

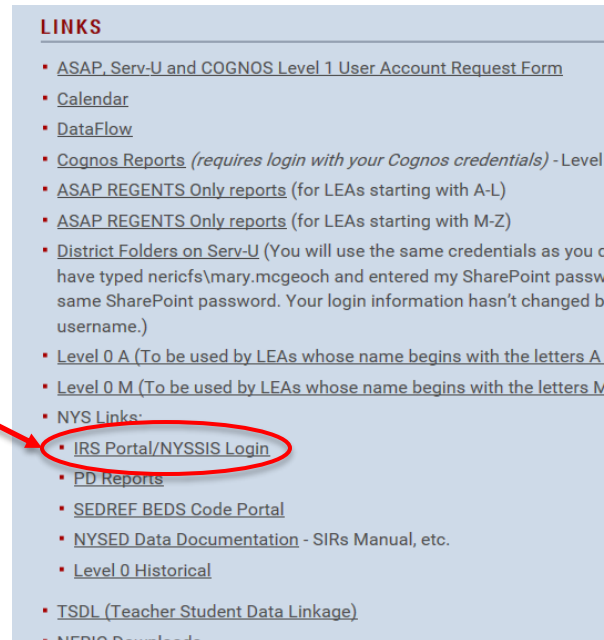
How to Reset your SEDDAS Password

NERIC Data Warehouse & Testing Services

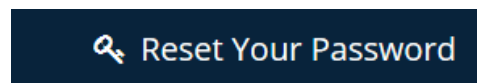
Data Warehouse: dwhelp@neric.org or 518-862-5409

Testing: testing@neric.org or 518-862-5314

- Open your web browser and go to neric.org
- Click on the [Data Warehouse](#) quick link
- Go to the LINKS section and click on [IRS Portal/NYSSIS Login](#)

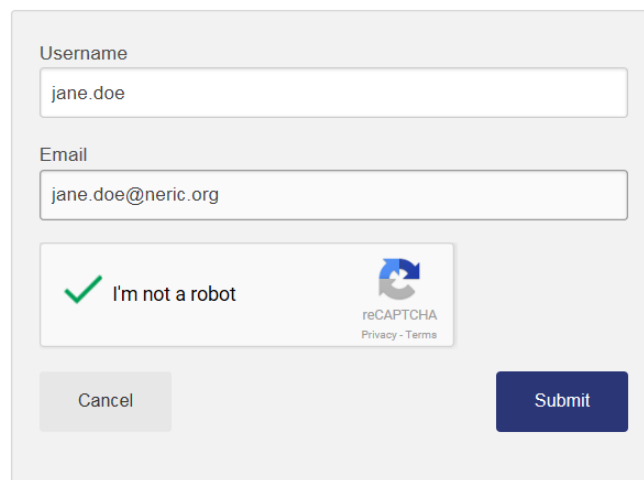


- On the Application Business Portal page click on “Reset Your Password” on the upper right

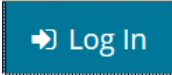


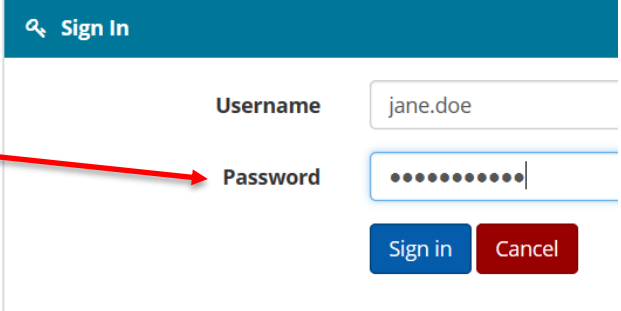
- Enter your Username and Email address.
- Check the box “I’m not a robot”
- Click Submit

Application Business Portal Password Reset

A screenshot of a web form for password reset. It contains fields for "Username" (jane.doe) and "Email" (jane.doe@neric.org). Below these is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". At the bottom are "Cancel" and "Submit" buttons.

- You will receive a message that “An email message with the new password was sent to this user.”
- This email will come from seddas_help@mail.nysed.gov
- This email will contain a new TEMPORARY password that will ONLY work on the Applications Business Portal page (no other applications will work until you set a NEW permanent password)

- Click Log In 
- Type in your Username and Temporary Password then click Sign in



- You will be prompted to create a new password
- Make sure to follow all requirements

Application Business Portal Password Reset

Changing password for: **andrea.vamvas**

Current Password

New Password

Confirm Password

Password Requirements

- ✗ At least 8 characters
- ✗ At least 1 lower case letter
- ✗ At least 1 upper case letter
- ✗ At least 1 number
- ✗ At least 1 special character
- ✗ At most 3 repeating characters
- ✗ New and Confirm must match
- ✗ Cannot reuse current password

- Click **Submit** when finished
- Now you can login to any SEDDAS application which you are entitled with your new password

NOTE: SEDDAS accounts are maintained by the LEA. Please contact your LEAs Superintendent, Building Leader, or Delegated Administrator for further assistance, if you do not know your username.