

How can I reset my password?

SEDDAS allows a user to reset his/her own password. Forgotten Passwords cannot be given out, but, SEDDAS will allow 'Password Reset' if a user forgot the account password or a user account is locked out due to multiple failed login attempts.



Step 1: Forgot your password?

From the NYSED Portal (<http://portal.nysed.gov>) select either "Forgot Password" or "Forgot your password?"



Step 2: Password Reset Utility

Before resetting your password, you must know your

1. **User ID:** Assigned to a user when the first receive access to SEDDAS, normally assigned "firstname.lastname"
2. **EmailID:** This is the entire DOE Outlook Email Address (username@schools.nyc.gov)
3. **BEDS Code:** Find the BEDS code on the NYC DOE [Location Code Geographical Management System \(LCGMS\)](#). Pressing the link on the screen brings the user to the [NYSED Reference Table \(SEDREF\)](#), on that webpage use the "%" symbol for a wild card search if searching by Legal Institution name. For all citywide users the institution ID is NYC Chancellor (ID 800000048663)
4. After all entries are made, press "GO".



Step 3: Confirm account

A list of accounts associated to the UserID, Email, BEDS entry combination will appear. Select the username for the password reset and press "Submit"



Step 4: Submit/Finalize Password Reset Request

Verify the information on the screen and press Submit.



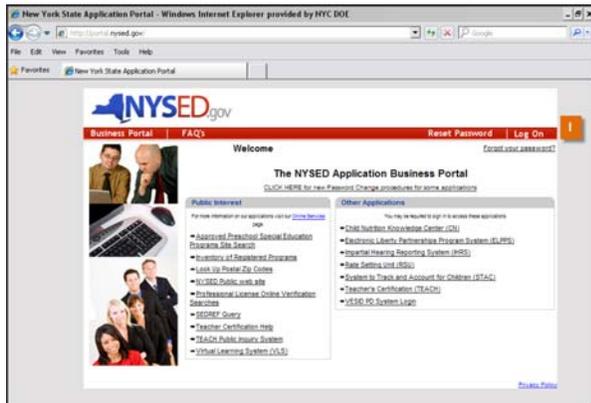
Step 5: Confirmation of Change

Following successful password reset a new password will be sent to the account user in an e-mail, the address of which is on record with SEDDAS.

Repeat the [SEDDAS logon process](#) with the new generic password to re-authenticate the account and create a personal password.

How do I change my password after a password reset?

Signing into SEDDAS (NYSED Portal):



Step 1: Navigate to the NYSED Portal Page

Once both the userID and password is known, sign into the New York State Education Department Portal page at:

<http://portal.nysed.gov>

From the page click “LogOn”

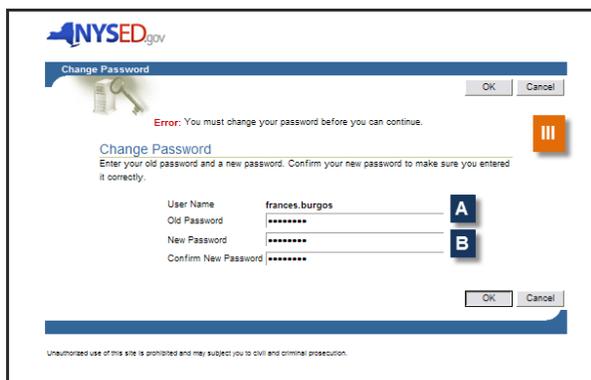


Step 2: Sign on

On single sign-on page, type in the

- (A) Type in the assigned username found in the *first* email
- (B) Type in the first time log-in generic password* found in the *second* email

*Entering the password incorrectly ten times might lock the user is from their account and may need to reset their password. Learn how to reset your password [click here](#).



Step 3: Create New Password

The assigned username and password will appear on the screen, please verify before continuing.

Type in the old (original) password. This is the same password used to sign into the portal.

Type in the new password identically twice, it should not resemble the previous password. Review the [password considerations](#) when designing your new password.

Press OK.



Step 4: Complete

NYSED will confirm the new password. If acceptable, you the application will return you to NYSED Portal.

After the authentication, you may access the [L2RPT Cognos portal](#) with the username and new password.