

# Generating an Employee Verification Code

The screenshot shows the My NY.gov Online Services website. At the top, there is a search bar and the text "My NY.gov Online Services". Below this, there is a navigation menu with links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". A central sign-in box contains a "Sign In" button, a link for "Forgot your Username or Password?", and a link for "NY.gov ID - Terms of Service". Below the sign-in box is a "Don't have an Account?" button with a note: "If you do not have an NY.gov ID Username and Password, click the above link to sign up." A blue callout box on the right points to the "Sign In" button with the text "Step 1 Sign into My.NY.gov". On the left, there is a "Help Desk Information" section with the "Ny.gov ID Call Center (518)-474-7494". At the bottom, there are sections for "Access to online services", "Convenience", and "Security". On the right side, there is a banner for "GOVERNOR ANDREW M. CUOMO NYS Prepare" with a "Take the Online Training Course Today!" message and a "WHAT'S NEW" section with news items from September 17, 2014.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center  
(518)-474-7494

NY.gov ID

Sign In

Forgot your Username or Password?

[NY.gov ID - Terms of Service](#)

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Step 1  
Sign into My.NY.gov

GOVERNOR ANDREW M. CUOMO

NYS Prepare

Take the Online Training Course Today!

WHAT'S NEW

September 17, 2014  
Governor Cuomo Announces More Than \$1.9 Billion in...

September 17, 2014  
Governor Cuomo Announces Smart Schools Commission ...

Connect to Gov. Cuomo on [facebook](#)

**You have access to the following services**

MyDMV  
DMV online

BPSS  
BPSS

NYS License Center  
NYS License Center

Step 2  
Select BPSS

**You can sign up for the following services**

SLMS  
Statewide Learning Management System.  
SIGN UP

Labor Online  
Department of Labor Online Services  
SIGN UP

TEACH Application  
Teacher Certification  
SIGN UP

# BPSS Home



## Administration

- [Assign Admin Role](#)
- [Associate Additional Schools](#)
- [Generate Employee Verification Code](#)

Step 3  
Under the administration tab,  
select Generate Employee  
Verification Code

## School Association – Directors & Agents

**By selecting an agent code - the administrator is attesting to the following:** I hereby certify that the foregoing statements are true to the best of my knowledge and belief; this agent is fully informed of the school's course offerings, services, charges, enrollment conditions, operating policies, and refund policies; this school assumes full responsibility for the actions, statements and conduct of this agent; and this school uses an acceptable plan for the selection, training, and supervision of agents.

**By selecting a director code - the administrator is attesting to the following:** I certify, to the best of my knowledge, that the applicant herein is able to meet the educational qualifications and/ or practical experience required for licensure as set forth in Commissioner's Regulations for the license area(s) requested.

Selecting the 'Generate' button below will generate a unique code that is **required** to start the BPSS director and agent applications.

After generating a code, please give it to the employee who is filling out the application.

Select Type of Association

---Select---

---Select---

Agent Code

Director Code

Generate

← Back to Menu

Step 4  
Select type of association

Step 5  
Click the Generate button

## School Association – Directors & Agents

**By selecting an agent code - the administrator is attesting to the following:** I hereby certify that the foregoing statements are true to the best of my knowledge and belief; this agent is fully informed of the school's course offerings, services, charges, enrollment conditions, operating policies, and refund policies; this school assumes full responsibility for the actions, statements and conduct of this agent; and this school uses an acceptable plan for the selection, training, and supervision of agents.

**By selecting a director code - the administrator is attesting to the following:** I certify, to the best of my knowledge, that the applicant herein is able to meet the educational qualifications and/ or practical experience required for licensure as set forth in Commissioner's Regulations for the license area(s) requested.

Selecting the 'Generate' button below will generate a unique code that is **required** to start the BPSS director and agent applications.

After generating a code, please give it to the employee who is filling out the application.

Select Type of Association

Generate

Director Application Verification Code: **92f7deee5e**

Step 6  
Provide the code to the applicant