

## How to Upload a Revised RTTT Scope of Work (SOW) – Access Information and Screen Shots

### STEP 1: Log onto the NYSED Business Application Portal (<http://portal.nysed.gov>)

If you need assistance logging onto the NYSED Business Application Portal, please follow the directions below:

Access to the NYSED Business Application Portal (<http://portal.nysed.gov>) can be managed for participating LEA staff using SEDDAS, the SED Delegated Account System. Only designated school district personnel (usually the superintendent) can manage user IDs and passwords. After logging onto the portal there is a link to SEDDAS listed under applications. (If you forgot your portal password there is a link on this page to reset it.)

For guidance on how to use SEDDAS, please refer to this page:

<http://www.p12.nysed.gov/seddas/seddashome.html>

For assistance using the SEDDAS system, you may contact NYSED using the following:  
SEDDAS Help Desk: (518) 473-8832

Or

E-mail: [seddas\\_help@mail.nysed.gov](mailto:seddas_help@mail.nysed.gov)

IMPORTANT: If you are adding access for a new principal then you will need to update SEDREF first. Please refer to this page for guidance on this:

<http://www.p12.nysed.gov/sedrefupdate.html>

## STEP 2: Select "Information and Reporting Services (IRSP)"

The screenshot shows the NYSED Business Application Portal in a Windows Internet Explorer browser. The browser's address bar displays <http://portal.nysed.gov/portal/page/tref/PortalApp>. The page features a navigation bar with links for "Business Portal", "FAQ's", "Reset Password", and "Log Off". A "Welcome" message is displayed, along with a "Forgot your password?" link. The main heading is "The NYSED Business Application Portal", with a link for "CLICK HERE for new Password Change procedures for some applications". Below this is a "My Applications" section containing a "Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)" with a "Click Here" link. A large yellow arrow points to the "Information and Reporting Services (IRSP)" link, which is also linked to the "American Recovery and Reinvestment Act (ARRA) Reporting System". The page also includes sections for "Public Applications" and "Other Applications". The "Public Applications" section lists various services such as "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", and "Virtual Learning System (VLS)". The "Other Applications" section lists services like "Child Nutrition Knowledge Center (CN)", "Electronic Liberty Partnerships Program System (ELPPS)", "Impartial Hearing Reporting System (IHRS)", "NYS Student Identification System (NYSSIS)", "Rate Setting Unit (RSU)", "System to Track and Account for Children (STAC)", "Teacher's Certification (TEACH)", and "VESID PD System Login". A "Privacy Policy" link is located at the bottom right of the page. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 12:03 PM.

**STEP 3: At the bottom of this page select “Upload Files to NYSED” and select your revised SOW to upload.**

The screenshot shows a Windows Internet Explorer browser window displaying the NYSED.gov website. The address bar shows the URL: <https://eservices.nysed.gov/irsp/home.htm?execution=e1s1>. The page title is "Report Card | Home - Windows Internet Explorer provided by NYS Education Department". The website content includes the NYSED.gov logo, the text "Information and Reporting Services", and a red banner for "Annual Verification Report Download". Below this, there are sections for "Welcome", "Announcements", "Professional Staff State Identifiers File", and "2010-11 High School Differentiated Accountability Status". A message states "Nothing found to display" under the "Upload Submission" section. A yellow arrow points to the link "Upload Files to NYSED" at the bottom of the page. The footer contains "Home | Logout". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 12:15 PM.