log into ANY SEDDAS application.** Your temporary password will NOT work for the other SEDDAS applications. It must be changed. Once you are on the main page, click on **Log On**.



- ✓ A new page will show. Enter your User Name and Password (use the temporary password that you just received in the email from SEDDAS Help. It is case sensitive and is followed by a period that ends the sentence. Do not include the period when entering the password.) Click **OK**.



- ✓ The following screen will pop-up. Enter your Old Password (the temporary password you just received from SEDDAS Help in the email), then enter your New Password (one of your choosing) and re-enter it to confirm it is correct, then click **OK**.
 - Passwords must be alpha-numeric, at least 8 characters in length and are case-sensitive.



- ✓ Once you have completed this step of changing your password, you are ready to use that new password to log in to the SEDDAS applications to which you are entitled.

NOTES:

If you do not know your User Name, your Superintendent or their Delegated Entitlement Officer can check this information in SEDDAS for you. NERIC does not control these accounts and has no access to reset your password for you.