# Roster Verification is available at: **https://eservices.nysed.gov/taa/login.htm**

## Forgot Your Username

**Usernames are set as the email address that you entered the <u>first time</u> you registered for Roster Verification.**

1. Did your district change your email address?
   Try the old one.
2. Did you work at a different district last year?
   Try your old email address.
3. Work email not working?
   Try the email address of a personal account.

Still cannot login? Click on "**I forgot my username**." You will need to enter your TEACH ID, complete a CAPTCHA and answer your security questions. (Answers to security questions are case sensitive.)

## Are you are still locked out?

Click on "**Need Help with your account?**"

**This will reset your account. Contact your data coordinator to alert them that a new PIN letter will soon be forwarded to the district.**



## Staff Returning to the Site or Forgot Your Password

**Your password <u>has</u> expired (every 6 months).**

- If you enter the old one "click here to create a new password" prompt will appear, or
- Click on "**I forgot my password**."

**Need Your Password:**

Passwords are case-sensitive. Be sure to enter your password exactly, making certain to enter upper and lower case letters accurately. **Passwords must contain a minimum of eight characters, one capital letter, and one number.**



**Help is always available.**

The menu to the **left** will appear and give you step-by-step instructions for each of the topics listed.

## First Time Users

**You need to create an account.**

The PIN number provided to you by your Data Coordinator will not work on the Login Screen. Click "I need to **create** an account"



**Security Questions**- be aware of spelling or use of abbreviations to ensure that you retype the answer exactly the same, when you need it.

If you forgot your security questions your account needs to be reset. Enter your username (email address used to establish the account and fill in your teach ID # (unknown? contact your Data Coordinator or District Office Secretary)