

L2RPT is accessed via the NYSED application portal. Following are instructions on how to successfully reset a lost or forgotten password. Please note that you will need your BEDS Code or Institution ID. If you do not know either your BEDS Code or Institution ID, follow the instructions in this document to look one up.

1. Access the [NYSED portal](#) and click **Reset Password** or **Forgot your password?**

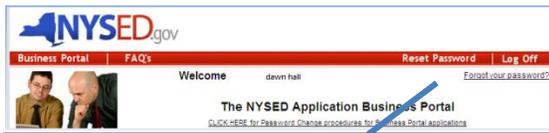


Figure 1



2. From the Password Reset Utility (Figure 2), click **Reset Password** in the left hand column.



Figure 2

3. Enter **all** information into the Password Reset Utility (Figure 3).

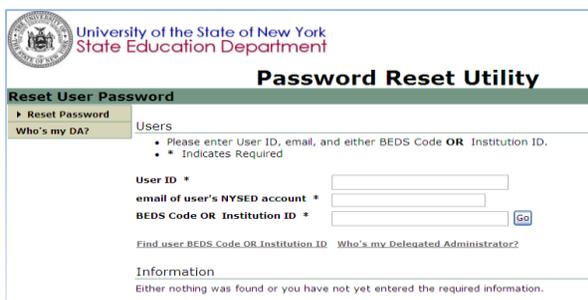


Figure 3

- a. User ID – in many cases, this is *firstname.lastname*.
- b. Email of user's NYSED Account – this may be the users DOE email address.
- c. BEDS Code OR Institution ID – BEDS code or Institution ID of the school for which you have access; if the BEDS code is unknown, click **Find user BEDS Code OR Institution ID** to look one up. (For instructions, see page 2 – Find user BEDS Code or Institution ID.)

**IMPORTANT**



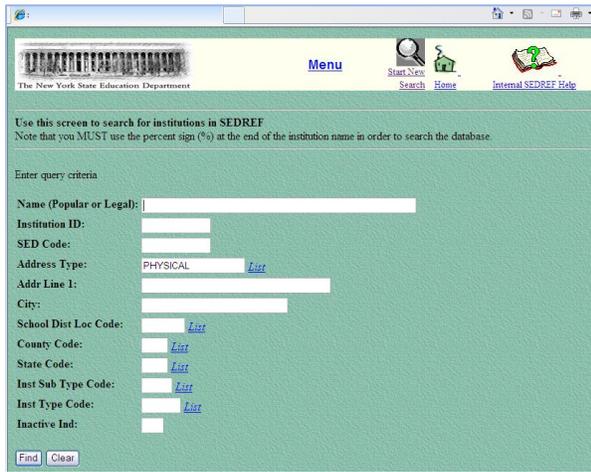
You must enter information into both the User ID and the email address fields in order to lookup a BEDS code otherwise you will get an error message at which point you must restart the password reset process.

4. Click the Go button to continue with the password reset.
5. Review the information that is returned and click the **Submit** button.
6. Confirm the user information in the next screen then click the **Submit** button. Upon successful password reset, a new password is sent to the user's account using the email address that is on file with NYSED.
7. Open the email to access the newly assigned password.

**Find user BEDS Code OR Institution ID**

1. From the Password Utility Reset screen (Figure 3), click **Find user BEDS Code OR Institution ID.**
2. In the SEDREF search screen (Figure 4), type the name (or partial name) of the institution in the Name field followed by the % sign<sup>1</sup>; for example, type **Brooklyn%** to search for Brooklyn Technical High School.

**IMPORTANT** You **MUST** use the percent sign at the end of the institution name that is typed into the Name field in order to search the database.



**Figure 4**

**WARNING** If you see a web page with the text, "**Error! Access Denied**", close the web page with this message and return to the Password Reset Utility Screen where you can once again click **Find user BEDS Code or Institution ID.**



3. Click the **Find** button in the lower left of the screen.
4. Use the **Next** or **Previous** buttons at the bottom of the screen, if needed, to find your school from the list of locations that is returned from SEDREF.
5. Copy the Institution ID (from the 2<sup>nd</sup> column) for your school.
6. Return to the Password Utility Reset screen and type (or paste) the Institution ID into the appropriate field.

<sup>1</sup> If you have city wide access to L2RPT, type **NYC Chance%** (i.e. NYC Chancellor's office) in the *Name* field or type **800000048663** in the *Institution ID* field to find SEDREF information appropriate for users with access to data for all NYC schools.