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1. Go to the website <http://Portal.nysed.gov>
  2. On the right hand side top click on Reset Password.
  3. Enter your username, email address and click in the check box next to where it says "I'm not a robot" .
  4. Click the Submit button.
  5. You may be prompted to answer random questions for the reCAPTCHA system.
  6. You will then get a confirmation page and an email will be sent to you to finish changing your password.
  7. In your email click the link that says reset Password.
  8. A new site will open and you choose your new password there. Enter it twice. The page will inform you if it is not correct or if you have used it before.
  9. Go back to [portal.nysed.gov](http://portal.nysed.gov) and enter your user name and new password.

There is also a separate Quick Guide for Password resets that can be found at:

<http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf>