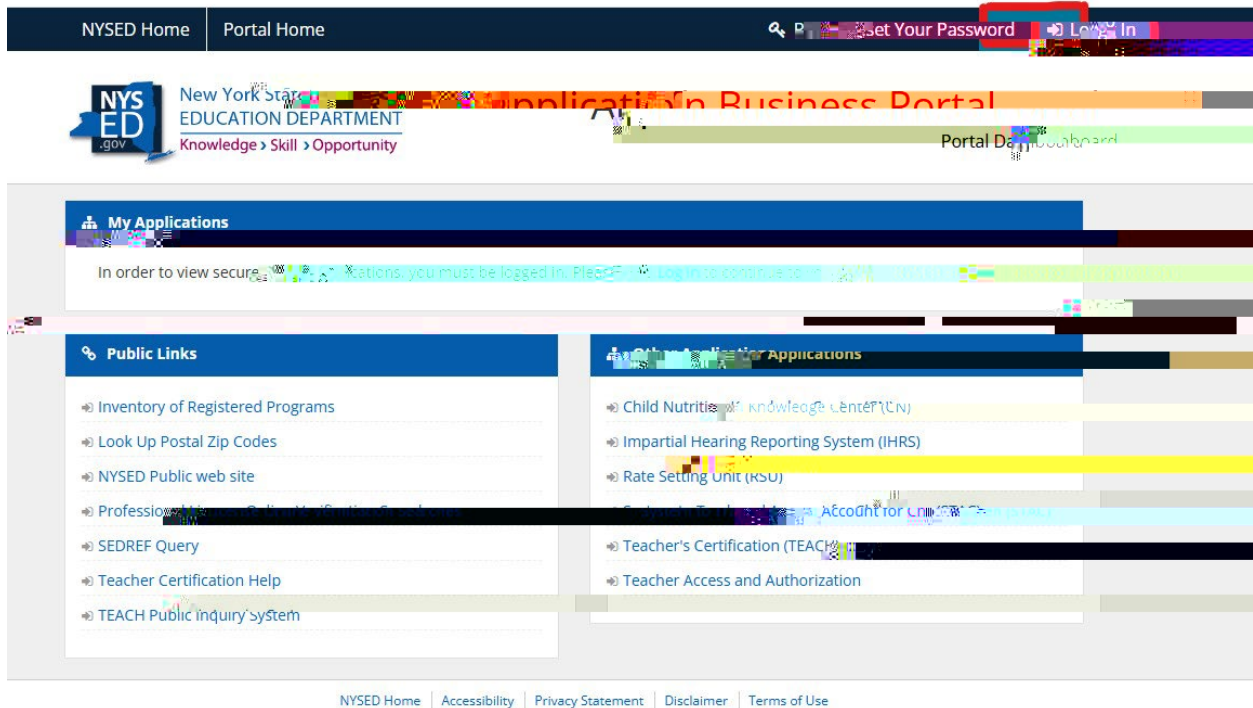


To access the SAE Survey, you must have access to the NYSED Business Portal. The Superintendent of your public school district or the School Leader for public school is the responsible party to assign rights to the NYSED Business Portal as well as the underlying SED Monitoring and Vendor Application. NYSED Staff are not able to grant access to the secure NYSED Business Portal.

If you are not able to log in at this stage of the process, please contact the Superintendent or your School Leader for access rights to the NYSED Business Portal and the underlying SED Monitoring and Vendor Application.

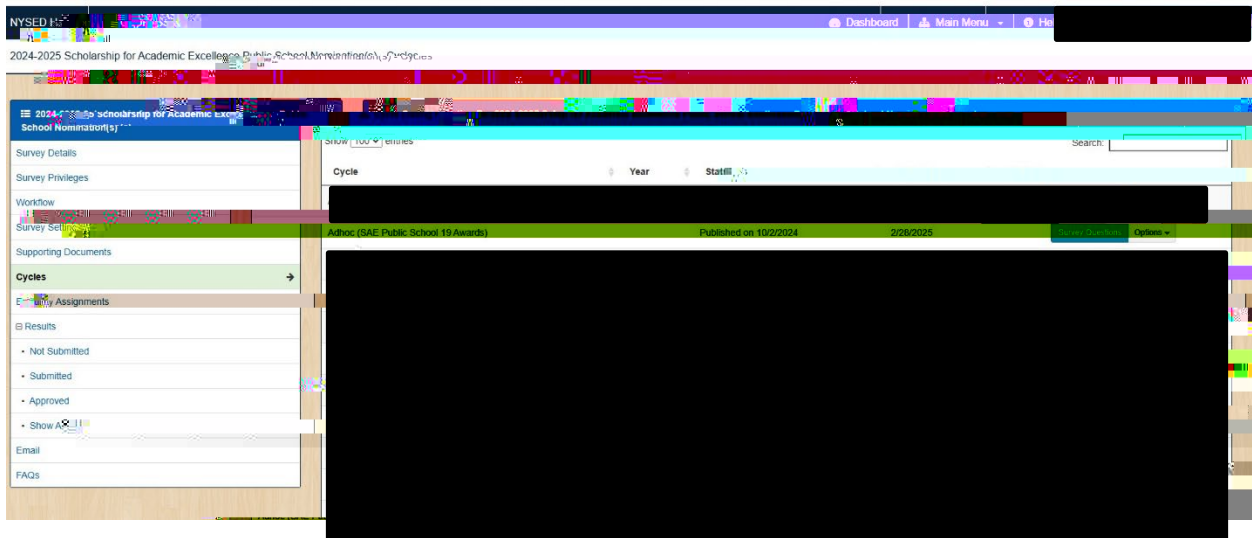


Clicking Log in will display the log in credentials screen. As mentioned above, access is granted at the School District or Non-Public School Leader level. Please enter valid credentials here and click Sign In.

By clicking on the SED Monitoring and Vendor Performance link all surveys you have been



Next the system will display the survey form based on the number of scholarship applications your school is permitted to submit to NYSED. In the left hand margin click the Supporting Documents links for more detailed instructions and other Supporting Documents then Click the Survey questions link to start the survey.



The screen will display the survey questions. Please refer to the instructions on how complete the questions. If your school is allowed more than one scholarship you must select the Add Group button to display another set of questions for each scholarship nominee. The system is set to only accept the number of nominees allocated to your school.

NYSSED Home OPASS Dashboard Main Menu Help

2024-2025 Scholarship for Academic Excellence Public School Nominations - Survey Template - Student Information - Student Information

- STUDENT LAST NAME**
 Report Title: LastName
 Enter the Student's Last Name.
- STUDENT FIRST NAME**
 Report Title: FirstName
 Enter the Student's First Name.
- STUDENT MIDDLE INITIAL**
 Report Title: MiddleInitial
 Enter the Student's Middle Initial. If the Student does not have a middle initial please enter N/A.
- STUDENT ADDRESS OF RESIDENCE***
 Report Title: STURES
 Enter the Student's Address of Residence.
* Applicants without lawful immigration status will not be asked for their home address and the nominee does not need to complete this section.
- STUDENT CITY**
 Report Title: City

If you are unable to complete the survey, please select Save at the bottom and you can return to the survey later to finish it. Once complete select the Save and Submit button and complete the attestation to submit the survey.

NYSSED Home OPASS Dashboard Main Menu Help

2024-2025 Scholarship for Academic Excellence Public School Nominations - Survey Template - Student Information - Page Last Modified: 2024-09-25

Select the award amount associated with the rank and number of \$1,500 or \$500 awards allocated to your high school. For example, if your survey states, "Your high school is allocated one (1) \$1,500 Award and one (1) \$500 award," then the nominee ranked first (or highest ranking) would be the \$1,500 awardee and your second nominee would be the \$500, and so on.

- HIGH SCHOOL PRINCIPAL/COUNSELOR**
 This question is required.
 Enter the high school Principal or Counselor's name and title responsible for submitting the nomination.
- HIGH SCHOOL SCHOLARSHIP CONTACT PHONE NUMBER**
 Enter the High School Scholarship Contact Phone Number so NYSED or HESC can contact them if needed.
- NO STUDENT NOMINATIONS**
 No Student Nominations
 If your high school is not nominating students, select "No Student Nominations" with an explanation for the lack of nominations.

Delete This Question Group (Will be Deleted on Save)

Delete Page Answers
 This will delete all answers on the current page.