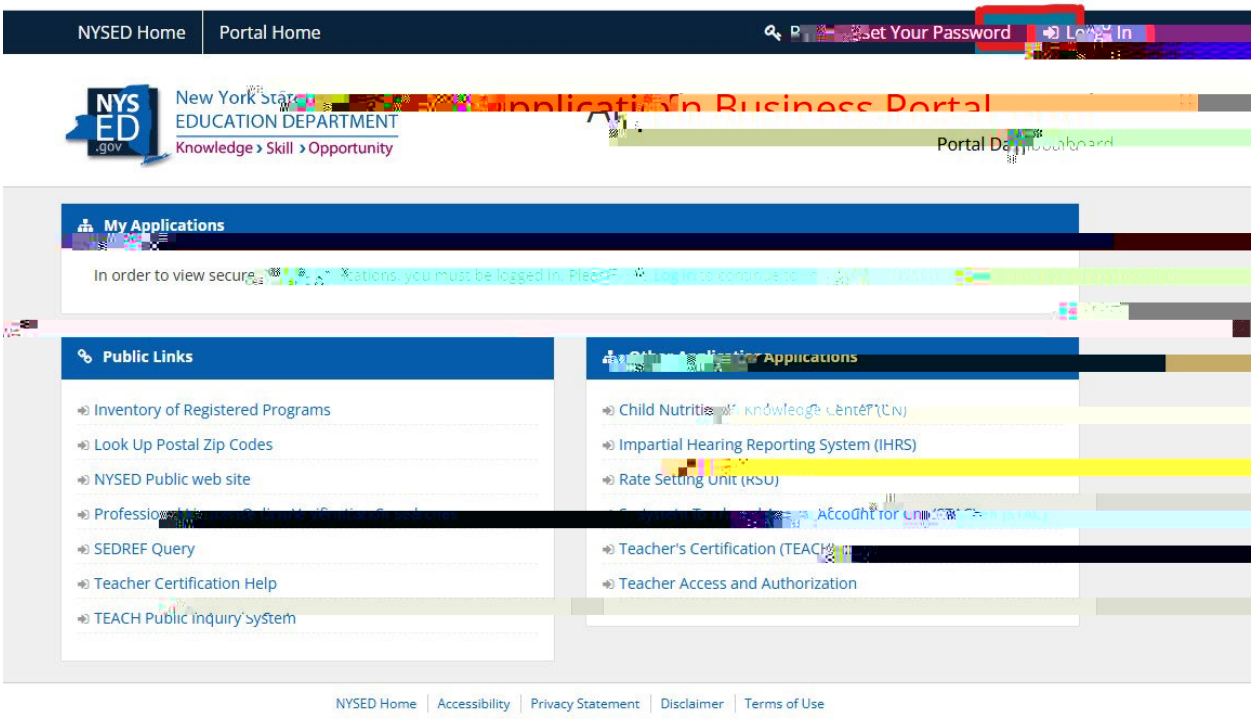
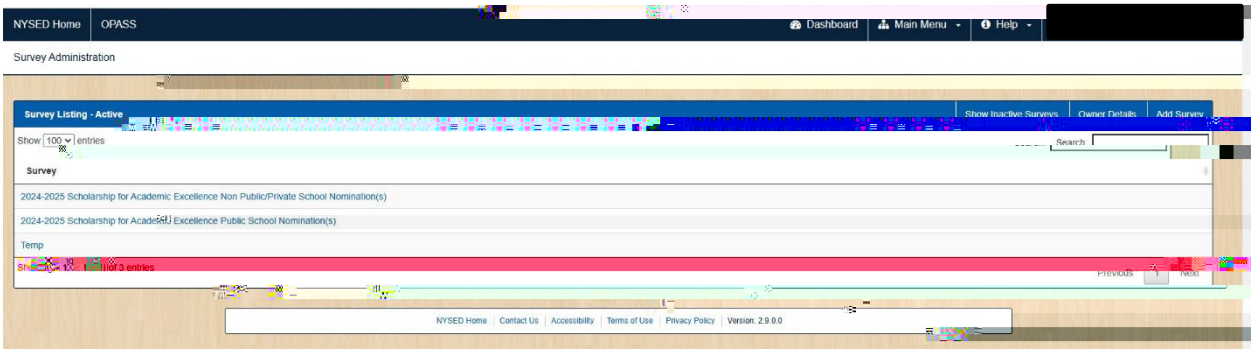
To access the SAE Survey, you must have access to the NYSED Business Portal. The Superintendent of your public school district or the School Leader for a non-public school is the responsible party to assign rights to the NYSED Business Portal as well as the underlying SED Monitoring and Vendor Application. NYSED Staff are not able to grant access to the secure NYSED Business Portal.

If you are not able to log in at this stage of the process, please contact the Superintendent or your School Leader for access rights to the NYSED Business Portal and the underlying SED Monitoring and Vendor Application.

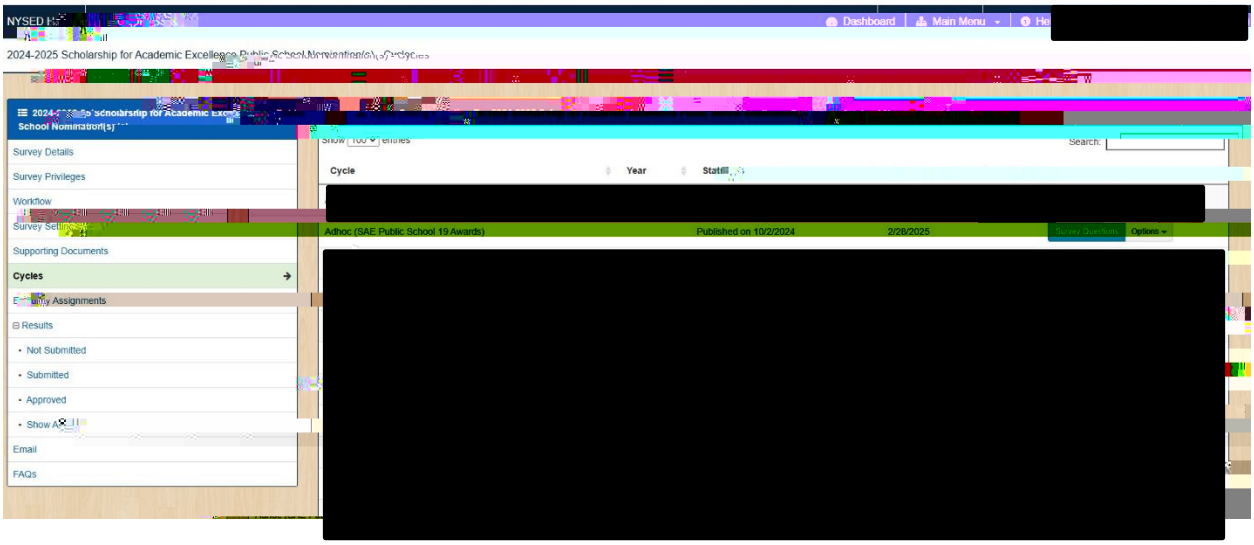


Clicking Log in will display the log in credentials screen. As mentioned above, access is granted at the School District or Non-Public School Leader level. Please enter valid credentials here and click Sign In.

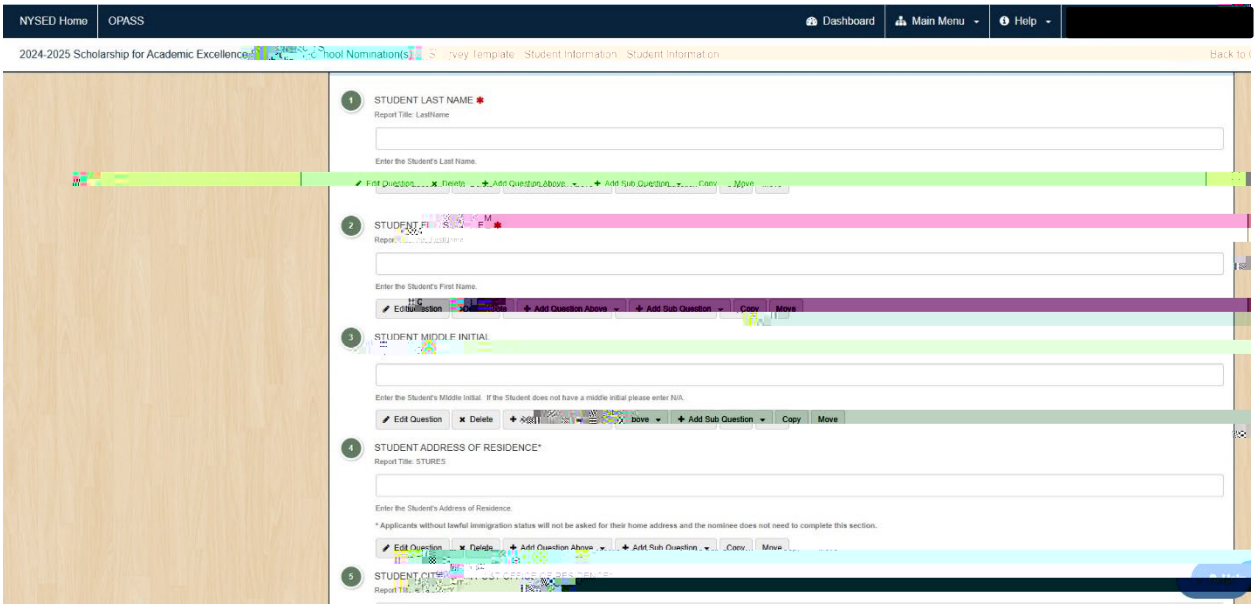
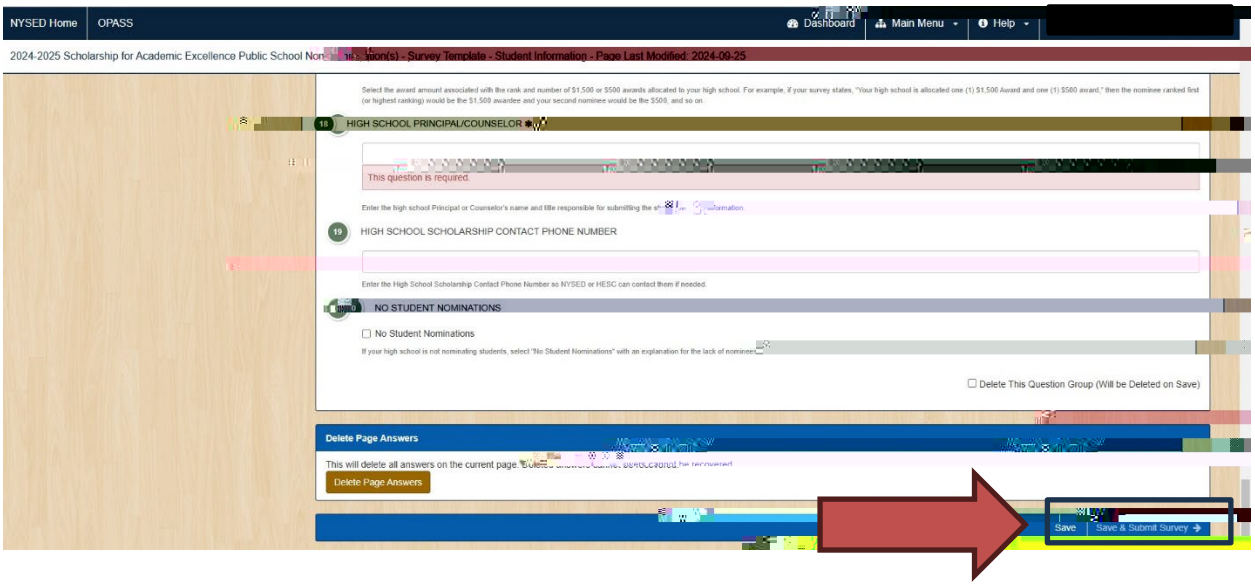
By clicking on the SED Monitoring and Vendor Performance link all surveys you have been



Next the system will display the survey form based on the number of scholarship applications your school is permitted to submit to NYSED. In the left hand margin clcick the Supporting Documents links for more detailed instructions and other Supporting Documents then Click the Survey questions link to start the survey.



The screen will display the survey questions. Please refer to the instructions on how complete the questions. If your school is allowed more than one scholarship you must select the Add Group button to display another set of questions for each scholarship nominee. The system is set to only accept the number of nominees allocated to your school.



If you are unable to complete the survey, please select Save at the bottom and you can return to the survey later to finish it. Once complete select the Save and Submit button and complete the attestation to submit the survey.