All BPSS school owners' need to complete steps as outlined below. This is phase 1 of the new on-line process - connecting schools to school owners. After completion of phase one, schools will not be able to access any further information until the next phase is launched. The next phase cannot begin until all schools complete these steps. It is hoped that the next phase will be implemented on or around September 1, 2014.

Go to the https://my.ny.gov/ website

Currently have an account? Click Sign in

Don't have an account?

If you currently have an account with my.ny.gov, complete Sign in page and go to page 8 of these instructions Labeled “Click BPSS Application”
Note: It is suggested an owner establish a Business account but it is not mandatory. A Personal account can be created. Click on each description to decide which is better for your needs. (The following screen shots are for the Business category)
Click NYS Bureau of Proprietary School Supervision.

Enter all data

If code cannot be read clearly, click the refresh button for a new code or click the speaker icon - it will be read to you

Enter Security code shown in box

Click Create Account
The personal information just entered will be shown. If it’s correct, click Continue. Otherwise, click Back to make corrections.

Check your email account for link to proceed with activating your account.
Welcome to NY.gov ID,

ny.gov.id@its.ny.gov 9:06 AM (4 minutes ago)☆

to me△

Dear,

Thank you for registering a NY.gov ID.

Your Username is

Please click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser:

https://my.ny.gov/Activate/activate.xhtml?id=6a5153f9a3d46b89e83d

Thank you
New York State

Click Arrow next to Select One, choose a question and enter answer.
Click Continue
Your my.ny.gov account is now created.

Click Go to MyNy
Click BPSS Application

Note: The services shown may vary
Welcome to the BPSS Web Application!

Welcome to the New York State Education Department’s online licensing and certification center for all licenses issued by the Bureau of Proprietary School Supervision within the Office of Adult Career and Continuing Education Services (ACCES).

This website is presented by the New York State Education Department under the direction of Commissioner John King, and deputy commissioner of ACCES, Kevin Smith.

Please take note of the following:
For immediate help with a problem you are experiencing please call: 518-474-3969
For all other inquiries please send an email to: BPSS@Mail.nyssed.gov

Click *Create Account* to start process for a BPSS account.
Create a New User Account

**Personal Information**

- **User ID (required):**
- **First Name (required):**
- **Last Name (required):**
- **Date of Birth (required):**
- **Social Security Number (required):**
  - **If a social security number has not been provided, please explain:**
  - **Required if SIN is not provided.**

**Address**

- **Street Address (required):**
- **City (required):**
  - **State (required):**
  - **Select...**
- **Zip (required):**

**Contact Information**

- **Email (required):**
- **Confirm Email (required):**
- **At least one contact number is required:**
  - **Home Phone:**
  - **Cell Phone:**
  - **Work Phone:**
  - **Ext:**

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**Your user ID, First & Last Name will be supplied from my.ny.gov**

Enter all information to create a new user account with BPSS

Click **Next**

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**Account Created**

Your account has been successfully created. You will be receiving an email with a link to verify your email address.

Click **Continue**
Thank you for completing phase 1. We will e-mail you when the next phase is ready to be launched, along with instructions. Please remember that schools will not be able to access any further information until the next phase is launched. **The next phase cannot begin until all schools complete these steps.** It is hoped that the next phase will be implemented on or around September 1, 2014.