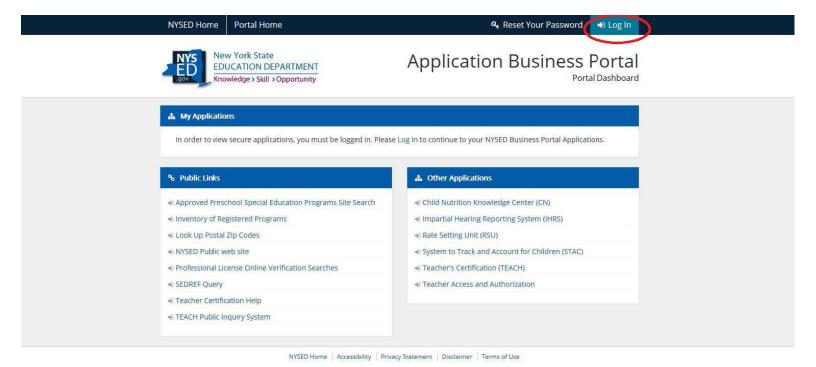
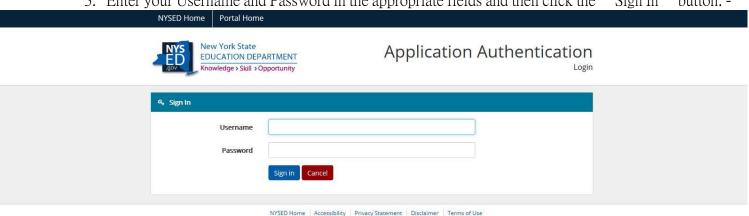
NYSED Application Business Portal: Instructions for using the SED Monitoring System

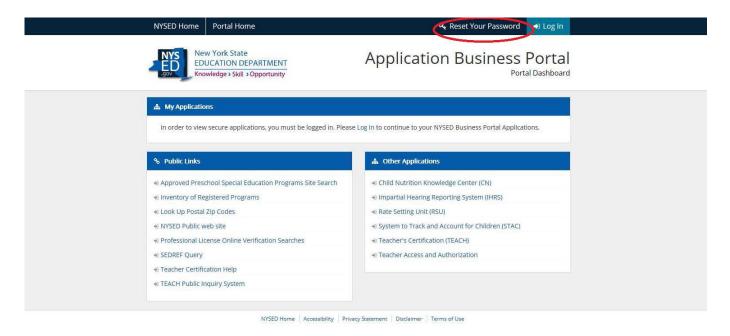
- 1. Access the New York State Education Department (NYSED) Business Portal at the following URL: https://portal.nysed.gov/abp. This will bring up the main portal page as shown below.
- 2. Click "Log In" in the upper right corner of the portal main menu.



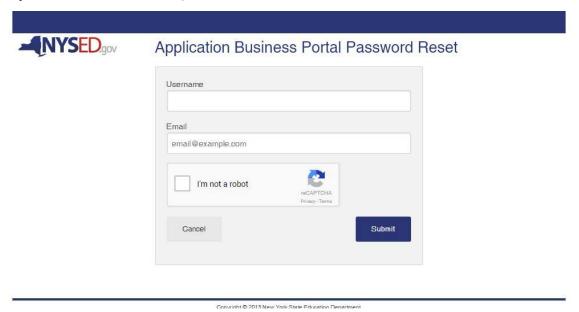
3. Enter your Username and Password in the appropriate fields and then click the "Sign In" button. -



If you do not remember your password you can reset it from the portal homepage. In the upper right hand corner, to the left of the "Log In" button, click the "Reset your Password" button.



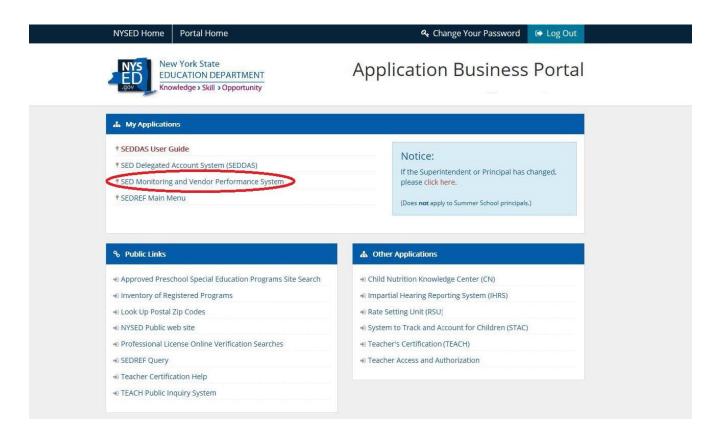
Enter your username and email, check the "I'm not a robot" box and click submit. -



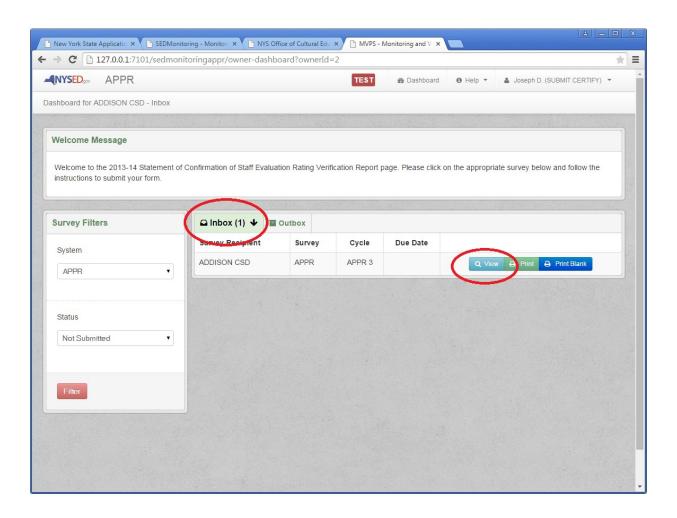
NOTE: If you are in Internet Explorer and do not see the "I'm not a robot" box then try using Google Chrome.

Once submitted, you will receive an email to complete the password reset.

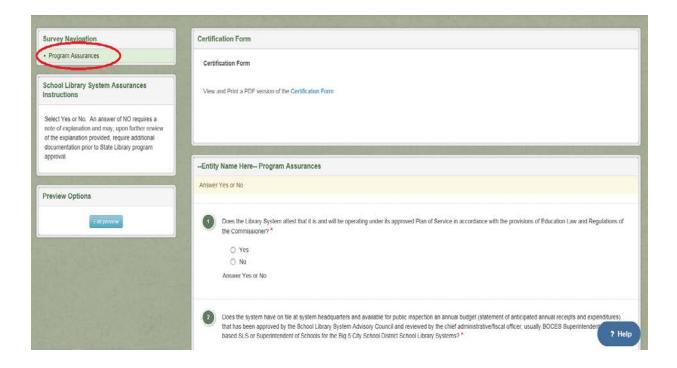
4. Back on the main portal page you will now see the "My Applications" section. Click the "SED Monitoring and Vendor Performance System" link.



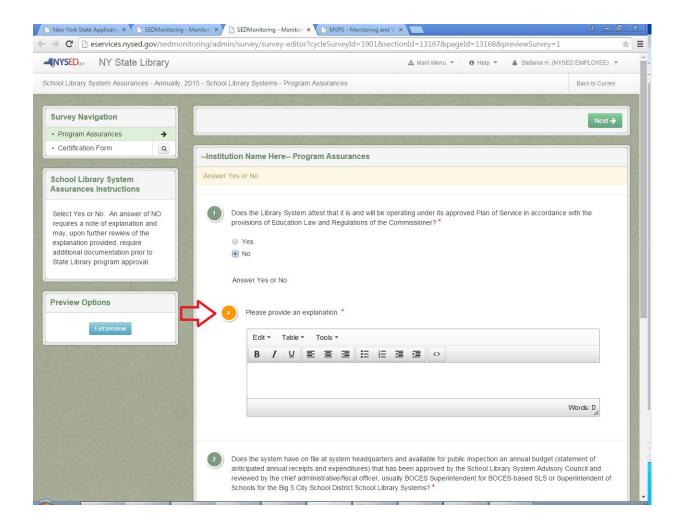
5. The Dashboard page will be displayed. Under the Inbox section your institution will be listed. Click the "View" button to the right of it.



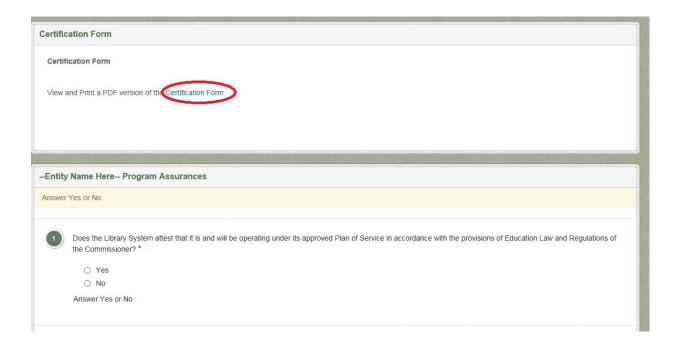
6. The Program Assurances page will be displayed. On the left side of the screen is the Survey Navigation pane. Click "Program Assurances" to access the Program Assurances questions for your institution.



7. Click the Yes or No radio button to answer each question. If "No" is answered for any question, a text field will be displayed where an explanation for the answer will need to be entered.



8. Click the "Certification Form" link located directly above the Program Assurances to access a printable PDF version of the certification form.



9. To submit the survey, click the "Save & Submit Survey" button. Or click the "Save & Continue" button to save information which has been entered and continue working on the survey.

