

Submitting Data Using the NYSED Application Business Portal

1. Navigate to the NYSED Application Business Portal home page (<http://portal.nysed.gov/portal/page/portal/PortalApp>)
2. Find and select the "Log On" link (right side of the red menu bar at the top of the page) to open the application sign-in page
3. Enter your user name and password and select "OK" to open the application selection page
4. In the "My Applications" window, find and activate the link to the "BEDS/IMF/School Safety Application" to open the data submission page

NOTE: You may get a message saying that: "This application only supports Microsoft Internet Explorer 6,7,8." If you do, simply click the OK button.

5. Enter the BEDS code of your institution in the "Beds Like" text box
6. Select the record type of your institution from the "Rec Type" drop-down list. Valid record types for the School report are:
 - Public
 - Charter
 - District
 - State Operated
 - BOCES
7. Select "SSEC data for school year..." from the drop-down list.
 - To enter new data, select the school year for which you are reporting data
 - To view past year's data, select the school year of the report you wish to review
8. Click the "Submit" button to open the data reporting form for your institution. The data reporting form will contain both Part 1 (VADIR) and Part 2 (DASA) questions.
9. After completing each page of the report, click the "Save" button to proceed to the next data entry page
10. When all pages of the form are complete and saved (including the certification pages for both Part 1 and Part 2), click the "Submit"

button to send your report to NYSED.

You may edit your submission at any time **during the submission period** simply by logging on to the portal and updating the reported data. If you do so, do not forget to click the "Save" and "Submit" buttons when your updates are complete.

11. Once the submission period is closed, no further updates of this data will be possible.