





15. The next page will advise you that your exam request has been submitted to the Department's database and you will receive a confirmation of your request via e-mail within three business days. All school information and examination quantities entered during this session will be saved **ONLY IF** they were submitted to the Department via the **"Submit and Certify Your Request"** button on the \_\_\_\_\_ page.

To order tests for another Examination Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Exam Cycle" to select the next group of tests to be ordered and repeat this process.

16. Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To log out of the NYSED Business Application Portal, click "Log Off

**1. Select Paper-Based or Computer**