

## INSTRUCTIONS FOR SUBMITTING YOUR EXAMINATION REQUEST ONLINE

June 2021

Once you have completed the *School Record of Examinations Requested* (DET 501), you are ready to submit your request via the Office of State Assessment's (OSA's) online examination request system using the following directions.

### IMPORTANT NOTES

- Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail.**
- Be sure to use the "Next Page" and "Previous Page" buttons, located at the bottom of each web page, to move between pages within the online examination request system. If you use your browser's forward and back buttons, any information entered on the page you are leaving will not be recorded in the Department's database.
- Similarly, on the final page ("Review and Submit"), you must send the data you entered by using the "Submit Your Request" button at the bottom of that page. If you close the page without submitting the entire request by use of that button, the Department will not receive your examination request.

- 1) Go to <http://portal.nysed.gov/abp/> and click the "Log On" button in the upper right corner of the screen.

Enter your username and password (case-sensitive), and then click "OK."

All questions regarding usernames and passwords for public schools must be directed to your Delegated Administrator.

- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading "My Applications" toward the top center of this page, click on "Examination Request System."
- 3) A dialogue box displaying the "Request Agreement" appears, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials as provided in the *School Administrator's Manual*. Carefully read the agreement and click "Accept" to indicate your agreement.

that will prevent you

proceeding

with your request until you enter the missing information.

The online examination request system has the capacity to receive and store three e-mail addresses for each school—principal, alternative contact, and summer school administrator. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can only be made by e-mailing [Information and Reporting Services](#). Schools must also fax such changes to 518-474-2021.

- 6) Scroll down to the section titled "District/BOCES/Regional Center Data" and select from the drop-down menu next to "Scanning Center" the center with whom you have contracted for scanning services. **You must enter this information in order to proceed with ordering tests.**
- 7) If your school does not have an ongoing Department-approved storage location for secure examination materials, or if you need to amend the storage information for your school, you will need to complete and submit an *Examination Storage Plan* (DET 599). (See the message at the bottom of the "School Information" page for instructions; Adobe Reader® required.)
- 8) When you are finished reviewing and/or updating the information on the "r;I nformation o page 25]TJ /TT2 1 Tw 2391