- Go to the <u>NYSED Business Application portal</u>, <u>http://portal.nysed.gov/abp/</u>, 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 <u>School Administrator's Manual</u>. Carefully read the agreement and click to indicate your agreement.

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