

- 1) Go to the [NYSED Business Application portal](http://portal.nysed.gov/abp/), <http://portal.nysed.gov/abp/>, In button in the upper right corner of the screen. Enter your username and password (case-sensitive), and then Sign In.
- 2) You will then be taken back to the NYSED Business Application Portal web page. Under the heading top center of that
- 3) A dialogue box will appear, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials, as provided in the [School Administrator's Manual](#). Carefully read the agreement and click to indicate your agreement.

