SESIS New User Readiness Checklist

This checklist is designed to support the transition to SESIS. Users should begin the school readiness process now so that all tasks in the checklist are addressed prior to SESIS being rolled out to your school.

Please check the SESIS website to confirm your school's deployment group:

- ➢ If you are located at a DOE location, please use http://intranet.nycboe.net/sesis
- ➢ If you are not located at a DOE location, please use https://portal.nycenet.edu/sesis

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#	Yes	No	Your Checklist for the SESIS Rollout
1	☐	☐	**SESIS Website:** Go to the SESIS website for deployment information, training materials, and SESIS updates. *Access the website by clicking here.*
2	☐	☐	**SESIS Overview Webcast**: View the SESIS Overview Webcast accessible from the SESIS website. This is your first step in familiarizing yourself with SESIS. *Access the webcast by clicking here.*
3	☐	☐	**Transition Guide:** Review the Transition Guide on the SESIS website to learn about tasks related to CAP data that must be undertaken before and after your school transitions to SESIS. *Access the Transition Guide by clicking here.*
4	☐	☐	**Computer-based Training:** Review the Computer-based Training modules accessible from the SESIS website**.** *Access the Computer-based Training modules by clicking here.*
5	☐	☐	**SESIS Role-based Guides:** Review the Role-based Guides available on the SESIS website for your specific role. *Access the Role-based Guides by clicking here.*
6	☐	☐	**FAQ's:** Review the Frequently Asked Questions (FAQs) available on the SESIS website. *Access the FAQs by clicking here.*
7	☐	☐	**SESIS Login**: Be aware that your DOE Outlook username and password is the same password you will use for SESIS.
8	☐	☐	**Security Access:** Confirm with your principal that you have the correct role assignment in Galaxy and that you are associated with the correct school.
9	☐	☐	**Special Education Liaison**: Ask your principal who has been designated as your school's Special Education Liaison. The Special Education is a resource who can assist you in accessing training materials and other support and answer basic questions on the new State IEP and the SESIS application.

If you have additional questions, please see your school's Special Education Liaison