



# Teacher-Student Roster Verification 101 Handbook

Dear Teacher:

The purpose of this booklet is to help guide you through the Teacher-Student Roster Verification process. Section 30-2.3 of the Rules of the Board of Regents requires teachers and principals to be involved in the review and verification of linkage data. In short, your verification of your rosters and student attendance/enrollment data will ensure that your APPR scores are correctly generated come this spring.

Thank you in advance for your time and effort.

To access the login page, please go to: <https://eservices.nysed.gov/taa/>

You can access this page directly from the For Teachers section under “Teacher Access and Authorization” on the district website.



If you received a “PIN” in the past, you will log into the system with the same username and password. If you forgot your password and/or username, click on the appropriate links. Your username should be your Hempstead Public School email address.

**Teacher Authorization and Authentication - Windows Internet Explorer**

https://eservices.nysed.gov/taa/login.htm

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery Customize Links

Teacher Authorization and Authentication

**NYSED.gov** **Teacher Access and Authorization**

### First Time Users

You will need to click on the [Create an Account Link](#) to begin. Please watch our [Account Creation Video walkthrough](#) for information on creating a new account, or our [TSR video walkthrough](#) for information on how to view your TSR report.

You should have received a PIN from your district. Unique PINs are generated for teachers once a district reports the appropriate teacher, student, and course data to the State Information Repository System. PIN numbers will be available on the IRS Portal for the district to download and distribute. If you have not received a PIN number please contact your district administrator.

Once you create an account you will have access to various report tools developed to assist teachers in viewing data related to the courses they teach. Simply enter your username and password to login. For more information on the Teacher Student Roster Verification Report tool, visit our [IRS Teacher Website](#).

If you identify inaccurate data within the report we ask that you work with your District Data Coordinator to correct the errors in your Student Management System.

### Online Growth Reporting System

You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. **Teachers** should use the same login and password that are used for the NYSED Teacher Student Roster Verification system. **Principals** and District-Level users should use the same username and password that are used for the NYSED Application Business Portal system.

New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process is available on the [DOE website](#).

[Login](#) | [Help](#)

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Done, but with errors on page.

start | Inboxes - Microsoft Out... | My Documents | NYSED - timeagen@v... | Microsoft Excel - BUD... | PINS Verification Han... | BOE Budget Staffing ... | Teacher Authorizabo... | Internet | 100% | 5:40 PM

If you did not receive a PIN last year, you will need to create an account. Click “I need to create an account” (blue box under login area).

**STEP 1: Verify your Personal Information** - Enter the last 4 digits of your SSN, date of birth, and PIN. Make sure to enter the PIN EXACTLY as it appears on your Teacher Student Roster Verification invitation sheet, including the dashes (ABC-DEF-GHIJ). Then enter the image verification (i.e. “man”). Click “Verify My Information.”

The screenshot shows a web browser window displaying the NYSED.gov 'Create a New Account' page. The page title is 'Teacher Authorization and Authentication - Windows Internet Explorer'. The URL is <https://eservices.nysed.gov/aa/newaccount.htm>. The page features the NYSED.gov logo and a 'Create a New Account' heading. The main content area is titled 'Step 1: Verify Your Personal Information' and contains the following fields:

- Last 4 Social Security digits:
- Date of Birth:
- PIN:  (Note: Your PIN number should have been given to you in XXX-XXX-XXXX format.)
- Image Verification:  (The image shows the word 'man' and 'iVText' with a CAPTCHA logo.)

Below the image verification field is a 'Verify My Information' button. At the bottom of the page, there is a 'Login | Help' link and a copyright notice: 'COPYRIGHT © 2012 NYSED.GOV. BUILD: FEBRUARY 26 2013 1116'. The Windows taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Out...', 'My Documents', 'NYSED - tmeagins@v...', 'Microsoft Excel - BUD...', 'PINS Verification Han...', 'BOE Budget Staffing...', and 'Teacher Authorizatio...'. The system clock shows 6:38 PM.

**STEP 2: Set up your Account – Enter your school email address and create a password. Please note that your password needs to have at least one uppercase letter and one symbol. My suggestion is to use your familiar password, make one letter uppercase, and add an “!” at the end (i.e. bart1234 becomes Bart1234!). Enter two security questions and answers, and check the box “I have read and agree to the terms of service. Hit “Submit Registration.” Make sure to record your password, security questions, and security answers in a safe place.**

The screenshot shows a web browser window titled "Teacher Authorization and Authentication - Windows Internet Explorer". The address bar shows the URL "https://eservices.nysed.gov/tad/newaccount.htm". The page content includes the NYSED.gov logo and the heading "Create a New Account". A green message states "Step 1 has successfully been verified." Below this, the "Step 2: Setup your Account" section contains the following fields:

- Email Address: [Text Input] (with a note: "[THIS WILL ALSO BE YOUR USERNAME]")
- Confirm Email Address: [Text Input]
- Password: [Text Input] (with a note: "Passwords must contain at a minimum eight characters, one capital letter and one number")
- Confirm Password: [Text Input]
- Choose a security question: [Dropdown Menu]
- Answer: [Text Input]
- Confirm Answer: [Text Input]
- Choose another security question: [Dropdown Menu]
- Answer: [Text Input]
- Confirm Answer: [Text Input]

At the bottom of the form, there is a checkbox labeled "I have read and agree to the Terms of Service" and a blue "Submit Registration" button. Below the form, there are links for "Login | Help" and a copyright notice: "COPYRIGHT © 2012, NYSED.GOV. BUILT: FEBRUARY 26 2013 1116". The Windows taskbar at the bottom shows various open applications and the system clock at 6:40 AM.

STEP 3: Verify Your Email – Go into your school email and open the email that you should have just received from NYSED. **There is a link in the email that says, "Click Here to Confirm Your Account". CLICKING ON THIS LINK IN THE EMAIL** should complete the registration process.

STEP 4: Log into your account and verify your data – Go to the following web site: <https://eservices.nysed.gov/taa> (you can also access this site from the District website home page under For Teachers then “Teacher Access and Authorization”) and log into your account.

STEP 5: Verify Courses and Classes – Check and make sure that each of your classes is included in the drop down menu on the top left of the screen. If you teach semester courses, both fall and spring courses should be included. Please note that anything that you teach that is NOT in the student management system (i.e. you are not a teacher of record for attendance) will not be included.

STEP 6: Verify your Student Roster Linkage Data for Each Class – Click on one class at a time and verify the student list. You can ignore the column that says, “Snapshot Date,” as this will be 06/30/2013 for all students. Verify the linkage start date for each student, which should be the first day of attendance for the student in your class. Verify the linkage end date for each student. If the student is withdrawn from your class, the last day of attendance will appear. If the student was enrolled in a fall semester course, the last day of the semester should appear. If the student is still enrolled, the last day of school should appear.

STEP 7: Final Step – Please sign and return the Teacher Course Reporting Data Verification sheet to indicate that you were successfully able to access your account and verify your data. Please make sure to inform us of any issues that you may have observed. We have developed a special Teacher

Student Linkage Error Form for this purpose. If errors are uncovered, further verification will be needed after we update the data. Please be patient while we attempt to locate the root cause of the error.

Possible explanations for missing data:

- Only classes that are scheduled in PowerSchool will show up in the system. Simply stated, if you do not take attendance for a specific group of kids that you work with during the day, you are not the teacher of record, and they will not appear as a separate class.
- PowerSchool may need updating. Please be patient while we do this. There will be a short delay as the data need to be fixed in PowerSchool, uploaded to BOCES, and then uploaded to the Data Warehouse.
- One or more numerous possible data errors are possible. Please let us know, and we will fix the problem as soon as possible.

Thank you for taking the time to verify your data. If you identified any errors or have any questions, please either speak to or e-mail:

Ahunna M. Akoma, Assistant Superintendent for Technology [aakoma@hempsteadschools.org](mailto:aakoma@hempsteadschools.org)

Tanika Cullum [tcullum@hempsteadschools.org](mailto:tcullum@hempsteadschools.org)

Please try and be as specific as you can in your description of the problem.

Thank you again!