

## Personal Identification Numbers (PINS) & Creating a TAA Account

PINS have been established as a means of protecting data privacy and security. NYSED distributes PINS to districts, charter schools, and BOCES, not directly to teachers. Teachers are required to enter their PIN when creating an account to access their Teacher-Student Verification Reports. PINs are used **only once** during the account creation process and **do not** serve as either a username or password.

- To receive a file of PINs for their teachers, districts, charter school, and BOCES must first report a Staff Snapshot record to the Student Information Repository System (SIRS). Once these data are uploaded a unique PIN will be generated for each teacher appropriately reported (and who has not previously received a PIN).
- PINs are generated on every Monday for teachers with data newly submitted to Level 2 by COB the previous Friday. When PINs are generated, a folder is created with a date stamp for each district, charter school, and BOCES. The folder contains a PDF for each teacher as well as an 'All' PDF file that includes the PINs for all teachers. The PDFs are arranged by BEDS code, and then alpha by teacher. The files and PDFs are then available on the IRS Portal in the TEACHER PIN Distribution file (see <http://www.p12.nysed.gov/irs/irs-portal/> for more information regarding the portal) for the district or charter school to download. Newly generated PIN files will not overwrite previous week's files.
- New PINs are also generated to the IRSP when a teacher's account is deactivated. For accounts deactivated Monday – Thursday before 5pm a PIN is distributed the next business day. For accounts deactivated between 5pm Thursday and 12am Monday PINS will be included in the weekly Monday distribution. (Accounts should **ONLY** be deactivated when a user attempts to reset his/her password but cannot match the answers to their security questions.)
- Districts, charter schools, and BOCES must distribute PINs securely to their teachers, using a procedure similar to that used for distributing pay checks or confidential communications.

- If a teacher does not receive a PIN:
  - It is most likely that the district or charter school did not report appropriate Staff Snapshot data to the SIRS via their student management system (SMS). Teachers must use internal district procedures, including contacting their district or school data coordinator, to ensure that correct data are reported to SIRS.
  - It may also be the case that the teacher is not registered with our TEACH office. If this is the case a teacher needs to go to <http://www.highered.nysed.gov/tcert/teach/> and create an account. If you need help with the TEACH system you can call the TEACH HELP line at **518-486-6041**.
  
- Teachers employed by multiple districts or schools will receive the same PIN from each district, charter school, or BOCES which employs them. When the teachers log in to the verification reports, all data for the multiple districts, charter schools, or BOCES will be accessible from one account home page.
  
- Teachers and principals who are employed by the New York City Department of Education (NYCDOE) will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to the online tool *Class List Reporting* to review and update class list information. If NYCDOE teachers have questions about this process they should contact their principals, or data specialists in their school or network. Teacher and principals employed by charter schools located in NYC will view their data by using NYSED reports.

## Creating an Account

**Creating an Account:** Teachers must follow the steps below to create an account. Teachers should create an account as soon as they receive their PIN. In addition, teachers should access their report, view the data, and submit any corrections through internal district or school procedures. This will ensure that any problems with accounts or reports are dealt with in a timely manner.

### Step 1

Click on either **Create an Account** link at <http://www.p12.nysed.gov/irs/teacher/>, this link directs you to <http://edp.nysed.gov> the Teacher Access and Authorization (TAA) login page.

The screenshot shows the NYSED IRS Information and Reporting Services website. The main content area is titled "Teacher Student Roster Verification Report" and contains the following text:

Welcome to the Teacher-Student Roster Verification Report site. This report allows teachers to view data on courses and course sections they are currently teaching. These data include a list of students enrolled in these courses as well as course start and end dates and duration times. To view this report, a teacher must first have received a unique personal identification number (PIN) provided by the district or charter school and then create a Teacher-Student Roster Verification account.

Unique PINs are generated for a teacher once a district or charter school reports appropriate staff, student, and course data to the Student Information Repository System (SIRS). Once these PINs are generated, an authorized district or charter school representative may download them from the Information and Reporting Services (IRS) Portal (see <http://www.p12.nysed.gov/irs/irs-portal/>) for distribution. If you have not received a PIN, please contact your district or school data coordinator.

Teachers and principals who are employed by the New York City Department of Education (NYCDOE) will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to an online tool, Class List Reporting, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network.

If you have received your PIN, you can create an account and access your Teacher-Student Roster Verification Report by clicking on "Create an Account/Log In" below and following the directions in the User Guide (see below).

[Create an Account/Log In](#)

If you identify any discrepancies in the data you see in your report, please work with your district or school data coordinator to correct the errors in your Student Management System

## Step 2

If you do not already have an account, click on the **I need to create an account** link. If you already have an account, enter your Username and Password and skip ahead to **Using the Report to View Your Data** (page 9).



## Teacher Access and Authorization

### Teacher Access and Authorization (TAA)

TAA users have access to the **Teacher Student Roster Verification (TSRV)** system and the **ePMF** application.

#### First Time Users

Before accessing TAA users need to create an account. Please watch our [Account Creation Video Walkthrough](#) for guidance on creating a new account. [More information...](#)

#### Teacher Student Roster Verification System

This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

**New York City Department of Education (NYCDOE)** teachers and principals will use alternate data verification processes and reports. [More information...](#)

#### ePMF

The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. [More information...](#)

#### Online Growth Reporting System

This system is used by non-NYCDOE teachers and principals to view reports for state-provided growth measures. You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. [More information...](#)

Login

Username (Email Address):

Password:

[Login](#) [I forgot my password](#)  
[I forgot my username](#)

[I need to create an account](#)

[Help with your account?](#)

### Step 3

Enter the last 4 digits of your Social Security Number and your Date of Birth, which have been provided by the TEACH system.

If you are having problems creating an account, review your information in the TEACH system to verify that it is accurate. You can go to <http://www.highered.nysed.gov/tcert/teach/> to log in to your TEACH account or call the TEACH HELP line at 518-486-6041.

Next, enter the PIN you received from your district, BOCES, or charter school. If you have not received a PIN, please contact your district or school data coordinator.

Last, for security purposes, type the words you see in the Image Verification box. If you cannot read the words, you can click the link to get a new set of words or to hear the words. Additionally, there is a help button. Asking for help from colleague who has successfully completed image verification can also be effective.

Click on **Verify My Information**.



[Create a New Account](#)

Step 1: Verify Your Personal Information

Last 4 Social Security digits:

Date of Birth:

PIN (?)

Image Verification (?)

Type the two words:

[Login](#) | [Frequently Asked Questions](#) | [Useful Links](#)

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### Step 4

Once your information has been successfully verified, you will need to enter an email address to serve as your username. This email address can be either a work or personal email address. The email address must be keyed in twice to confirm your choice.

Then create a password. The password must contain a minimum of eight characters, including at least one capital letter and at least one number. The password must be keyed in twice to confirm your choice.

Next, select two security questions and enter responses to each using answers you are sure to remember. The security questions will be used to verify your identity if you forget your password. **It is a good idea to store your answers to the security questions in a secure place. If you forget your password and security question answers your account will need to be deactivated and recreated.** Each security question answer must be keyed in twice to confirm your choices.

Check the box agreeing to the TAA/TSRV terms of service. (You can read the terms of service by clicking on the link.)

Click on **Submit Registration**.

**NYSED.gov** Create a New Account

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**Step 1 has successfully been verified.**

Step 2: Setup your Account

Email Address: [THIS WILL ALSO BE YOUR USERNAME]

Confirm Email Address:

Password:  Passwords must contain at a minimum eight characters, one capital letter and one number

Confirm Password:

Choose a security question:

Answer:

Confirm Answer:

Choose another security question:

Answer:

Confirm Answer:

I have read and agree to the [Terms of Service](#)

**Submit Registration**

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

**\*Step 5\* VERY IMPORTANT! You must retrieve your confirmation email!**

Once you submit your registration you will see the message below informing you for security purposes a verification email will be sent to the email address you entered in Step 4. You must click on a link in this email to complete the registration process. If you do not receive a verification email within 24 hours please go back to STEP 1 and try to recreate your account.



To complete the registration process a verification email has been sent to you. Please follow the instructions in the email to complete the registration process.

**\*Step 6\* VERY IMPORTANT! You must use the link in your confirmation email before you can log in to your account!**

Follow the instructions in the email to complete the registration process. Click on the link in the email or, if clicking on the link does not work, copy and paste the url into the address bar on your browser.

