New York State Education Department Office of Information and Reporting Services (IRS)
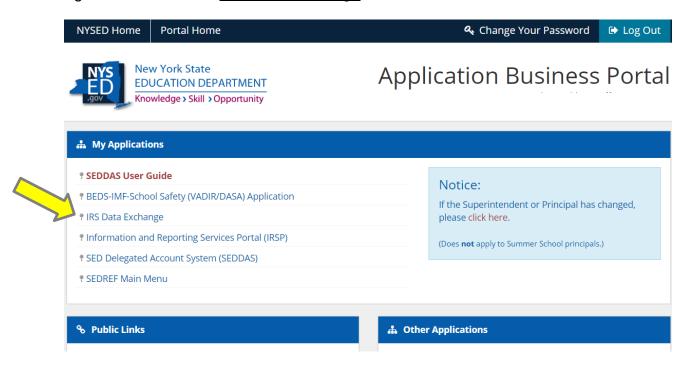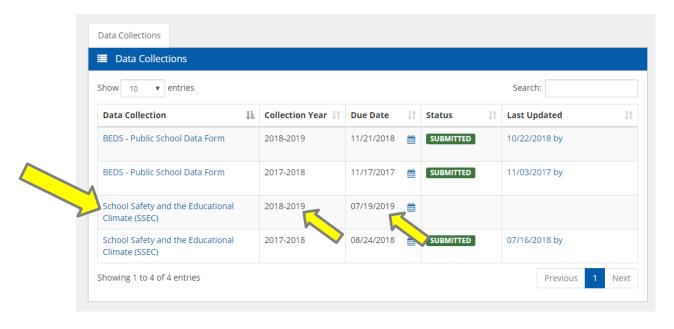
IRS Data Exchange (IDEx) Guidance
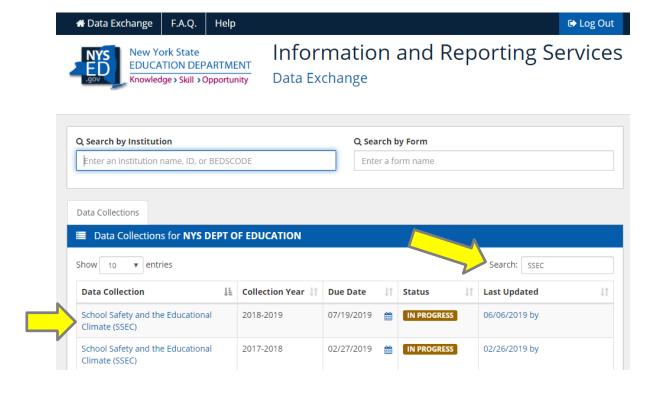# For School Safety and the Educational Climate (SSEC) Reporting

- Go to the NYSED Application Business Portal at https://portal.nysed.gov

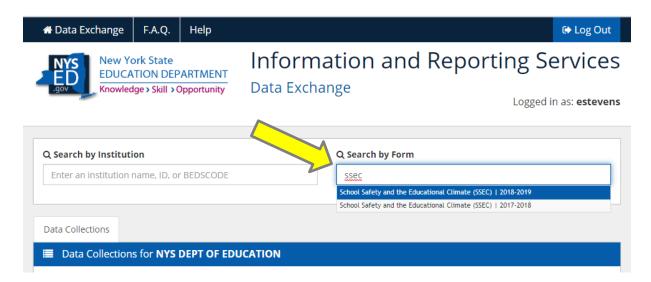- Log in and click on the IRS Data Exchange link.

- You will see a list of "**Data Collections**" with the collection year, due date, submission status and the last user to update form.

- Click on the desired form to enter the online data collection. Be sure to click on the form with the most current Collection Year.
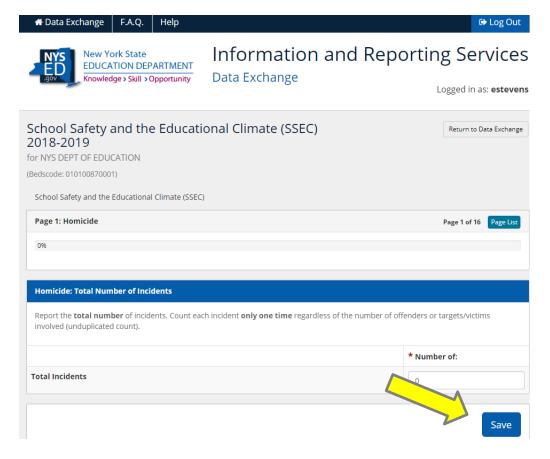
- If you do not see the **School Safety and the Educational Climate (SSEC)** form on the first screen, you can also use the "Search" box to look for "**SSEC**" in the list of data collections.
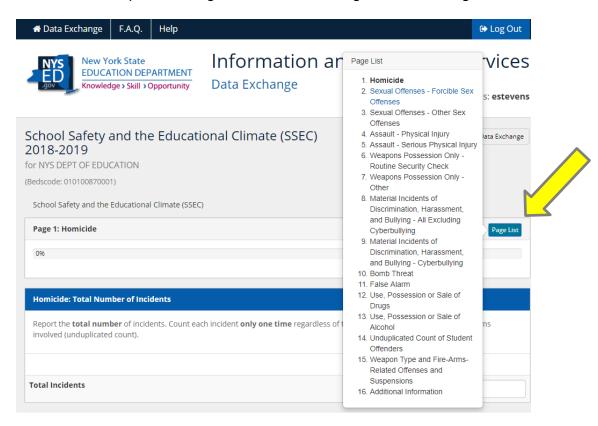

- If you are in a **District** and looking for a School form, click in the "**Search by Form**" box and type "**SSEC**". Then choose the form for the current year from the drop-down menu.

- Complete the required fields in each section. Click "**Save**" at the bottom of each page to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to progress.

- You can also use the "**Page List**" button to navigate between the pages that you have already saved. Click once to open the Page List. Click the Page List button again to close the list.
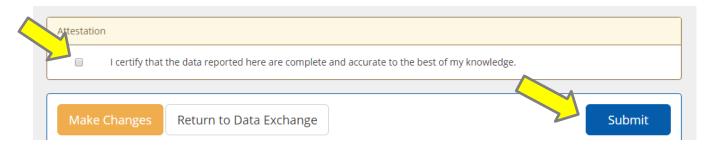
- When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. Review your responses. Click the "**Make Changes**" button if you need to update any of your responses.

- Once you have reviewed the responses and made any changes, the CEO or Superintendent must check the "**Attestation"** box at the bottom of the page to certify the accuracy of your data.

- To complete your submission, click the "**Submit**" button at the bottom of the page.

> ℹ️ *Public School CEOs do not have access to the Attestation or Submit button on the SSEC form.*

- Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.

- Once submitted, the "**Make Changes**" button will be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.

- For any further questions or assistance, please visit the help center https://bedsvadirsupport.nysed.gov and click on the "**School Safety and the Educational Climate**" section.

Trouble Logging In?

Remember that passwords are case-sensitive. User IDs are not.

If necessary, reset your password by using the "**Reset Your Password"** option at the top right of the screen at http://portal.nysed.gov

The user IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (**SEDDAS**).

- District/BOCES Superintendents and Charter School CEOs with SEDREF accounts should review the SEDDAS User Guide located on the SEDDAS main resources page for help with problems related to their accounts, IDs and/or passwords.

- All other staff should contact their Superintendent or School CEO for assistance with user ID and password issues.

Logged into the IRS Data Exchange But Can't See the 2018-19 SSEC Forms?

Contact your Superintendent or School CEO. You will only be able to see the SSEC form(s) if your CEO has entitled your SEDDAS user account to view the SSEC form.   For more information on entitlements, see: http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf

Trouble Submitting Form ?

Only CEO's can submit the SSEC form. Contact your Superintendent or School CEO.