

RESETTING YOUR ACCOUNT

When you cannot access your account because you forgot your password or username, and you cannot remember the answers to your security questions, your account must be reset.

Step 1

Click on *Help with your account?*

NYSED.gov **Teacher Access and Authorization**

Teacher Access and Authorization (TAA)

First Time Users
Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

TAA Applications

ePMF
The electronic Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching. [More information...](#)

Teacher Student Roster Verification Application
This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

New York City Department of Education (NYCDOE) teachers and principals will use alternate data verification processes and reports. [More information...](#)

Login

Username: [?](#)

Password:

[Login](#) [I forgot my password](#)
[I forgot my username](#)

[Create Account](#)

[Help with your account?](#) ←

[Login](#) | [Teacher Staff Resources](#) | [Help](#)

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Step 2

Click on *I'm stuck answering my security questions*, then click *Reset Account*.

NYSED.gov **Can't access your account?**

Can't access your account?

- [Username Issues](#)
- [Password Issues](#)
- [Where do I get my TEACH ID?](#)
- [I'm getting "the SSN, Date of Birth, or Teach ID you entered does not match our records"](#)
- [My roster data are inaccurate](#)
- [I'm stuck answering my security questions](#) ←

• If you do not remember the answers to your security questions, or your password, you will have to reset your account.
• To begin the reset account process click the button below and enter your personal information, you will then be asked if you'd like to reset your account.



[Reset Account](#) ←

[learn more](#)

Step 3

Enter SSN, DOB, TEACH ID, and CAPTCHA verification. Click on *Reset Account*.

Verify Your Identity

Social Security Number (Last 4):	5555
Date of Birth: MM/DD/YYYY	05/05/1955
Teach ID:	5555555
Image Verification:	 1111 

[Privacy & Terms](#)


Reset Account

Step 4

Confirm by clicking on *Reset Account*.



Reset TAA Account

 There is currently a TAA account associated with TEACH ID 5555555.
If you know your username and password, return to the Login page to enter them.
If you cannot remember your username/password/security questions, you can reset your account below.


Return to Login



Reset Account

Confirmation that account has been reset.



 **Your TAA account has been reset.**
A confirmation and link to re-create your account has been sent to the following staff snapshot email(s):
user@district.edu


Step 5

Open email confirmation sent to Staff Snapshot address. Click on *Create TAA Account*.

From: no-reply@mail.nysed.gov [mailto:no-reply@mail.nysed.gov]
Sent: Thursday, May 05, 2016 5:55 PM
To: user@district.edu
Subject: New York State Education Department - TAA Account Reset Notification

You have received this email because you have requested a new TAA account, or you have reset your previous TAA account.

To continue with the creation of your new TAA account, simply click on the following link.

[Create TAA Account](#) 

If you cannot click on the link, please copy and paste the link below into your browser.

<https://eservices.nysed.gov/taa/createaccount.htm?token=pmjm21x7tzyv0g587v70fqmvsea9ymf7>

Step 6

Enter username, password, security questions, and answers. Click on *Submit Registration*.



Create a New Account

Create your Account

Teach ID:	5555555
Email Address: <small>[THIS WILL ALSO BE YOUR USERNAME]</small>	user@district.edu
Confirm Email Address:	user@district.edu
Password:	••••••••
Confirm Password:	••••••••
Choose a security question:	What is the name of the hospital where you were born?
Answer:	
Confirm Answer:	
Choose another security question:	What school did you attend for sixth grade?
Answer:	
Confirm Answer:	
<input checked="" type="checkbox"/> I have read and agree to the Terms of Service	




[Login](#) | [Teacher Staff Resources](#) | [Help](#)

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Step 7

Confirmation that account has been re-created. An email will be sent to the account holder.





Your new TAA account has been created. A confirmation email has been sent to your chosen username. You may now [Login](#) to the TAA system with your username and password.