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

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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.
• 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.
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.
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

Any questions regarding this email should be directed to the SEDDAS Help Desk at the email address: seddas_help@mail.nysed.gov.
New York State Education Department Notification

A New York State Education Department (TEST) account for Bolgen Vargas has been created by Mary Gardy who is affiliated with NYS DEPT OF EDUCATION.

The user ID assigned to you is bolgen.vargas.
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://portalt.nysed.gov.

Any questions regarding this email should be directed to the SEDDAS Help Desk at the email address: seddas_help@mail.nysed.gov.
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.
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
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.
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.
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.
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.
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.
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.
MVPS Dashboard Screen – Homepage for each Vendor and LEA’s assigned Surveys

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