

Teacher Access and Authorization (TAA)

This year all new teachers and non-teaching professional staff will have to create a NYS TAA account.

Here's how to register.....

First, go to the NYSED.gov Teacher Access and Authorization web-page.

Click [HERE](#) to be taken directly to the NYS TAA registration page. It should look like this.....

NYSED.gov Teacher Access and Authorization

Teacher Access and Authorization (TAA)

Account Creation and Resets
To access TAA, users need to create an account. Once you create an account you will have access to both the **Teacher Student Roster Verification (TSRV)** system and the **electronic Personnel Master File (ePMF)** application.
For more information, please see the TAA Application User Guide.

For Administrators
When building administrators log into TAA, you will only see your teachers that have selected and submitted the PMF form for your building.
For more information, please see the TAA Application User Guide.

TAA Applications

ePMF
The electronic Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching.
[More information...](#)

Teacher Student Roster Verification Application
This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. **A TSRV roster for classroom teachers (district, BOCES, and charter school teachers) providing instruction in grades 3-8 ELA/Math and Math Regents courses will be viewable in TAA.** [More information...](#)

New York City Department of Education (NYCDOE) teachers and principals will use alternate data verification processes and reports. [More information...](#)

TEACH Accounts and TEACH IDs
In order to access the Teacher Access and Authorization System (TAA), an educator must have a TEACH ID from OTI, IRS does not create or provide TEACH IDs. Additionally, IRS does not have access to the TEACH System and OTI does not have access to the TAA System.
For more information, please visit the TEACH Accounts and TEACH IDs document.

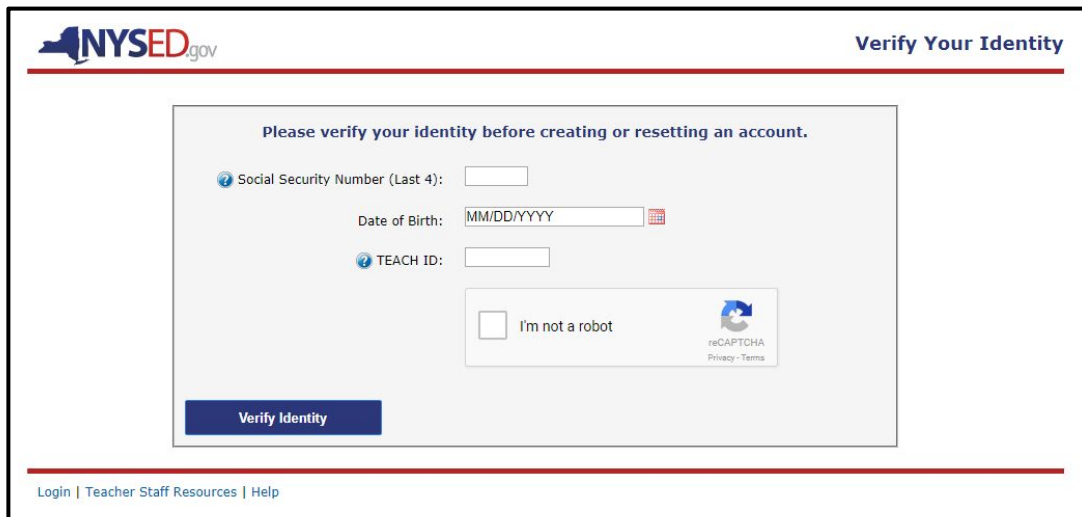
[Login](#) | [Teacher Staff Resources](#) | [Help](#)

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Click here to begin to create your TAA account.

Verify Your Identity

Next you will be asked to verify your identity. On this page you will need to add the last 4 digits of your social security number, your birth date and your teach ID. We have your TEACH ID on file, if you need to know your TEACH ID number email [Marlena at peduzzim@hudsoncsd.org](mailto:Marlena_peduzzim@hudsoncsd.org) and you will be sent your number to register. The screen will look like this.....



The screenshot shows the 'Verify Your Identity' page on the NYS ED.gov website. The page has a blue header with the NYS ED.gov logo on the left and the title 'Verify Your Identity' on the right. Below the header is a light gray box containing the following fields and instructions:

- Instruction: **Please verify your identity before creating or resetting an account.**
- Field 1: **Social Security Number (Last 4):** with an empty text input box.
- Field 2: **Date of Birth:** with a text input box containing 'MM/DD/YYYY' and a calendar icon to its right.
- Field 3: **TEACH ID:** with an empty text input box.
- Field 4: A reCAPTCHA box containing an empty checkbox, the text 'I'm not a robot', and the reCAPTCHA logo with links for 'Privacy - Terms'.
- Button: A blue button labeled 'Verify Identity' is located at the bottom left of the form area.

At the bottom of the page, there is a footer with the text: [Login](#) | [Teacher Staff Resources](#) | [Help](#)

Next you will get an email that says this....


You have received this email because you have requested a new TAA account, or you have reset your previous TAA account.

To continue with the creation of your new TAA account, simply click on the following link.

[Create TAA Account](#)

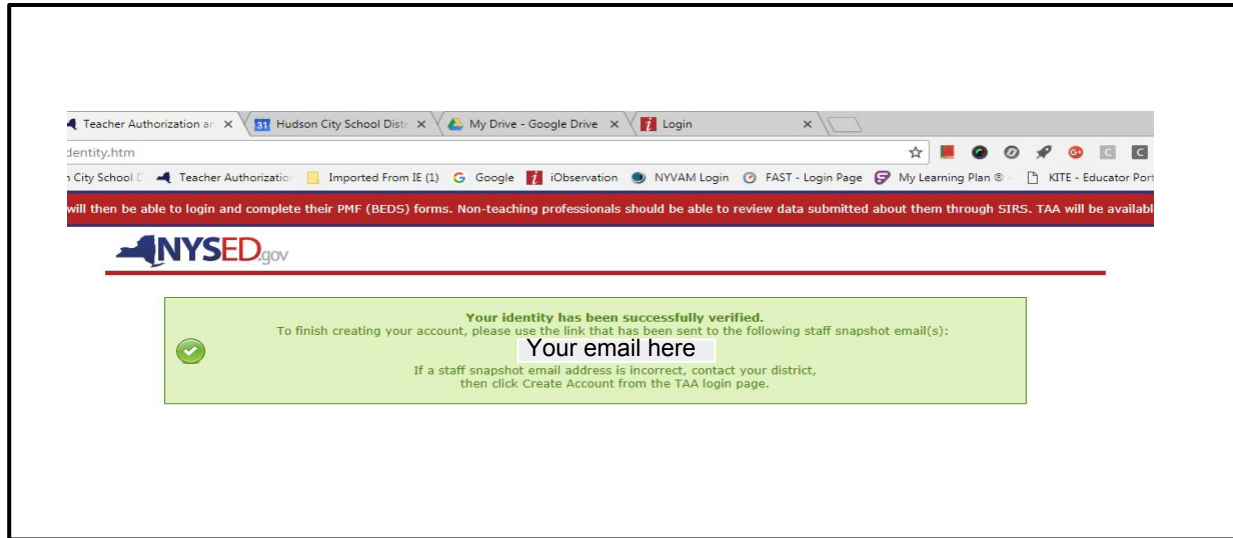
If you cannot click on the link, please copy and paste the link below into your browser.

<https://eservices.nysed.gov/taa/createaccount.htm?token=760957e661ca4c38b055fb94d1da3c3c>



Click here to continue to
create your TAA account.

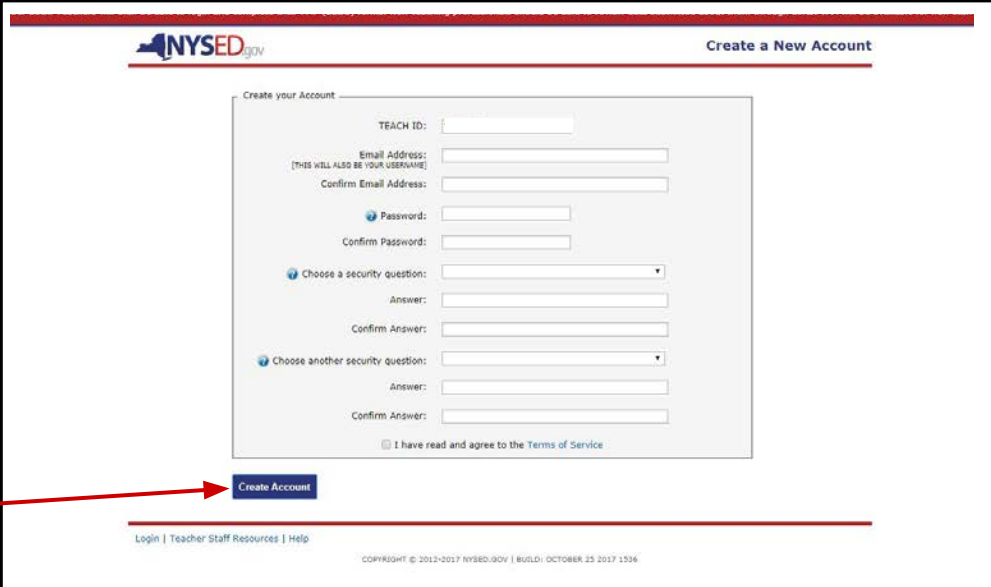
The link will bring you to a page that says you have been verified.



Another link will be sent to your email to finish creating your account.

Now you will create your account.

The screen will look like this. Fill out the fields and then hit the Create Account button at the bottom of the page.



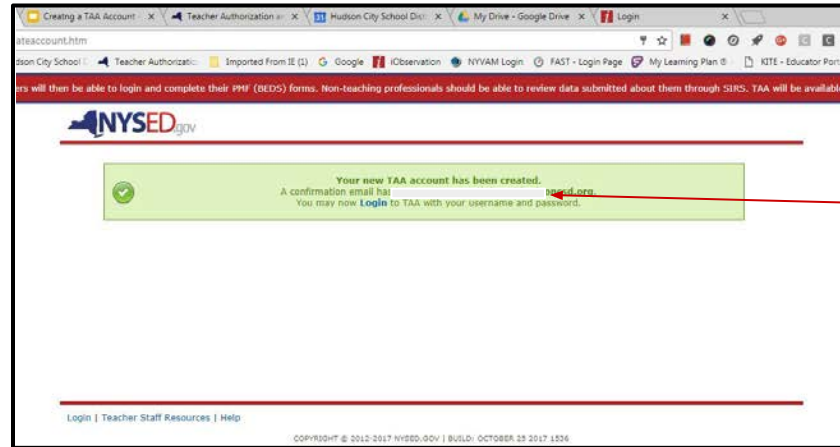
The screenshot shows the 'Create a New Account' page on the NYSSED.gov website. The page has a red header with the NYSSED.gov logo on the left and the text 'Create a New Account' on the right. Below the header is a form titled 'Create your Account'. The form contains the following fields:

- TEACH ID: [text input]
- Email Address: [text input] (with a note below: [THIS WILL ALSO BE YOUR USERNAME])
- Confirm Email Address: [text input]
- Password: [text input]
- Confirm Password: [text input]
- Choose a security question: [dropdown menu]
- Answer: [text input]
- Confirm Answer: [text input]
- Choose another security question: [dropdown menu]
- Answer: [text input]
- Confirm Answer: [text input]

At the bottom of the form is a checkbox labeled 'I have read and agree to the Terms of Service'. Below the form is a blue button labeled 'Create Account'. At the bottom of the page, there is a footer with the text 'Login | Teacher Staff Resources | Help' and 'COPYRIGHT © 2012-2017 NYSSED.GOV | BUILT: OCTOBER 25 2017 1556'.

Click this button when you have finished filling out all of the required fields.

After you submit your screen will look like this.



Your email will be here.

Now you can log in to your TAA account and verify your personal information.

Your next email will say this.....

You are receiving this email to confirm that you created an account on NYSED's TAA website using this email address. To login to TAA, go to <https://eservices.nysed.gov/taa>

To access your account information please click on the blue box that says "Your ePMF for Hudson City SD".

NYSED Applications for Teachers

Viewing and Completing Your ePMF Form
The new electronic Personnel Master File, ePMF, collects data submitted by teachers about the assignments they teach, grade, years teaching, and more. Each teacher completes a different form per district, if working in multiple districts. If you work in multiple districts, you will see a button below to access a different ePMF form for each district below.

If you need more information or help completing your ePMF form, you can visit our Help page to browse through the frequently asked questions. All ePMF forms will be saved when clicking the "Save" button at the bottom of the form. When they are done, they will click on "Submit". Teachers will have until January 15th of the new school year to complete and correct their ePMF information. Your superintendent will review ePMF data before verifying data to NYSED.

Click the ePMF form you want to work with below in order to start filling out your ePMF form.

Your ePMF for HUDSON CITY SD

Viewing Your TSRV Report
The Teacher-Student Roster Verification (TSRV) system allows you to verify the courses and students you teach are correctly reported to NYSED by your district/BOCES/charter school. Click the TSRV Report button below to view to your rosters.

If you find errors in your TSRV reports (missing courses/students, incorrect dates, etc.) please contact your district/BOCES/charter school data coordinator to make corrections.

If you experience issues accessing the system (password/username issues, system errors), or would like more information on the TSRV Report, please see the [TSRV Report page](#) on the IRS website.

TSRV Report

At this point please log in and verify your information. If there are any errors email Marlena at peduzzim@hudsoncsd.org so they can be corrected.

Confirm your information, fill out your race/ethnicity and save. When you are sure you are finished hit “submit.” Only hit submit when you are sure everything is correct as you will not be able to change it after submitting the form.

CLASSROOM TEACHERS will need to enter your BEDS code for your assignment to be populated on this form. **NON-TEACHING PROFESSIONALS** will already have this space populated when you get to this page.

Personal Information

Last Name: TEACH ID:
First Name: Middle Initial: Gender:
Date of Birth:

Please note that all changes to a teacher's name and date of birth must be done through the TEACH office; additional information is available at: <http://www.highered.nysed.gov/tcert/namechg.html>.

Race/Ethnicity

Are you of Hispanic origin?
Select Additional or Other race?

Staff Snapshot Data

Data in this section is not editable here. Corrections will need to be made in the district's staff snapshot. If you see an error, please contact your administrator.

Location Information

I work at multiple locations in this district. (Uses District BEDSCODE)
 one location in this district:

If you have any further questions please email Marlena at peduzzim@hudsoncsd.org.

Assignments

 Add Assignment

Remove Selected Assignment 

Code	Assignment Name	Grade	Registration
<input type="text"/>	<input type="text"/>	<input type="text" value="ALL"/>	<input type="text" value="0"/>