

Business Portal Password Reset

New NYSED Business Portal Password Reset/Change Process

There are two ways to reset your password:

- Option #1. Change Your Password While You Are Logged In
- Option #2. Change Your Password When You Are Not Logged In

Option #1 Change Your Password While You Are Logged In

- a) From the Business Portal Home page, while logged in, click [Change your password?](#)



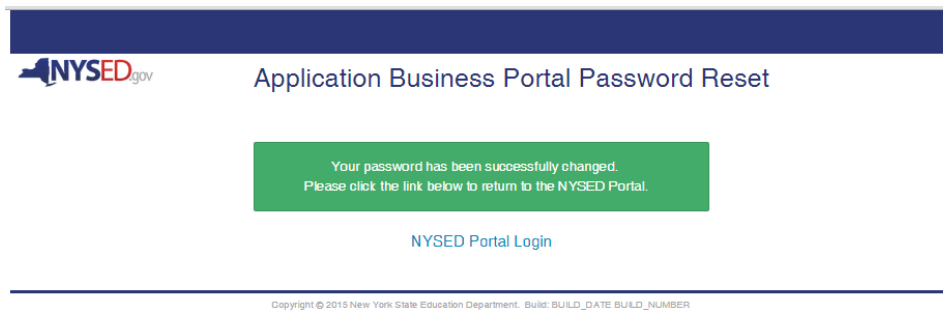
to bring up the "Password Reset" form:

A screenshot of the NYSED.gov Business Portal Password Reset form. The form is titled 'Application Business Portal Password Reset' and is for user 'chris.cross'. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. There are 'Cancel' and 'Submit' buttons. To the right of the form is a 'Password Requirements' box with a list of requirements: At least 8 characters, At least 1 lower case letter, At least 1 upper case letter, At least 1 number, At most 3 repeating characters, New and Confirm must match, and Cannot reuse current password.

- b) Enter your Current Password.
- c) Enter a New Password following the password requirements.
- d) Confirm Password by entering your new password again.
- e) Click [Submit](#).
- f) To stop and go back click [Cancel](#).

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- g) After clicking Submit a window will open with confirmation that your password has been changed, and a link to return to the NYSED Portal.



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Option #2 Change Your Password When You Are Not Logged In

- a) Navigate to <http://portal.nysed.gov>
- b) Click [Reset Password](#)



Welcome
The NYSED Application Business Portal

- c) A new window will open:

A screenshot of the 'Application Business Portal Password Reset' form. The form is white with a grey border. It has a header with the NYSED.gov logo and the title 'Application Business Portal Password Reset'. Below the header are two input fields: 'Username' with the value 'chris.cross' and 'Email' with the value 'chris.cross@seddas.gov'. Below the email field is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

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- d) Enter your [Username and Email](#).
- e) Click the ["I'm not a robot"](#) box. A green check box will be returned or you will be asked for more information.
- f) Click [Submit](#).
- g) You will be notified that "A confirmation email has been sent to: "Your Email Address".
- h) Follow the directions in the Email.

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A confirmation email has been sent to:
SEDDAS@nysed.gov

To finish changing your password,
please follow the link in this email.

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Sample password reset Email:

From: no-reply@nysed.gov [mailto:no-reply@nysed.gov]
Sent: Thursday, June 25, 2015 3:11 PM
To: chris.cross@xxxxx.k12.ny.us
Subject: NYSED - Application Business Portal Password Reset Request

You have received this email because you requested your password for the New York State Education Department Application Business Portal be reset. To create a new password, please follow the link below and enter your new password.

[Reset Password](#)

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

<http://eservices.nysed.gov/ppr/resetPassword.htm?token=xxxxxxexample>

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- i) Clicking the link in the Email will open a New Password/Confirm Password window.

The screenshot shows the NYSED.gov logo and the title "Application Business Portal Password Reset". The main form area is titled "Changing password for: chris.cross" and contains two input fields: "New Password" and "Confirm Password". Below these fields are two buttons: "Cancel" and "Submit". To the right of the form is a box titled "Password Requirements" with a list of rules: "At least 8 characters", "At least 1 lower case letter", "At least 1 upper case letter", "At least 1 number", "At most 3 repeating characters", and "New and Confirm must match".

- j) Enter a New Password following the password requirements.
k) Confirm Password by entering your new password again.
l) Click [Submit](#).
m) To stop and go back click [Cancel](#).

- n) After clicking Submit a window will open with confirmation that your password has been changed, and a link to return to the NYSED Portal.

The screenshot shows the NYSED.gov logo and the title "Application Business Portal Password Reset". A green banner contains the message: "Your password has been successfully changed. Please click the link below to return to the NYSED Portal." Below the banner is a link labeled "NYSED Portal Login". At the bottom of the page, there is a copyright notice: "Copyright © 2015 New York State Education Department. Build: BUILD_DATE BUILD_NUMBER".