

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

The screenshot shows the My NY.gov Online Services homepage. At the top, there is a search bar and the text "My NY.gov Online Services". Below this, there are several sections:

- NY.gov ID**: A section with a "Sign In" button highlighted in red. A callout box points to it with the text: "Currently have an account? Click *Sign in*".
- Don't have an Account?**: A button highlighted in red. A callout box points to it with the text: "Need to create an account? Click *Don't have an Account?*".
- Access to online services**: Text stating "Many government services are now available online. An NY.gov ID account provides secure electronic access to these services." with a "Learn More" link.
- Convenience**: Text stating "Access many online services with a single NY.gov ID account." with a "Learn More" link.
- Security**: Text stating "The NY.gov ID Program protects you against unauthorized access to your information." with a "Learn More" link.
- Help Desk Information**: Includes "Ny.gov ID Call Center (518)-474-7494".
- Right sidebar**: Contains a "See online services for NY.gov ID" section, a "GOVERNOR ANDREW M. CUOMO" banner for "Adventure License Series", and a "WHAT'S NEW" section with news items from July 28, 2014.

At the bottom of the page, there is a footer with "Copyright 2013 New York State Office of Information Technology Services (ITS) Build: 10/05/2013 1:33 PM" and a "Contact Us" link.

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"**

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

Please select one of the following account types:

PERSONAL
I want to access services for my personal use.
My identity must be verified.

GOVERNMENT EMPLOYEE
Information for New York State or local government employees.

BUSINESS
I want to access services in a business capacity.
My personal, business, or organization's identity must be verified.

Go Back

Click *Business*

NY.gov ID

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account.
I want to access New York State online services with an NY.gov ID account.

GOVERNOR ANDREW M. CUOMO

Adventure License Series

WHAT'S NEW

July 29, 2014
Governor Cuomo Announces Completion of Alexander H. ...

July 29, 2014
Governor Cuomo Announces "State Fair Knowledge" A...

July 29, 2014
Governor Cuomo Announces Federal Approval of More ...

Contact Gov. Cuomo on Facebook

www.governor.ny.gov

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Contact Us

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)

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Obtain an NY.gov ID Business User Account

Business NY.gov ID - Allows you to access online services that require your business organization's unique identity must be verified where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business NY.gov ID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies. Additional accounts for employees can be created as required.

Create a Business Account for:

[NYS Department of Taxation and Finance](#) - Allows business users to view your account, sales tax web file, tax preparer registration and more.

[NYS Department of Labor](#) - Allows business users to create and employer account or a representative account.

[NYS Department of Public Service](#) - Allows Business users to make electronic filings using our Document and Matter Management (DMM) System.

[NYS bureau of Proprietary School Supervision](#) - Allows Business users to electronically file, review, pay, and manage proprietary school applications within New York State.

Go Back

Click *NYS Bureau of Proprietary School Supervision*

WHAT'S NEW

July 30, 2014 Governor Cuomo Announces NYSP Join Nationwide Info...

July 30, 2014 Governor Cuomo Announces Anchor Tenant at Nano Fil...

July 30, 2014 Governor Cuomo Expands NY Rising Program to Help 6...

contact Us

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

NY.gov ID SELF REGISTRATION

User Information [Personal Privacy Protection Law Notice](#)

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username* Check

Captcha*

Privacy & Terms

Create Account

Step 1 of 2

Enter all data

Enter Security code shown in box

Click *Create Account*

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

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Contact Us

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

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name
Last Name
Email
User Id

If you need further assistance: [Click here for agency assistance & contact info](#)

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The personal information just entered will be shown. If it's correct, click *Continue*. Otherwise, click *Back* to make corrections

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

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

An activation email has been sent to - @gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

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Check your email account for link to proceed with activating your account

SAMPLE E-MAIL:

Welcome to NY.gov ID,

Inbox x

Ny.govld@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?rid=f6a5163f-9a3d-4ebb-8ae8-34>

Thank you
New York State



- NY.gov ID
- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information
[List of Agency and Online Services Help Desk Information](#)

NY.gov ID Activation

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

*Question 1	Select One		
*Answer	<input type="text"/>	*Confirm Answer	<input type="text"/>
*Question 2	Select One		
*Answer	<input type="text"/>	*Confirm Answer	<input type="text"/>
*Question 3	Select One		
*Answer	<input type="text"/>	*Confirm Answer	<input type="text"/>

[Continue](#)

Click Arrow next to *Select One*, choose a question and enter answer.
Click *Continue*

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

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- About NY.gov ID
- Privacy Policy
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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Click *Continue*

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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

[List of Agency and Online Services Help Desk Information](#)

Password Change Request

, please change your current password before continuing.

New Password*

Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password*

Enter *New Password* and Confirm *New Password*
Click *Set Password*

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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

[List of Agency and Online Services Help Desk Information](#)

Password Change Information

Your new password has been set.
Use this new password the next time you log into your account.

CONTINUE

Click *Continue*

Your [my.ny.gov](#) account is now created

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Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

- Online Services
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- Privacy Policy
- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID ACTIVATION

You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

Continue to Enrollment This is where you sign up for various NYS applications.

Go to MyNy A portal to view the NYS applications you have access to.

Click *Go to MyNy*

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- NY.gov ID
- Change Password
 - Update My Account
 - About NY.gov ID
 - Privacy Policy
 - Terms of Service

Help Desk Information
518-474-7494
[List of Agency and Online Services Help Desk Information](#)

Welcome [redacted] You are logged in as - [redacted]
Last login - [redacted] [Log out](#)

You have access to the following services

You can sign up for the following services

 <p>SLMS Statewide Learning Management System. SIGN UP</p>	 <p>Labor Online Department of Labor Online Services SIGN UP</p>	 <p>MyDMV Motor Vehicles Online Services SIGN UP</p>
 <p>TEACH Application Teacher Certification SIGN UP</p>	 <p>NYS License Center NYS License Center SIGN UP</p>	 <p>NY State of Health The Official Health Plan Marketplace SIGN UP</p>
 <p>BPSS Application BPSS SIGN UP</p>		

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 inquires please send an email to: BPSS@mail.nysed.gov

Click *Create Account* to start process for a BPSS account

[Create Account](#)

Create a New User Account

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

Personal Information

User ID (required)

First Name (required) Mi Last Name (required)

Date of Birth (required) Gender (required)

xxx-xx-xxxx
 If a social security number has not been provided, please explain:

Required if SSN is not provided.

Enter all information to create a new user account with BPSS

Address

Street Address (required)

Street Address 2

City (required) State (required) Zip Plus

Contact Information

Email (required)

email@mail.com

Confirm Email (required)

At least one contact number is required.

Home Phone

xxx-xxx-xxxx

Cell Phone

xxx-xxx-xxxx

Work Phone Ext

xxx-xxx-xxxx

Click *Next*

Account Created

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

Click *Continue*

School Coupon Code

Enter Coupon code that you received from BPSS

School Coupon Code: *(required)*

XXXXXXXX-XXXXX-XXXX

Back **Next**

Enter School Coupon Code, exactly as shown on the coupon letter (with dashes)
Click *Next*

School Information

The School Information that you are going to associate

School Name: ITS TEST SCHOOL
 School Type: Private Career School
 Address: 89 Washington Ave
 Albany, NY, 12210
 5555555555

Phone:
 License Expiration Date:
 Is the above School Information is correct? *(required)*
 Yes
 No
 Is the school handicapped accessible? *(required)*
 Yes
 No

Enter the School Web site :
 www.YourSchoolUrl.com

Back **Submit**

Verify School Information answer questions, & provide web site address (if available)

Click *Submit*

Home Search BPSS Logout

Contact BPSS Support ITS TEST SCHOOL

BPSS Home

Schools
 Director
 Agent
 Teacher

BPSS

Administration
 • **Associate Additional Schools**

Inquiry Links
 • [View school information](#)

BPSS Contact Us New York State Education Department

If you have more than 1 school, Click *Associate Additional Schools* and enter the next School Coupon Code

Close window when finished

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.