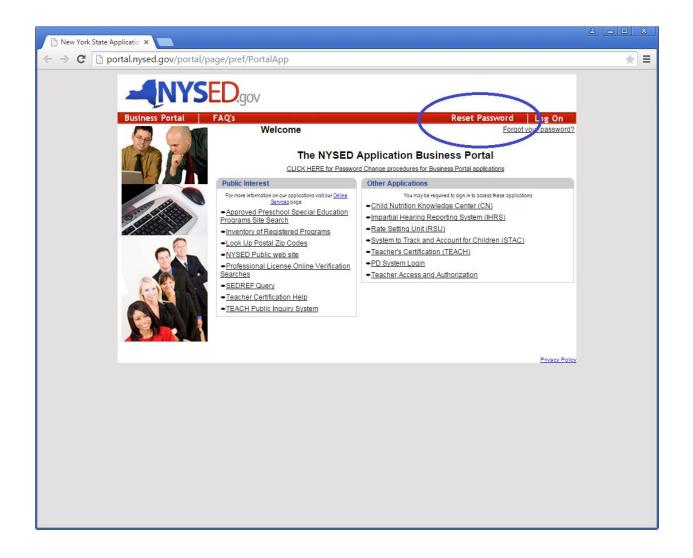
NYSED Application Business Portal: Password Reset

If you are having trouble logging in to the NYSED business portal and need to reset your password, you may do so from the home page at <u>http://portal.nysed.gov</u>.

1. Click on "Reset Password" in the upper right corner of the screen, along the red banner.



2. At the Password Reset Utility page, enter your User ID (firstname.lastname format), the e-mail you originally used to register for your portal account, and your BEDS Code, Institution ID, or Vendor ID. Then click "Go".

*Please note: the BEDS code is also known as the SED code.

If you need to look up your Institution ID, see steps 3-5. Otherwise, you may proceed to step 6.

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3. If you cannot remember your BEDS (SED) CODE or Institution ID, you can look them up by clicking the link "Find user BEDS Code OR Institution ID", located just below and to the left of the text box where that number would be entered.

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	Either nothing was found or you have not yet entered the required information.	

4. At the SEDREF Core Information page, enter the name of your institution in the first ("Name") text box, immediately followed by a percent (%) sign. Then click "Find".

*Please note: the search function will not work if the percent sign is not included.

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	for institutions in SEDREF ie percent sign (%) at the end of the institution name in order to search the database.	
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Zoomed-in view of "Name" text box as shown above:

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5. Your Institution ID number, which will always begin with 8000000-, will be in the second box immediately to the right of your institution's name. Copy and paste that number into the final search box on the Password Reset Utility page, then click "Go".

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6. Your account information should pop up in a grid under the search boxes on the Password Reset Utility Page. Check to make sure that your name, institutional affiliation, and e-mail address are correct, then click "Submit" to process your reset request. You will receive an e-mail with a link that will allow you to complete the password reset.

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