



Race to the Top

NEW YORK STATE EDUCATION DEPARTMENT MONITORING & VENDOR PERFORMANCE SYSTEM (MVPS) INSTRUCTIONS

Instructions for Vendors and Local Education Agencies (LEAs) to access the MVPS to complete and submit Race to the Top Surveys to the New York State Education Department and steps on how to grant Data Entry Access to LEA staff.



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MVPS

- What is the Monitoring and Vendor Performance System (MVPS)?
- MVPS Survey Access
 - New User ID/Password
 - SEDDAS Email Notifications
 - Business Portal
 - Log-On Instructions
- Establishing Data Entry Rights
 - SEDDAS User ID
 - SEDDAS Entitlements
- The Survey
 - Dashboard Screens
 - Survey Questions
- Submit/Certify a Survey
- MVPS Technical Questions
- Program Area and Technical Assistance Contact Information



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What is the Monitoring and Vendor Performance System (MVPS)?

- New York State Education Department (NYSED) Online Database system that monitors the status of Race to the Top (RttT) contracts, grants and memorandums of understanding (MOUs).
- NYSED Online Database system that Vendors and LEAs use to submit data and information on a quarterly basis to NYSED on the current and overall standing of their specific RttT contract, grant and MOUs.
- NYSED Online Database system that allows Vendors and LEAs the ability to update and inform their Program Area regarding any issues related to their RttT contract, grant and MOUs.



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MVPS Survey Access – Vendors and LEAs

- MVPS Access in the form of a user identification and password is granted to Vendors and LEAs who are required to Complete, Submit and Certify surveys for their specific RttT contract, grant or MOU.
- Vendor Access to the MVPS and the Submit and Certify rights are only granted to the CEO of the Company.
- LEA Access to the MVPS and the Submit and Certify rights are only granted to the Superintendent of the School District.
- School District Superintendents have the ability to assign Data Entry Access to staff in the School District Office to fill out surveys – this does not apply to Vendors.
- Data Entry Access does not allow the School District employee the ability to Submit and Certify the survey for the School District.



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New User ID and Password Set-Up in the MVPS

- Vendors and LEAs will receive a SEDDAS Email Notification sent from the NYSED IT Department.
- The SEDDAS Email will assign their User ID – *see next 2 slides.
- A second SEDDAS Email will be sent with a Temporary Password; (after logging in for the first time with the Temporary Password the system will require you to change your Password).
- After receiving your User ID and Temporary Password proceed to the NYSED Business Portal.
<http://portal.nysed.gov/portal/page/pref/PortalApp>
- Select Business Portal Log-On Option in the upper right hand corner – *see Business Portal Home Page slide.



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NY State Education Department SEDDAS EMAIL Notification - MVPS User ID - Vendor

Mail From: <seddas_help@mail.nysed.gov> **Screenshot 1**

File Edit View Actions Tools Window Help

Close Reply Reply All Forward

Mail Properties Personalize Message Source Discussion Thread

From: <seddas_help@mail.nysed.gov>
To:
Subject: SEDDAS (TEST): Create Vendor Account

New York State Education Department Notification

A New York State Education Department (TEST) account for Sally Vendor of Vendor: CIVIC RESEARCH INSTITUTE has been CREATED by Mary Gardy who is affiliated with NYS DEPT OF EDUCATION.

The user ID assigned to you is sally.vendor
Please make note of it.
For security reasons, your password will be sent to you in a separate email.

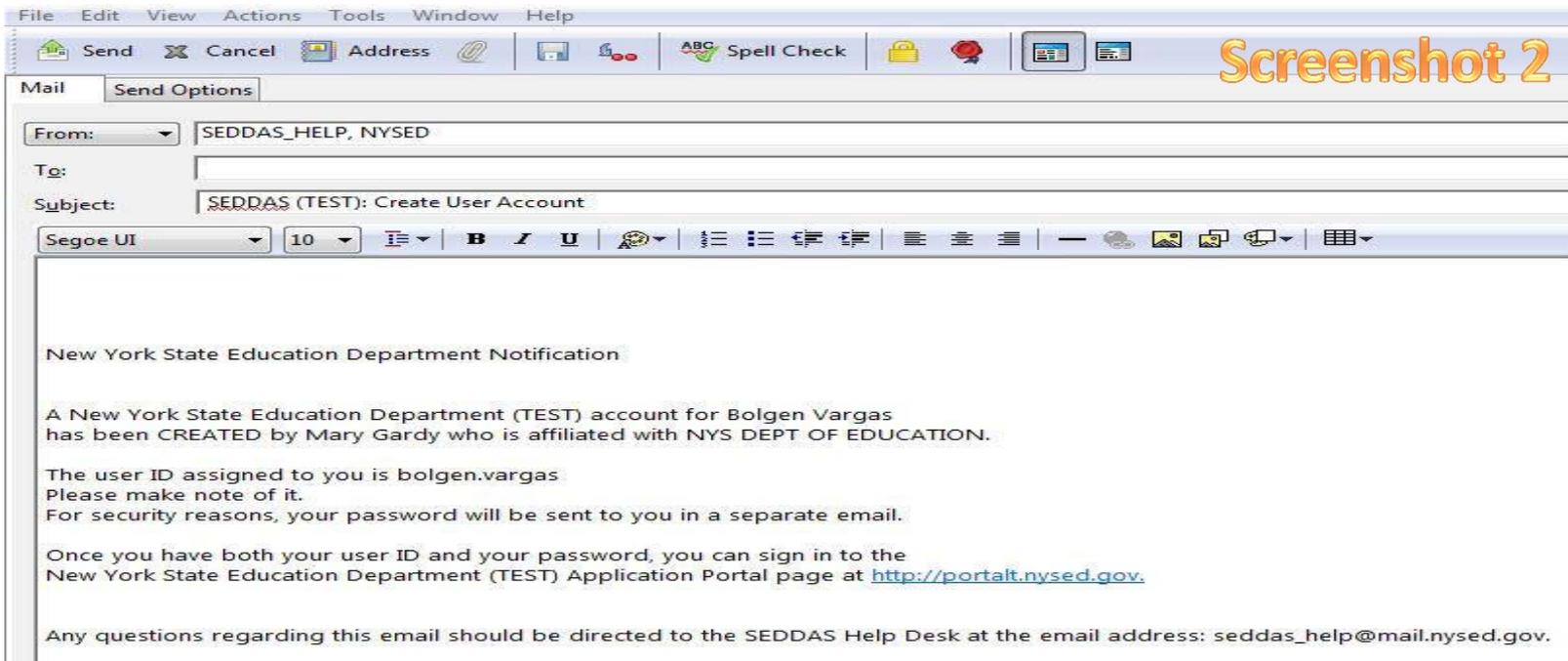
Once you have both your user ID and your password, you can sign in to the New York State Education Department (TEST) Application Portal page at <http://portal1.nysed.gov>.

Any questions regarding this email should be directed to the SEDDAS Help Desk at the email address: seddas_help@mail.nysed.gov.



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NY State Education Department SEDDAS EMAIL Notification - MVPS User ID - LEA





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NYSED Business Portal Home Page

- Select the Log On option in the upper right hand corner – see below.
- This takes you to the Log On Screen where you will enter your User ID and Temporary Password to gain access to the system.

NYSED.gov **Screenshot 3** 

Business Portal | **FAQ's** | **Reset Password** | **Log On**

Welcome [Forgot your password?](#)

The NYSED Application Business Portal

[CLICK HERE for Password Change procedures for Business Portal applications](#)

Public Interest

For more information on our applications visit our [Online Services](#) page.

- [Approved Preschool Special Education Programs Site Search](#)
- [Inventory of Registered Programs](#)
- [Look Up Postal Zip Codes](#)
- [NYSED Public web site](#)
- [Professional License Online Verification Searches](#)
- [SEDREF Query](#)
- [Teacher Certification Help](#)
- [TEACH Public Inquiry System](#)
- [Virtual Learning System \(VLS\)](#)

Other Applications

You may be required to sign in to access these applications :

- [Child Nutrition Knowledge Center \(CN\)](#)
- [Impartial Hearing Reporting System \(IHRS\)](#)
- [Rate Setting Unit \(RSU\)](#)
- [System to Track and Account for Children \(STAC\)](#)
- [Teacher's Certification \(TEACH\)](#)
- [VESID PD System Login](#)

[Privacy Policy](#)



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Business Portal Log-On Screen

- Vendors or LEAs enter your assigned User ID and Temporary Password then select OK in the upper right hand corner



Screenshot 4

The screenshot shows a web-based login interface. At the top left is the NYSED.gov logo. To the right of the logo is the text "Sign In". Below this is a blue horizontal bar. Underneath the bar is a graphic of a key and a lock. To the right of the graphic are two buttons: "OK" and "Cancel". Below the graphic is the text "Sign In" and "Enter your Single Sign-On user name and password to sign in." Below this text are two input fields: "User Name" and "Password". To the right of the "Password" field are two buttons: "OK" and "Cancel". At the bottom of the page is a blue horizontal bar with the text "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution."



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Steps to Change Temporary Password for MVPS System

- After entering your Temporary Password, MVPS will prompt you to change your Password – enter and confirm your new Password.
- Select OK in the right hand corner – this will take you to the Business Portal Home Page.



Screenshot 5

Change Password

OK Cancel

Error: You must change your password before you can continue.

Change Password

Enter your old password and a new password. Confirm your new password to make sure you entered it correctly.

User Name	michael.schiedo
Old Password
New Password
Confirm New Password

OK Cancel

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.



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Enter the MVPS via Business Portal Homepage

- After changing your Password and getting into the Business Portal Homepage – in the center of the screen find the **SED Monitoring and Vendor Performance System (MVPS)** link – see below.
- Select that link and it will take you to the **Dashboard Screen** for your specific User ID.

NYSED.gov Screenshot 6

Business Portal | FAQ's | Reset Password | Log Off

Welcome [Forgot your password?](#)

The NYSED Application Business Portal
CLICK HERE for Password Change procedures for Business Portal applications

My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)
[Click Here](#)

[SED Monitoring and Vendor Performance System](#) ← 
* Includes APPR Implementation Certification

Public Interest
For more information on our applications visit our [Online Services](#) page.

- Approved Preschool Special Education Programs Site Search
- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDREF Query
- Teacher Certification Help
- TEACH Public Inquiry System

Other Applications
You may be required to sign in to access these applications

- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- VESID_PD System Login
- Teacher Access and Authorization

[Privacy Policy](#)



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Establishing Data Entry Access for LEA Office Staff

- Superintendents are allowed to grant Data Entry Access rights to School District office staff to complete MVPS Surveys – this access does not allow the individual to Certify and Submit the survey.
- To set up Data Entry Access the Superintendent must Log-On to the Business Portal then select the **State Education Department Delegated Account System (SEDDAS)** link – see below.





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SEDDAS System – Create User IDs

- Once in SEDDAS select Create User – enter ALL Required information then select Next.
- System will generate a User ID and Password for the individual being given access.

**University of the State of New York
State Education Department**

Screenshot 8

Delegated Account System

Create User

- Welcome
- Search User
- Advanced Search
- ▶ Create User
- Update User
- Disable User
- Reactivate User
- Reset User Password
- Entitlements
- Reassign Institution
- Reports
- SEDDAS Support

Logged In As

Michael Schiedo
CHITTENANGO CSD
Super Delegated
Administrator

User Information

- To create a user account, complete the form below, then click the **Next** button
- * indicates required
- To select the current institution for this user, click the arrow icon

First Name *

Last Name *

Email *

Institution

Next



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SEDDAS System – Create Entitlements

- Select Entitlements on the menu; then select “Entitle – Rest of Applications”.
- Enter User ID or Last Name of individual being given Data Entry Access; name will appear on User List; select individual then click on “Select to Entitle” button.

The screenshot shows the SEDDAS system interface. At the top left is the University of the State of New York State Education Department logo. The title "Delegated Account System" is centered. On the right, it says "Screenshot 9". A left-hand navigation menu includes options like "Search User", "Welcome", "Create User", "Update User", "Disable User", "Reassign Institution", "Reports", and "SEDDAS Support". The "Entitlements" section is expanded to show "Entitle-Rest Of Applications". The main area is titled "Users" and contains search instructions: "Please enter User ID, Last Name or Both" and "A wildcard character (*) following at least 3 characters, may be used on either field". There are input fields for "User ID" and "Last Name" (containing "school") with a "Go" button. Below is a "User List" table with one entry: sally.school sally school CHITTENANGO CSD 800-555-1234 ADMINISTRATIVE ASSISTANT Enabled. A "Select To Entitle" button is located below the table. The bottom left corner shows the user is logged in as Michael Schiedo, CHITTENANGO CSD, Super Delegated Administrator.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
sally.school	sally	school	CHITTENANGO CSD	800-555-1234		ADMINISTRATIVE ASSISTANT	Enabled



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LEA Staff Entitlements – Applications and Roles

- After clicking the Select to Entitle button, new options appear with the available Applications and Roles the individual can be given access; select the appropriate Application and Role for the individual.
- Upon successfully completing the set up, the Access Granted Notification will appear on the screen.
- After completing the set up the individual can Log-on through the Business Portal into the MVPS system to fill out surveys for their respective LEA but they cannot Certify and Submit that survey.

**University of the State of New York
State Education Department**

Delegated Account System

Successful - Entitlements

Welcome	User Information			
Search User	User ID	sally.school	Institution	CHITTENANGO CSD
Advanced Search	Name	sally school	Work Phone	800-555-1234
Create User	Email		Position/Title	ADMINISTRATIVE ASSISTANT
Update User	NOTE:			
Disable User	• An email message concerning this update was sent to both you and this user			
Reactivate User	• If the email address for this user is incorrect, please notify this user of the update			
Reset User Password	Access Granted to Applications			
Entitlements	For each application displayed, access has been granted as follows:			
▶ Entitle-Rest Of Applications	Monitor & Vendor Performance System			
Entitle-Delegated Account System	Role	Data Entry		
Reassign Institution				
Reports				
SEDDAS Support				
Logged In As	Michael Schiedo CHITTENANGO CSD Super Delegated Administrator			

Screenshot 10



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MVPS Dashboard Screen – Homepage for each Vendor and LEA’s assigned Surveys

- Screen where every survey assigned to a specific Vendor or LEA appears.

Dashboard for [redacted]

Welcome Message

Welcome to the NYSED Survey System (SEDMonitoring). You are seeing this page as you have been assigned Surveys by Multiple Areas. Please select a System from the list below to view Surveys for that System.

Systems you are associated with

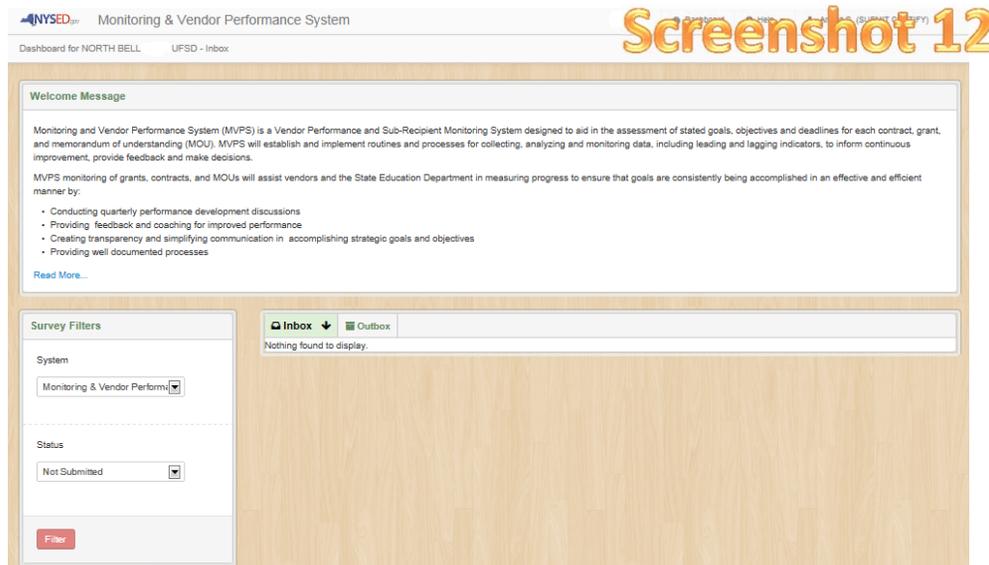
System	
Monitoring & Vendor Performance System	View Surveys
Testing Ground	View Surveys



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MVPS Dashboard Screen – Homepage for each Vendor and LEA's assigned Surveys

- Screen shows what surveys have been Submitted and those still Not Submitted
- Screen can give access to other State Education Department database systems.



The screenshot displays the "Monitoring & Vendor Performance System" dashboard for "NORTH BELL". The page includes a "Welcome Message" section with a detailed description of the MVPS system and its purpose, followed by a list of key activities and a "Read More..." link. Below this, there are "Survey Filters" for "System" (set to "Monitoring & Vendor Perform") and "Status" (set to "Not Submitted"), with a "Filter" button. To the right, an "Inbox" section shows "Nothing found to display." A large "Screenshot 12" watermark is overlaid on the right side of the dashboard.



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MVPS Dashboard Screen – Homepage for each Vendor and LEA's assigned Surveys

- Screen shows in the inbox what surveys are Not Submitted.
- Screen shows in outbox what surveys are Submitted.

Screenshot 13

NYSED.gov Monitoring & Vendor Performance System

Dashboard for NORTH BELL UFSO - Outbox

Welcome Message

Monitoring and Vendor Performance System (MVPS) is a Vendor Performance and Sub-Recipient Monitoring System designed to aid in the assessment of stated goals, objectives and deadlines for each contract, grant, and memorandum of understanding (MOU). MVPS will establish and implement routines and processes for collecting, analyzing and monitoring data, including leading and lagging indicators, to inform continuous improvement, provide feedback and make decisions.

MVPS monitoring of grants, contracts, and MOUs will assist vendors and the State Education Department in measuring progress to ensure that goals are consistently being accomplished in an effective and efficient manner by:

- Conducting quarterly performance development discussions
- Providing feedback and coaching for improved performance
- Creating transparency and simplifying communication in accomplishing strategic goals and objectives
- Providing well documented processes

[Read More...](#)

Survey Filters

System
Monitoring & Vendor Perform...

Status
Submitted

Filter

Survey List

Survey Recipient	Survey	Cycle	Status	Status Date	
NORTH BELLMORE UFSO	PRACTICE SURVEY FOR NEW USERS	Pilot, 2013	Approved	1/14/2014	View Print



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Steps to completing MVPS Race to the Top Surveys

- On the Dashboard Screen select a specific View Survey button; to complete a survey select 'Not Submitted' Survey Status; system opens to the Critical Questions Section of the survey selected.
- The Critical Question Section has 5 separate pages with unique questions related to specific subjects.
- You must answer ALL questions in a survey before you can proceed and finally Certify and Submit the survey.

NYSED.gov Monitoring & Vendor Performance System

PRACTICE SURVEY FOR NEW USERS - Quarter 4, 2013 - Critical Questions - Deliverables

Survey Navigation

- [-] Critical Questions ✓
- Deliverables →
- Budgeting ✓
- Reporting ✓
- Risk ✓
- Other ✓

PRACTICE SURVEY FOR NEW USERS Instructions

Please complete the following questions as accurately as possible to reflect your status to date on the goals and objectives of the Higher Education Faculty Development MOU. Any questions marked with an asterisk (*) require an answer in order to proceed through the survey.

Deliverables Questions

Please answer all required questions in this section

1 How many students did the contractor/grantee propose to enroll in the Advanced Training Programs in their application? *

5

Answer the question

2 Out of the proposed number above, how many students have enrolled in these programs to date? *

4

Save Save & Continue → Save & Submit Survey →

Screenshot 14



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Completing MVPS Race to the Top Surveys

- It is important to “Save & Continue” as each section is completed.



- When all sections are complete and the survey is ready to submit, please use the “Save and Submit Survey”.





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Submit/Certify Survey

- ONLY Vendors (CEOs) and LEAs (Superintendents) are allowed to Certify and Submit their RttT Surveys to NYSED.
- Upon answering ALL questions in a RttT survey, the Certification and Submission Screen appears – read the language carefully before checking the Certification box.
- Upon checking the Certification box and then selecting the Submit button, this will submit the completed RttT survey through the MVPS to NYSED.

The screenshot shows the "Monitoring & Vendor Performance System" interface. The page title is "PRACTICE SURVEY FOR NEW USERS - Quarter 4, 2013 - Submit/Certify". A green notification bar at the top states: "Your responses have been saved successfully! You may certify and submit this survey." Below this is a "Certification & Submission" section with a "Print Survey" button. A checkbox is checked, and the text reads: "I hereby certify that the information contained in this program report is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that all program activities were conducted in accordance with all applicable Federal and State Laws and regulations, and instructions." At the bottom are "Cancel" and "Submit" buttons. A large orange watermark "Screenshot 17" is overlaid on the right side of the image.



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MVPS Technical Questions

- You will receive a message stating that your survey has been submitted successfully upon completion of submission.
- For answers to the Frequently Asked Questions, refer to the survey “Help” tab at the top of the Survey.



- To print a survey, look for the “Print” button in the beginning and end of the survey.





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Program Area and Technical Assistance Contact Information

- When completing a survey, if a Vendor or LEA has a non-technical question pertaining to their specific RttT survey please contact your Program Area Lead– their contact information will be listed in the Instructions Section for each specific survey.
- Contact this individual about questions related to a specific survey or in regards to the status of your RttT contract, grant or MOU.
- For answers to the Frequently Asked Questions, refer to the survey Help tab at the top of the Survey
- To print a completed survey, log-on to the MVPS portal. Filter in your survey listing to the appropriate survey, filter by the status, (Approved, Submitted, Un-submitted) and select the Print button.
- For assistance with a technical question regarding the MVPS or any issues with a completing a survey please email your question or request to: PMO@mail.nysed.gov