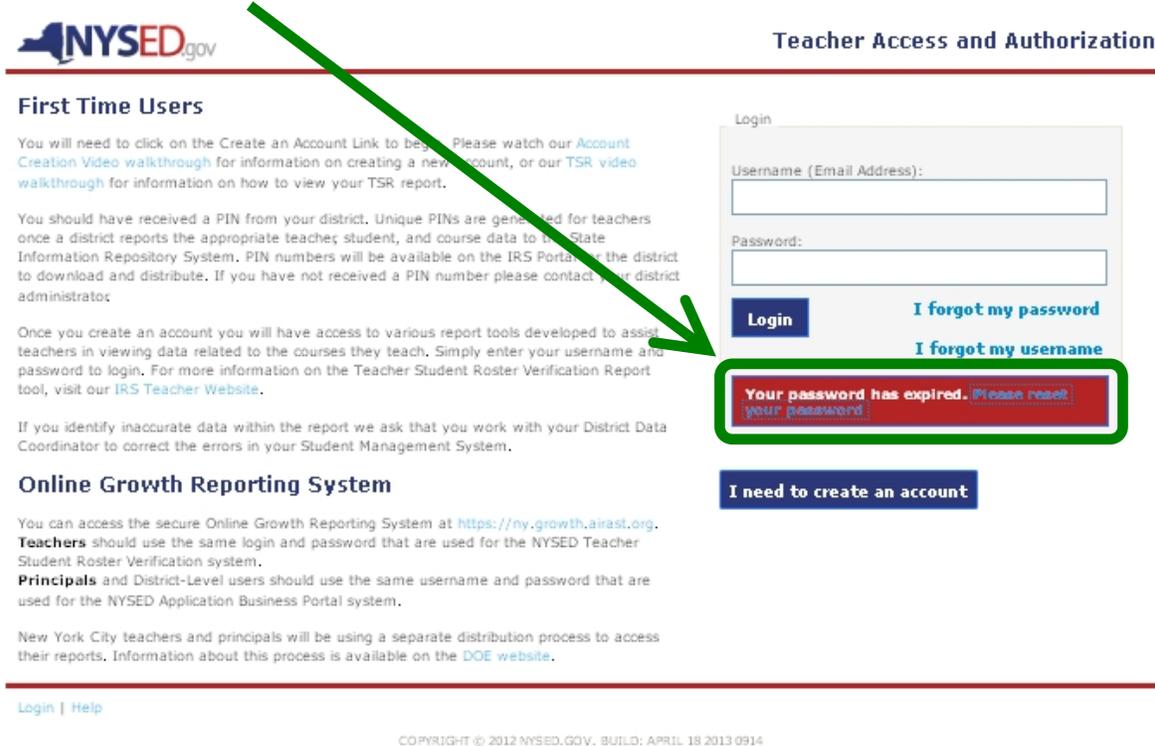


Resetting Your NYSED Teacher Portal Password

To keep your NYSED Teacher Portal account active, you MUST login AT LEAST once every six months.

If you have not accessed your account within the past six months, you may be prompted to reset your password when you attempt to login:



The screenshot shows the "Teacher Access and Authorization" page. On the left, there are sections for "First Time Users" and "Online Growth Reporting System". On the right, there is a login form with fields for "Username (Email Address)" and "Password", and buttons for "Login", "I forgot my password", and "I forgot my username". A red message box with a green border states: "Your password has expired. Please reset your password." Below this is a button that says "I need to create an account". A green arrow points from the text above to the "Your password has expired" message box.

NYSED.gov Teacher Access and Authorization

First Time Users

You will need to click on the Create an Account Link to begin. Please watch our [Account Creation Video walkthrough](#) for information on creating a new account, or our [TSR video walkthrough](#) for information on how to view your TSR report.

You should have received a PIN from your district. Unique PINs are generated for teachers once a district reports the appropriate teacher, student, and course data to the State Information Repository System. PIN numbers will be available on the IRS Portal for the district to download and distribute. If you have not received a PIN number please contact your district administrator.

Once you create an account you will have access to various report tools developed to assist teachers in viewing data related to the courses they teach. Simply enter your username and password to login. For more information on the Teacher Student Roster Verification Report tool, visit our [IRS Teacher Website](#).

If you identify inaccurate data within the report we ask that you work with your District Data Coordinator to correct the errors in your Student Management System.

Online Growth Reporting System

You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. Teachers should use the same login and password that are used for the NYSED Teacher Student Roster Verification system.

Principals and District-Level users should use the same username and password that are used for the NYSED Application Business Portal system.

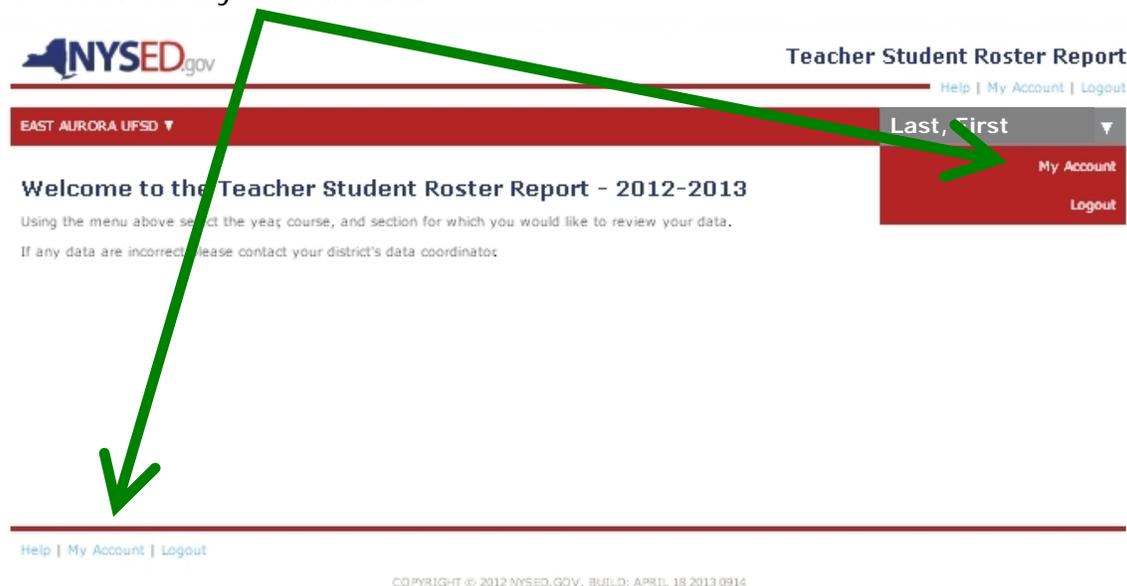
New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process is available on the [DOE website](#).

Login | Help

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If you know that you haven't logged in to your account in over six months, but you don't receive the Expired Password/Password Reset message shown above, please follow these steps after you get logged in:

1. Click the My Account link



The screenshot shows the "Teacher Student Roster Report" page. At the top right, there are links for "Help | My Account | Logout". Below this, there is a navigation bar with "EAST AURORA UFSD" and a dropdown menu for "Last, First". The dropdown menu is open, showing "My Account" and "Logout" options. A green arrow points from the text above to the "My Account" link. Below the navigation bar, there is a welcome message and instructions. At the bottom, there are links for "Help | My Account | Logout".

NYSED.gov Teacher Student Roster Report

Help | My Account | Logout

EAST AURORA UFSD Last, First

My Account
Logout

Welcome to the Teacher Student Roster Report - 2012-2013

Using the menu above select the year, course, and section for which you would like to review your data.

If any data are incorrect, please contact your district's data coordinator.

Help | My Account | Logout

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2. Click the "I want to change my password" link



NYSED.gov Manage your Account

[I want to change my password](#)
[I want to change my username](#)

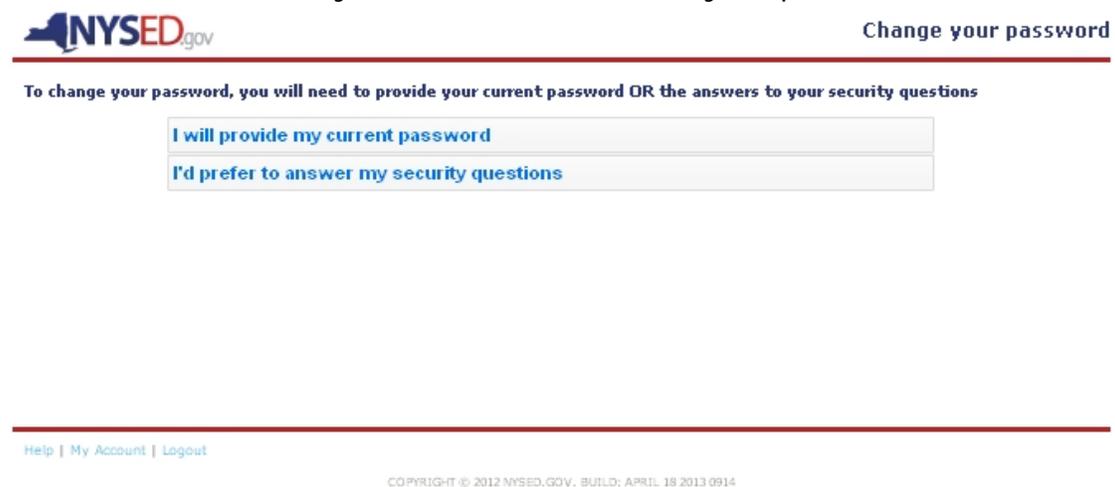
You are currently **SUBSCRIBED** to the NYSED mailing list.
Would you like to unsubscribe?

Unsubscribe

[Help](#) | [My Account](#) | [Logout](#)

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3. Choose the method you want to use to reset your password



NYSED.gov Change your password

To change your password, you will need to provide your current password OR the answers to your security questions

[I will provide my current password](#)

[I'd prefer to answer my security questions](#)

[Help](#) | [My Account](#) | [Logout](#)

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4. Fill in the fields on the "Change your password" screen. It is recommended that you just append a number to your District password to create your new password.

5. Click the Change My Password button.

See the next page for the procedure to follow if you get a message that your "User name or password do not match."

If you get a message that your "User name or password do not match,"

1. Click the "I forgot my password" link
2. You will be prompted to enter your Username (district email address) and the answers to your two security questions
3. The answers to the security questions must be entered **exactly** as you entered them when you created your account, or you will not be granted access. In that case, you'll need to follow the steps below the graphic.

NYSED.gov Teacher Access and Authorization

First Time Users

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Online Growth Reporting System

You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. **Teachers** should use the same login and password that are used for the NYSED Teacher Student Roster Verification system. **Principals** and District-Level users should use the same username and password that are used for the NYSED Application Business Portal system.

New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process is available on the [DOE website](#).

Login | Help

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I tried to reset my password but I am stuck at the answers to my security questions. What do I do?

- Because of NYSED's security protocols they cannot give out answers to security questions either over the phone or through email. If you cannot remember your security questions please go to their [TSRV self-help menu](#)
- At the self-help menu choose the "I forgot the answers to my security questions" option.
- You will need to enter your username and your TEACH ID# in the spaces provided and then click the "Delete my Account" button. (Contact Jane Roesser at extension 2329 if you don't know your TEACH ID.)
- Your account will be placed in a queue to be deleted and NYSED will send an email to your username address asking you to confirm your request to delete the account.
- Clicking on the confirmation link in the email will finalize the account deletion and trigger a new PIN being generated for you and sent to the district.
- When an account is deleted on Monday through Thursday before 5PM, a PIN is generated to the district the next morning. When an account is deleted after 5 PM Friday, a PIN is generated to the district the following Monday.
- After we give you your new PIN, you will be able to create a new account by starting the process from the beginning.