



Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234
Tel. (518) 474-3906
Fax (518) 486-5918
Website: <http://www.p12.nysed.gov/facplan/>

2015 BUILDING CONDITION SURVEY FREQUENTLY ASKED QUESTIONS

DATA ENTRY QUESTIONS

- 1. **Q: I am a school superintendent and forgot my password to access the NYSED Application Business Portal, what should I do?**
A: If you have forgotten your password, you will need to contact (518) 473-8832 -or- seddas@nysed.gov

- 2. **Q: I am an architect for several school districts. How do I obtain a login and password. Does each district provide me with a password?**
A: Each school superintendent needs to add you as a user. You will need a unique username and for each district (cannot use same one for several districts).

- 3. **Q: When one of my school district clients logged into the portal, they were told my username 'john.smith' was already taken by another district. Do I need a separate username for each district?**
A: Only one username per district is available due to security reasons. Each school district will need to create a unique username if you need to complete data entry for more than one school district (ex: john.smith1, john.smith2, etc)

- 4. **Q: The superintendent said I had entitlements, but I cannot access the survey, what should I do now?**
A: The superintendent most likely has not given you the correct entitlements, check with the superintendent. Correct entitlements should look like this:

Delegated Account System

View User

User Information

Name	[Redacted]	Position/Title	ARCHITECT
User ID	[Redacted] (Enabled)	Institution	[Redacted] UFSD (Active)
Institution CEO	SUPERINTENDENT [Redacted]	BEDS Code	2804 [Redacted]
Institution ID	80000 [Redacted]	RIC	RIC NASSAU
RIC Inst ID	80000 [Redacted]	Email	[Redacted]@architect.com
Work Phone	(631) [Redacted] Ext:		

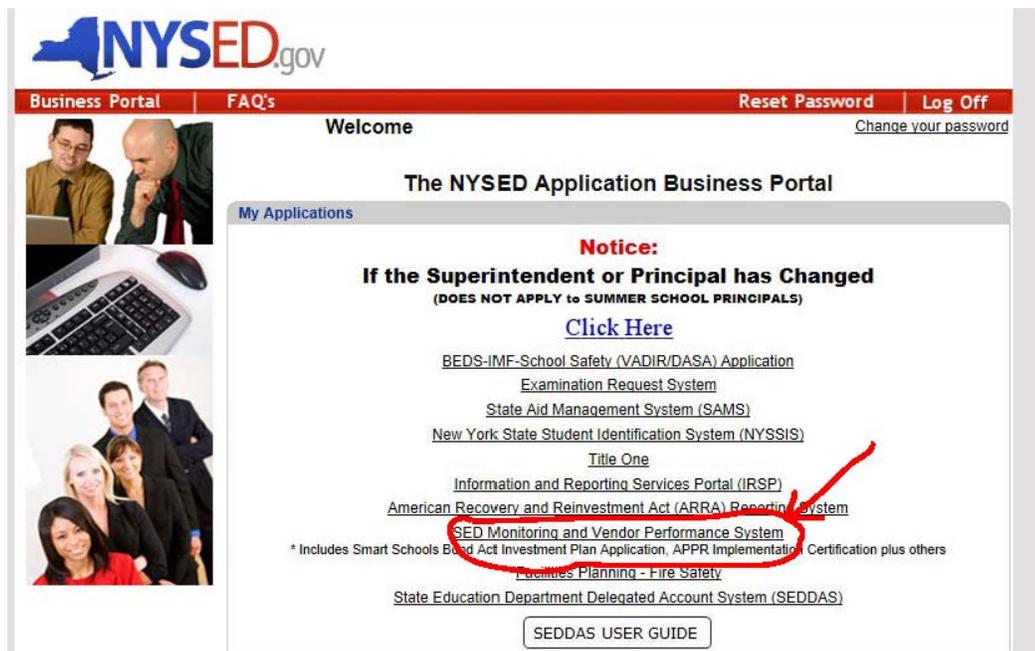
Application Entitlements

SED Monitoring & Vendor Performance System	
Role	Data Access
Data Entry	Facilities
Data View	Facilities

correct entitlements should look like this

5. **Q: I have logged into the NYSED Application Business Portal but do not see the 2015 Building Condition Survey?**

A: *The 2015 Building Condition Survey is found under **SED Monitoring and Vendor Performance System**. Scroll down the page until you see this designation and click on this link which will take you to a list that contains the 2015 NYSED Building Condition Survey. See below screen shot:*



6. **Q: Is there a limit to the number of characters that can be used in the comments section of the 2015 BCS?**

A: *There is not a limit on number of characters/words that can be used in the comments boxes*

7. **Q: I have a username and password from the 2010 Building Condition Survey. Can I use the same username and password for the 2015 Building Condition Survey?**

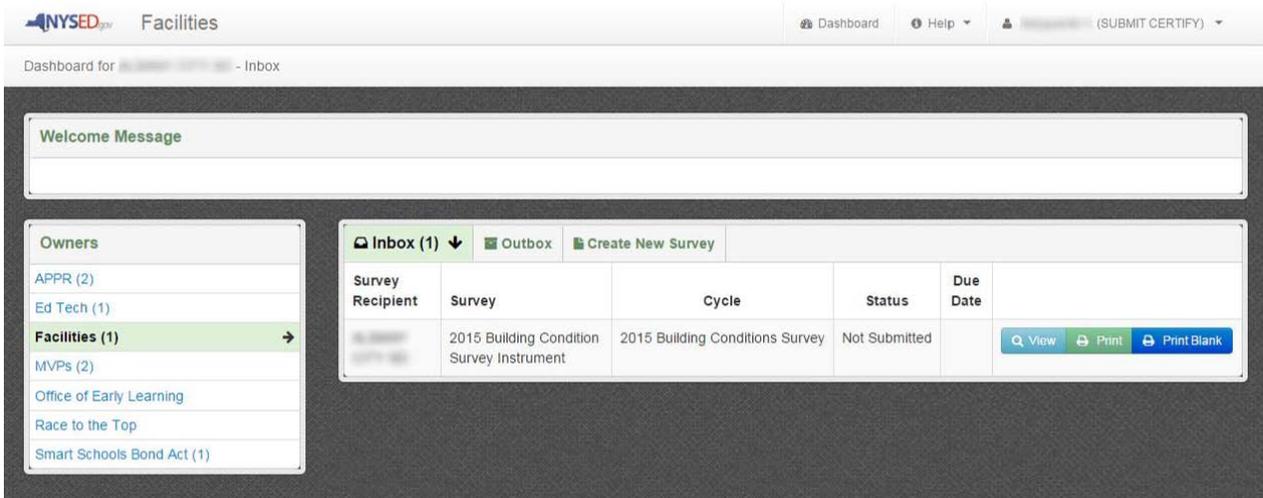
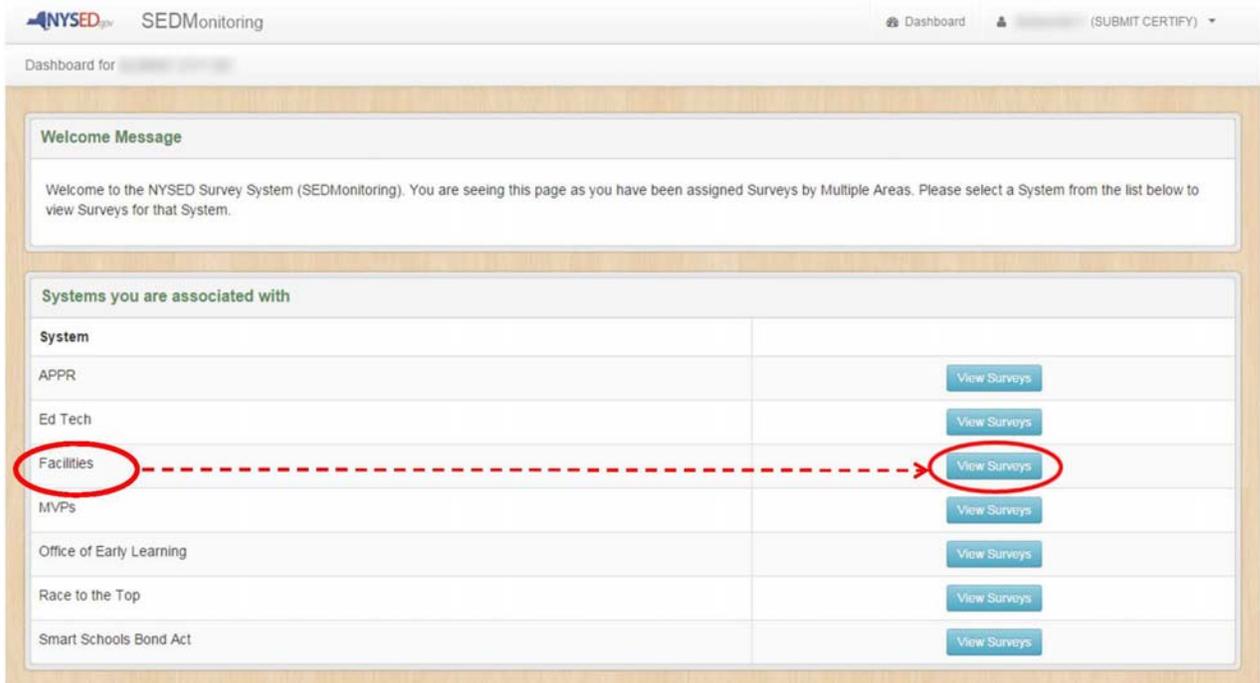
A: *You cannot use the same username and password from the 2010 Building Condition Survey. The school superintendent will need to give you a new username to be able to enter the NYSED Application Business Portal to complete data entry for the 2015 BCS.*

8. **Q: We made a mistake and entered data twice for the same building. Can the duplicate record be deleted?**

A: *Duplicate data entry cannot be deleted from the system if the duplicate record has been certified/submitted by the superintendent. If the duplicate record has not been certified/submitted by the superintendent, it is suggested that the duplicate building name could be changed (ex: Smith Elem School – change name to XXSmith Elem School). The superintendent should not certify/submit the duplicate building. If the duplicate building has already been certified/submitted by the superintendent, there is no way to delete the record.*

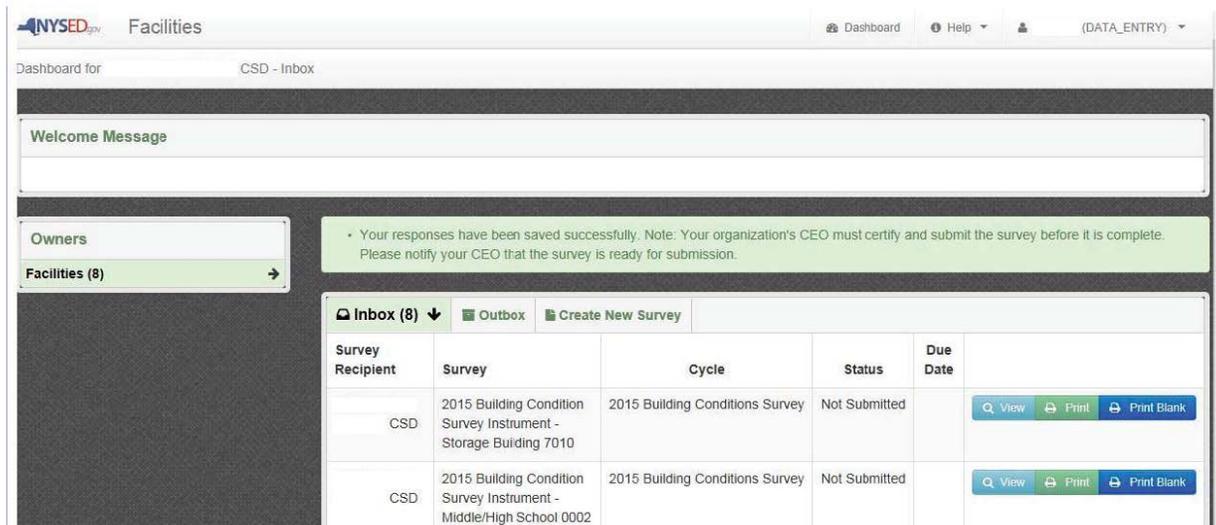
9. Q: I have clicked on the **SED Monitoring and Vendor Performance System** tab but still do not see the **2015 Building Condition Survey**?

A: Once you click on the **SED Monitoring and Vendor Performance System** tab, the next screen will include a list of surveys. Click on the **'FACILITIES'** tab, and on the next screen you will see the **'2015 Building Condition Survey Instrument'**. Click on that tab and it will take you to the **2015 BCS**. See below screen shots:



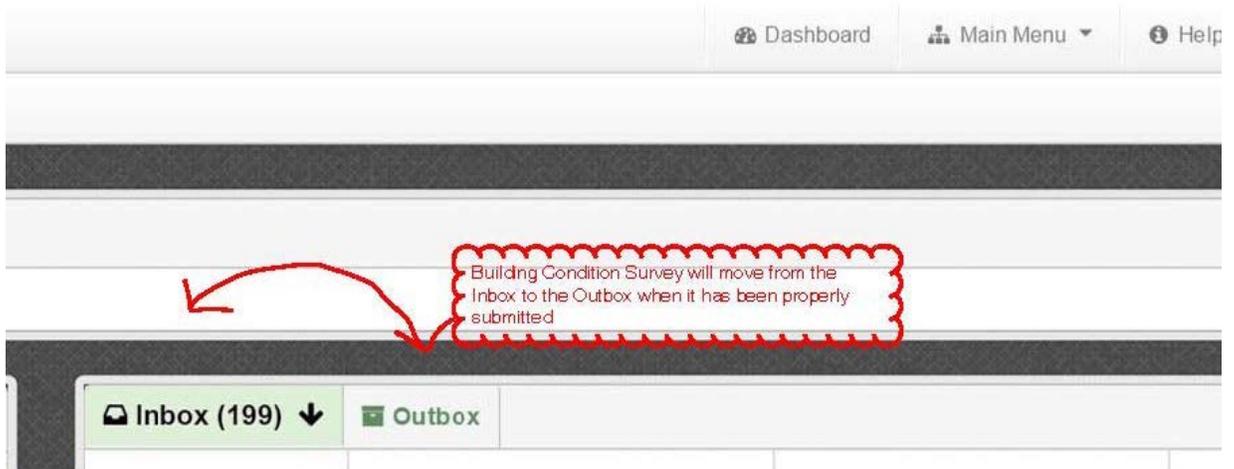
10. Q: I have completed the data entry for the 2015 BCS. Is the survey done?

A: Once the data entry is complete (if done by someone other than the superintendent), when the data entry user hits "Save & Continue" on the last page, they will be taken back to their dashboard where they will see a message "Your responses have been saved successfully. Note: Your organization's CEO must certify and submit the survey before it is complete. Please notify your CEO that the survey is ready for submission." The superintendent must complete this step for the 2015 BCS to be complete and submitted for each building. See screen shot below:



11. Q: How can I tell whether the BCS has been properly submitted?

A: Once the BCS has been certified and submitted by the Superintendent, the BCS will move from the 'inbox' to the 'outbox' on the Dashboard in the Portal. If the BCS is showing in the 'outbox' it has been properly submitted. See screen shot below:



12. Q: I have unsubmitted records in my inbox in the portal. Is there a way to delete these records if not needed?

A: Districts should check the records remaining in the portal, and if the records are not needed to be submitted (blank copy or record with errors), the record should be labeled 'DELETE' as the unique identifier (building name) and saved. We will be running a clean-up program to remove any records that have been named 'delete' from the portal.

13. Q: Could you send a link to instructions to grant entitlement to the District's architect to access NYSED Application Business Portal so the 2015 Building Condition Survey can be completed?

A: The Superintendent will need to log into the NYSED Application Business Portal. Once in the portal click on SEDDAS USER GUIDE. The SEDDAS User Guide has instructions on how to create a UserID and grant entitlements. See screen shot below:

The screenshot shows the NYSED.gov Business Portal interface. At the top, there is a navigation bar with 'Business Portal', 'FAQ's', 'Reset Password', and 'Log Off'. Below this, a 'Welcome Rosanne Groff' message is displayed. The main heading is 'The NYSED Application Business Portal'. Under 'My Applications', a notice states: 'Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)'. A blue link 'Click Here' is provided. Below the notice, there are links for 'SED Monitoring and Vendor Performance System' and 'Facilities Planning - Fire Safety'. A button labeled 'SEDDAS USER GUIDE' is highlighted with a red arrow. On the left side, there is a 'Public Interest' section with various links. On the right side, there is an 'Other Applications' section with a list of application types. The bottom right corner of the page has a 'Privacy Policy' link.

14. Q: The School District says I have been given entitlements, but all I see is “No Assignments” when I click “SED Monitoring and Vendor Performance System”?

A: The school district most likely has entered the wrong SED Code for their school district. They will need to log back into the portal and correct the SED Code. The SED Code must match the district’s SED Code in SEDREF. The SED Code in SEDREF ends in ‘0000’. Many districts are using an incorrect SED Code ending in ‘0001’, which will result in this error. See screen shot below.

The screenshot shows the 'View User' page in the Delegated Account System. The user information section includes fields for Name, User ID, Institution CEO, Institution ID, Parent Inst ID, Work Phone, Position/Title, Institution, BEDS Code, Parent Inst, and Email. The Institution ID is 60000049 and the BEDS Code is 47100001. The application entitlements section shows 'SED Monitoring & Vendor Performance System' with roles for Data Access, Data Entry, and Data View. Two red callout boxes highlight errors: one pointing to the Institution ID field (60000049) with the text 'District created User ID under a particular building not the district', and another pointing to the BEDS Code field (47100001) with the text 'wrong SED Code - should end in '0' - district needs to log in and create a User ID under the correct SED Code per SEDREF'.

15. Q: When I start the 2015 BCS it asks for a ‘unique identifier’. What should be used for this?

A: A unique identifier needs to be entered to differentiate each building’s survey. The name of the building should be entered (ex: elem school, high school, etc) so when the school district looks at their list of surveys, they can easily see which building a particular survey is for.

The screenshot shows the NYSED Facilities portal. The main content area displays the '2015 Building Condition Survey Instrument - 2015 Building Conditions Survey - Building Information' form. The form includes a 'Survey Navigation' sidebar with options like Building Information, Space Information, Site Utilities, Site Features, Substructure, Building Envelope, Interior Spaces, Plumbing, HVAC Systems, Fire Safety Systems, Accessibility, Environment/Comfort/Health, Indoor Air Quality, and American Red Cross. The main form has a 'WELCOME TO THE NYSED 2015 BUILDING CONDITION SURVEY' message and a 'Building Information' section with fields for Name of School District, SED District 8-Digit BEDS Code, Building Name, and SED 4-Digit Facility Code. A 'Save' button and a 'Save & Continue' button are also visible.

GENERAL QUESTIONS

1. **Q: Do I have to survey all buildings in the district?**
A: *Only 'normally occupied' structures need to be surveyed (not Press Boxes, Storage, Concession Stands, Dugouts, etc).*

2. **Q: Should maintenance/storage buildings that are part time usage be surveyed?**
A: *If the building is occupied by staff as a place of work, then it should be surveyed*

3. **Q: If a school district is leasing a school that they are not currently using to BOCES, who is responsible for completing the Building Conditions Survey? BOCES occupies the entire building.**
A: *Since the school district owns the building, the school district is responsible for completing the BCS.*

4. **Q: Are the "Estimated capital construction expenses" listed under Item 28 to be inclusive or exclusive of contingency and incidental amounts?**
A: *Estimated capital construction expenses estimated through the 2020-2021 school year for each building can be inclusive of contingency, incidentals, inflation, etc.*