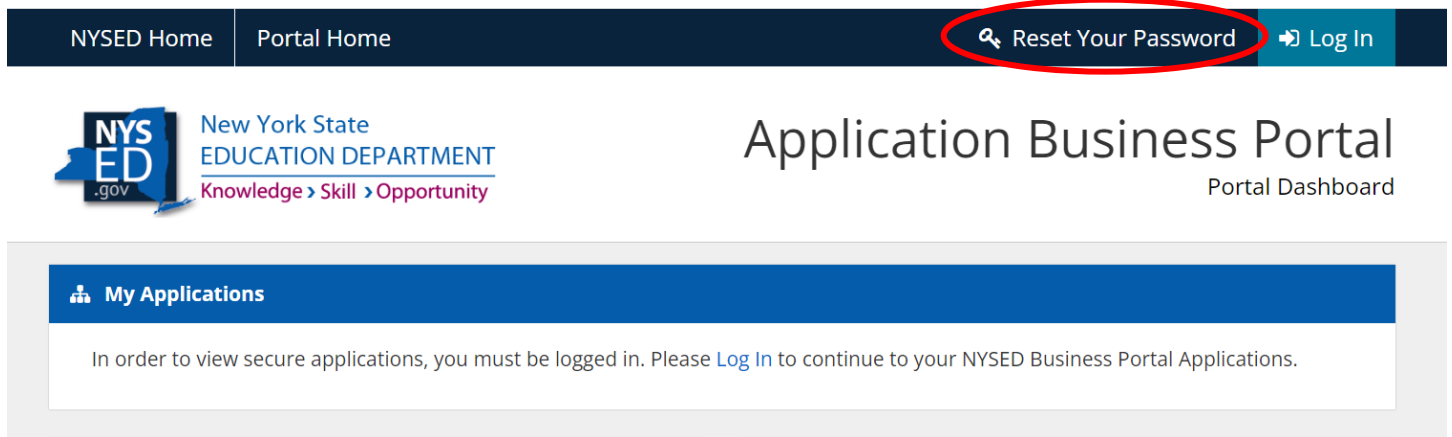


# SEDDAS Business Portal Password Reset/Unlock Account

If you have forgotten your password, if your account is locked, or your password has expired you can reset your password.

- 1) Navigate to <https://portal.nysed.gov/abp>.
- 2) Click **Reset Your Password**.




- 3) Enter your **Username** – If you do not know it you can request a **Delegated Account Administrator** at your school or institution to look it up for you.
- 4) Enter your school or institution **Email**.
- 5) Check “**I’m not a robot**”.
- 6) Click **Submit**.

Password Reset

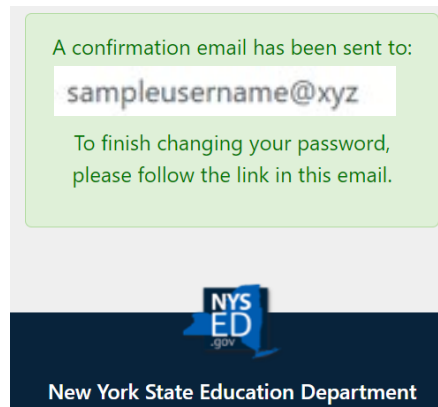
Username  
sampleusername

Email  
sampleusername@xyz


I'm not a robot   
reCAPTCHA  
Privacy - Terms

Cancel Submit

- 7) You will receive a confirmation notification and an email from [no-reply@nysed.gov](mailto:no-reply@nysed.gov) will be sent to you with a link in it. Please make sure this email address is added to your “safe list” in your email application.



NYSED - Application Business Portal Password Reset Request

 no-reply@nysed.gov  
To

Wed 1/31/2024 12:17 PM

You have received this email because you requested your password for the New York State Education Department Application Business Portal be reset. To create a new password, please follow the link below and enter your new password.

[Reset Password](#)

If you cannot click on the link, please copy and paste the link below into your browser.

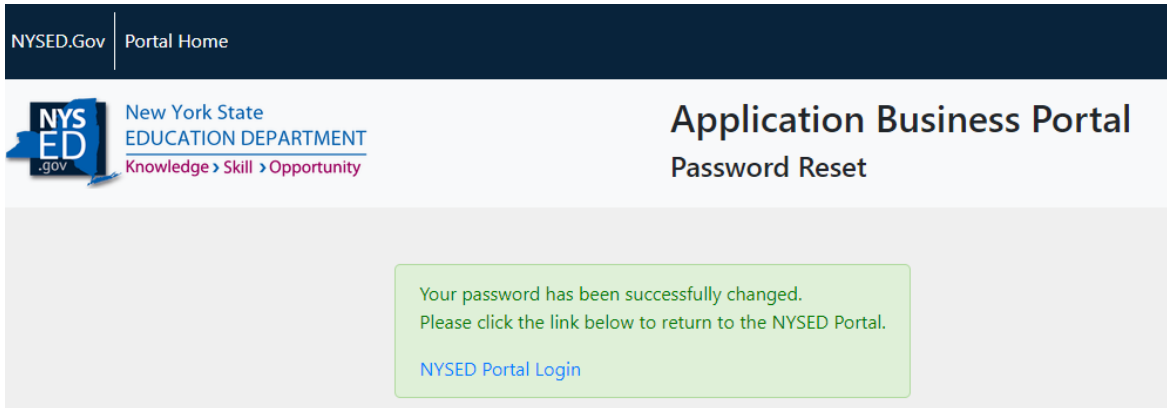
<https://eservices.nysed.gov/ppr/changePassword?token=>

\*The content of this email is confidential and intended for the recipient specified in message only do not share the above link with others.

- 8) Click on the **Reset Password** link in the email or copy and paste the token link in the email into a browser.
- 9) A window will open where you will enter your new password twice.
- 10) Password requirements are listed and will turn green as each is met. When finished entering the new password, click **Submit**.

A screenshot of the "Application Business Portal Password Reset" page. The page has a dark blue header with "NYSED.Gov Portal Home" and the NYS ED logo. The main content area is white with a dark blue border. It contains two main sections: "Changing password for:" and "Password Requirements". The "Changing password for:" section has two input fields for "New Password" and "Confirm Password", both with masked characters. There are "Cancel" and "Submit" buttons. The "Password Requirements" section lists six requirements, all of which are checked and turned green: "At least 8 characters", "At least 1 lower case letter", "At least 1 upper case letter", "At least 1 number", "At least 1 special character\*", and "At most 2 repeating characters". A note at the bottom of this section states: "\*Available Special Characters: !@#\$%^&\*~}[]{}|'<>?>".

11) A message will appear indicating that your password has been successfully changed.



12) Click the NYSED Portal Login link to log in.

13) You will receive an email confirming the change has been made.

