

Dear HEDSLive Password Recipient,

This e-mail applies to all individuals approved by their institutions to use the HEDSLive online reporting system. Your username and temporary password are shown below. Please change your temporary password to a permanent one and save it and your user id.

See the instructions below on how to use our new HEDSLive online reporting system. If you run into any problems, please e-mail us at HEDS@mail.nysed.gov or call us at 518-474-5091. We welcome feedback or suggestions. To reset your password, call us at 518-474-5091. Please DO NOT contact the NYS Office for Technology (shown on the first screen you see when signing on).

Open the form, enter data, save, close, and return at any time without losing work (if you remember to save). When you consider your submission complete and "final", click "Certify" to formally submit it. (Please postpone certifying your data until you feel certain about it.) If you want to change any data after certifying and submitting a form, please contact ORIS.

Use this URL to log in: <https://eservices.nysed.gov/heds/app/>
(Then please "bookmark," i.e., save this Web site address to your "favorites" folder.)

Your username:

Your temporary password:

The first time you log in, you will be prompted to change your temporary password to a new one. For security purposes, the system will occasionally prompt you to change your password. If you run into password problems, please call us at 518-474-5091. Please DO NOT use the contact information on the login page. (ORIS will incur a charge if you do.)

Your password should conform to these rules:

- 1) Must be at least eight (8) characters long, one of which must be a numeric character;
- 2) must not contain more than two repeating characters;
- 3) cannot be a password used in the last 1000 days; and
- 4) cannot be one of your entries in the NYeNET Central Directory Service, such as your name or email address.

After entering your new password and re-entering it to confirm it, click on "Change Password." You will receive a confirmation. Click "Continue" to receive a login box and enter your new password there.

Please carefully read the instructions as you navigate through the site.

After logging in:

Choose the campus for which you wish to enter data from the dropdown on the Home page. A list of online forms required for that campus will appear. At this time, our first two online forms (SUR1 and NYSED-8) and their status will show. We'll add the status of your other HEDS forms as soon as we can.

Click a form. From the left navigation panel, select "Form Processing Information." Modify the form processing information as needed and click the "Save" button.

Our first forms (with CTEA1 and 2 soon to follow):

SUR1: After completing the form processing page, click each linked function in the navigation panel, enter or modify all data, and save. Click "Review Data and Submit"; review and print for your records. If satisfied, click "Certify" or refer the form to a designated "final" reviewer at your college. Note that HEDSLive will not accept your submission until you resolve any "fatal" errors it points out. If you close the application without certifying, the database will retain your saved work. You may return and further add, remove or modify data until you certify it. After the data has been "certified", you will need to contact us to have it "unlocked" in order to make any revisions.

NYSED-8: After completing the form processing page, click "Form Home" (in the navigation panel) and click a linked location or click "Edit Existing Locations" (in the navigation panel). Edit or remove locations. Add new ones by clicking the link on the left and filling in the blanks. Click "Review Data and Submit"; review and print for your records. If satisfied, click "Certify" or refer the form to a designated "final" reviewer at your college, and ask that individual to certify the data. (Please explain to them how to certify!) If you close the application without certifying, the database will retain your saved work. You may return and further add, remove or modify data until you certify it. After the data has been certified, in order to make any revisions, please contact us to have it "unlocked."

Log in at any time and check the status of your forms – Ready to enter data, Started, Submitted, Clean - on the "Form Home" page.

Thank you,

Glenwood Rowse, Margaret Watrous, Diane Lombardo and Sharon Gazin;
Staff of the Office of Research and Information Systems (ORIS), NYSED