



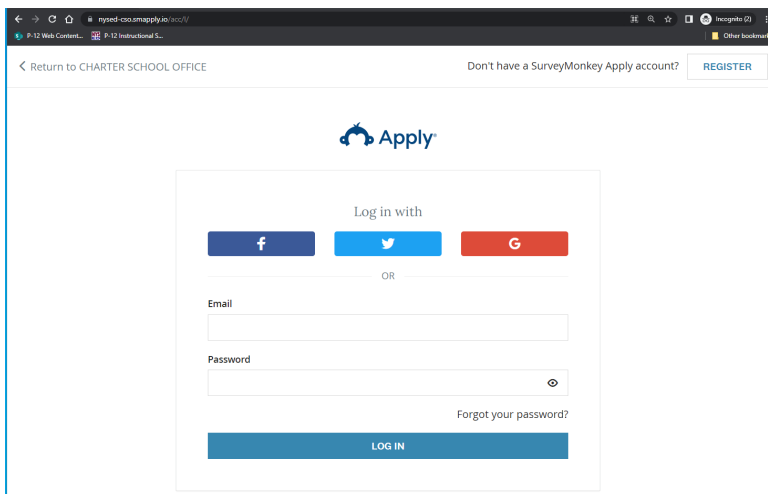
NEW YORK STATE EDUCATION DEPARTMENT Charter School Office

How to Change Charter School Office Application's Owner

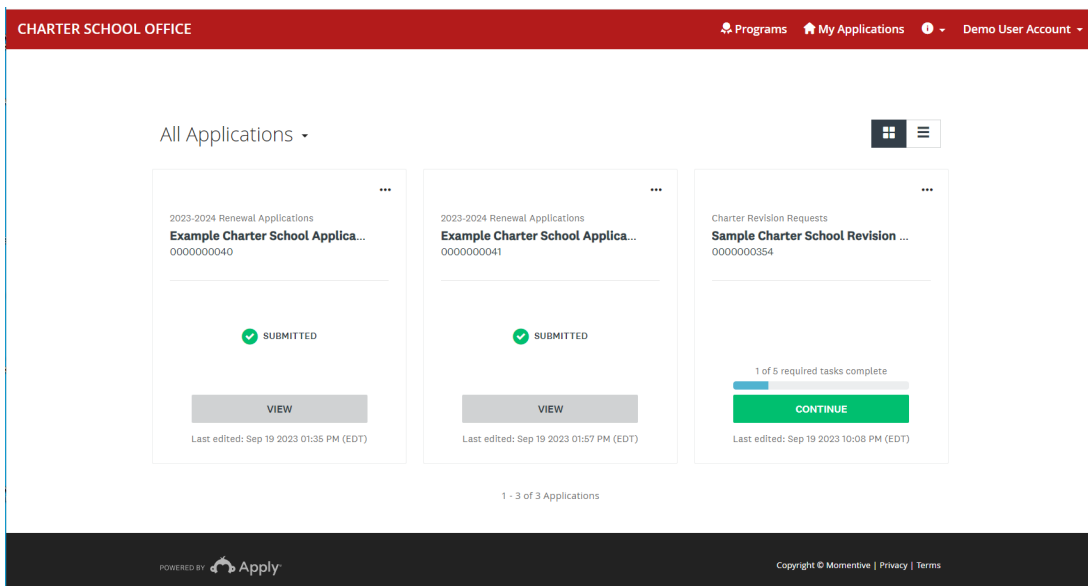
Permission to Change Owner: Only the "Application Owner" is authorized to reassign ownership of an application. Collaborators do not have permission to perform this operation. If an account owner is no longer available to reassign ownership, please contact the Charter School Office at 518-474-1762 or by email to CharterSchools@nysed.gov for assistance.

These directions to change owner are the same for all CSO applications (e.g, annual report, renewal, revision, etc.)

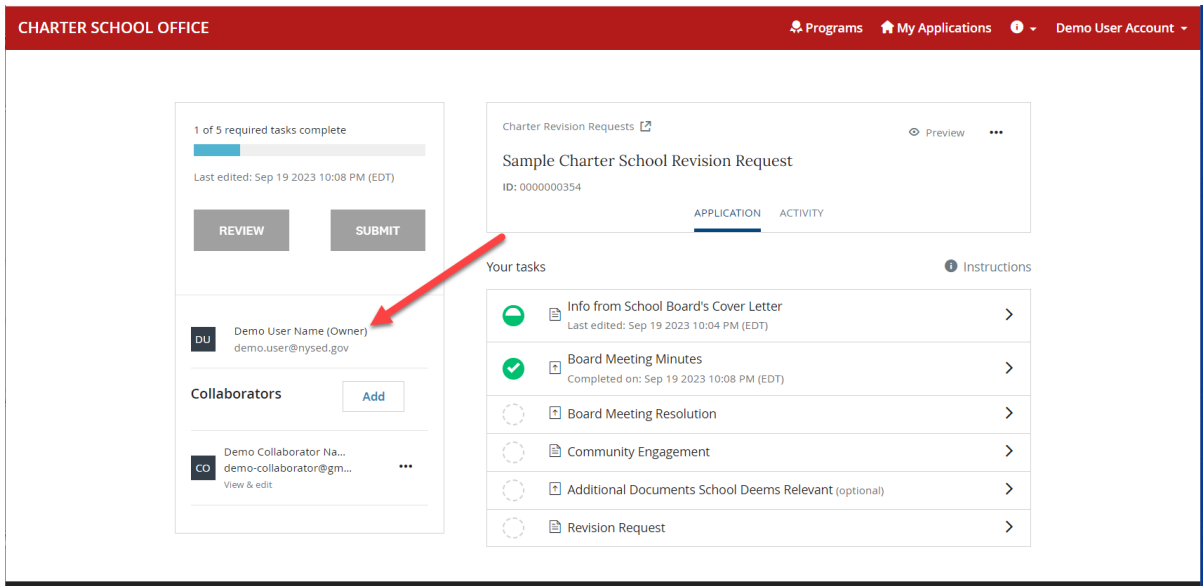
1. Log in to the Charter School Office portal at <https://nysed-cso.smapply.io/prog/>



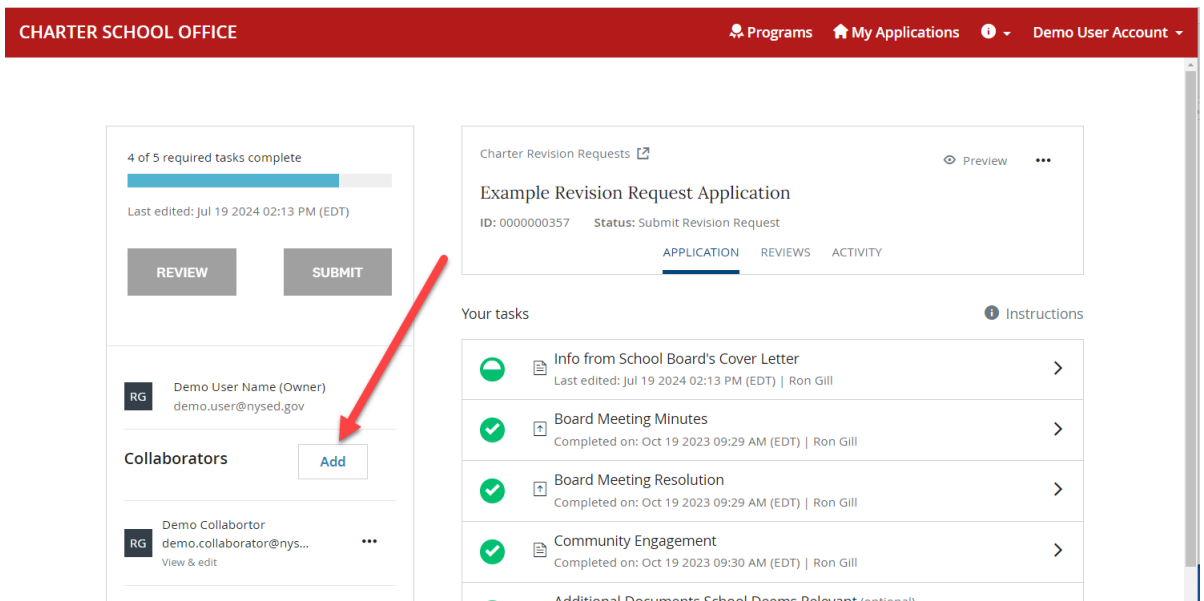
The Applications Dashboard will show all applications associated with your account. Here is an example applicant dashboard:



2. **Verify Application Owner Status:** Click the continue or view button for an application to verify that you are the authorized application owner:



3. **Add Collaborator:** add the new owner as a collaborator if they are not already listed as a collaborator:



IMPORTANT: New collaborators must accept the email invitation from SurveyMonkey Apply (the from address will be noreply@mail.smapply.net) before they can be changed to an owner.

4. Click the three dots/ellipsis menu next to the collaborator that you want to make the new owner and select **Make Owner**:

The screenshot displays the Charter School Office interface. At the top, a red navigation bar contains the text "CHARTER SCHOOL OFFICE" on the left and "Programs My Applications Demo User Account" on the right. The main content area is divided into two columns. The left column shows a progress bar for "5 of 5 required tasks complete" and a "Collaborators" section. The "Collaborators" section lists "Demo User Name (Owner)" and "Demo Collaborator". A three-dot menu next to the collaborator is open, with the "Make owner" option highlighted by a red box. A red arrow points from this menu to the "Your tasks" section on the right. The "Your tasks" section lists several completed tasks, including "Info from School Board's Cover Letter", "Board Meeting Minutes", "Board Meeting Resolution", "Community Engagement", "Additional Documents School Deems Relevant (optional)", and "Revision Request".