



Logging into SESIS and Viewing your Student Caseload

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Introduction

The steps below will guide you through the process of logging into SESIS and viewing your student caseload, moving the caseload to the top of the homepage and customizing your *My Students* caseload columns.

Logging into SESIS and Viewing your Student Caseload

1. Log into SESIS by clicking on the link below or by typing the URL into an internet browser:
<https://sesis.nycenet.edu>.
2. Leave the *School/District ID* field with the pre-populated information (NYCONFIG).
3. Enter your **NYC DOE Outlook username** in the *User ID* field, after the pre-populated "CENTRAL\" (for example: CENTRAL\jdoe).
4. Enter your **NYC DOE Outlook password** in the *Password* field.
5. Click **Sign In**.













The screenshot shows the SESIS login interface. At the top left is the NYC Department of Education logo. The title is "Special Education Student Information System (SESIS)". Below the title is a link for login issues: "For help with login issues, please call 718-935-5100".

On the right side, there are instructions: "Access to SESIS is currently available to all DOE schools. Please do not change the pre-populated 'School/District ID' field. To access SESIS, use your DOE User ID and password. Enter your User ID as follows; CENTRAL\user ID".

The login form has three fields: "School/District ID" (pre-filled with "NYCONFIG"), "User ID" (pre-filled with "CENTRAL\"), and "Password". A "Sign In" button is located to the right of the password field. Numbered arrows (1-5) point to the following elements: 1. The "Sign In" button; 2. The "School/District ID" field; 3. The "User ID" field; 4. The "Password" field; 5. The "Sign In" button.

At the bottom, there are links: "To reset your password click here" and "For more information about SESIS click here Non-DOE Providers click here". The footer contains the copyright notice: "Copyright 2011 The New York City Department of Education".

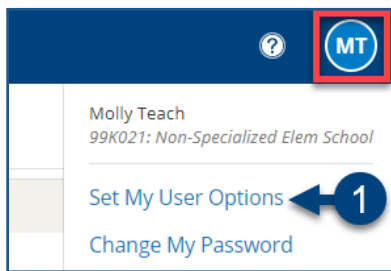
6. Scroll to the bottom of the homepage to view your *My Students* caseload.

	ID	Last Name	First Name	Gender	Age	Grade
  	ANNIEP001	Annual	Mia	Female	7	2nd Grade
  	ANNPWN001	Place	Wayne	Male	7	2nd Grade
  	INITIAL001	Placed	Allie	Female	7	2nd Grade
  	REEVAL001	Reeval	Rhonda	Female	7	2nd Grade

Note: Your caseload may not have students listed if it is your first time using SESIS. Click **Edit** to add or remove students, as needed.

Moving the Caseload to the Top of the Homepage

1. From the *Top Navigation Bar* on your homepage, click the **User Icon** to expand the dropdown menu and select **Set My User Options**.

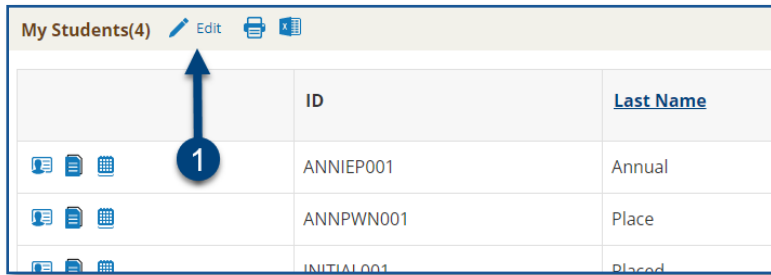


2. Check the **box** next to Show "My Students" panel at the top of home page.

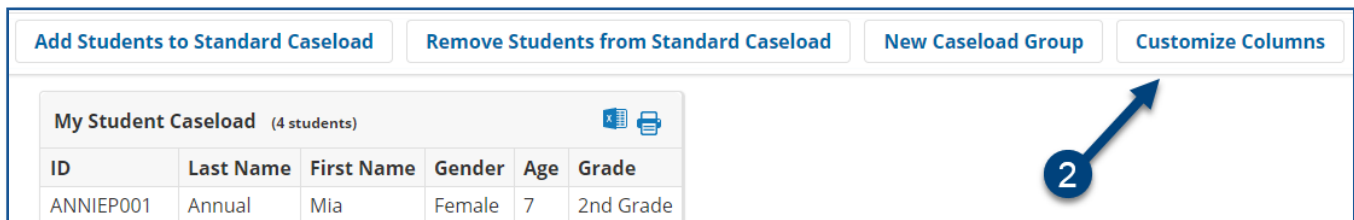
3. Click **Set Options**.

Customizing Your My Students Caseload Columns

1. From the *My Students* panel on your homepage, click **Edit**.



2. Click **Customize Columns**.



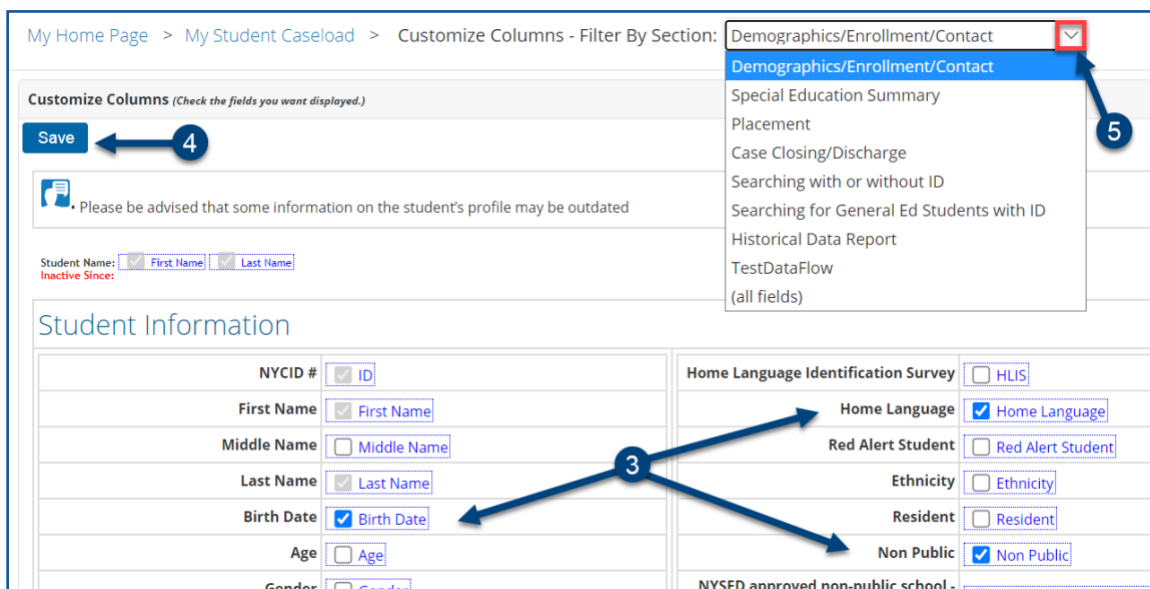
Note: *Gender*, *Age* and *Grade* columns are automatically deselected (unchecked) after you are in the *Customize Columns* screen.

3. Check the field(s) you want displayed on your *My Students* caseload columns.

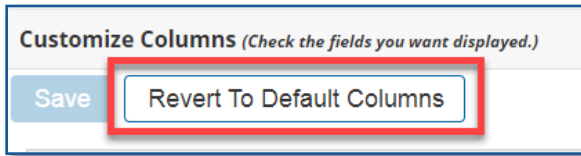
4. Click **Save**.

5. You may check fields in other sections of the student's profile by clicking the **Customize Columns – Filter By Section** dropdown menu and selecting a different section (e.g. *Special Education Summary* or *Placement*).

Note: You must save each section before navigating to a different section or your column selections will not be saved.



Note: *Revert To Default Columns* button will remove the customization.



6. The checked column(s) display on the *My Students Caseload* as shown in the image below. The caseload can be printed or exported to *Excel* by clicking the icons next to the *Edit* link on your *My Students* caseload.

The image shows a table titled "My Students(4)" with an "Edit" link and icons for print and export. A blue circle with the number "6" and an arrow points to the print icon. The table has the following columns: ID, Last Name, First Name, Birth Date, Non Public, Home Language, Projected Annual Review Date, and Projected Mandated 3-Year Date. The "Projected Annual Review Date" column header is highlighted with a red box. The table contains four rows of student data.

	ID	Last Name	First Name	Birth Date	Non Public	Home Language	Projected Annual Review Date	Projected Mandated 3-Year Date
  	ANNIEP001	Annual	Mia	05/02/2013	No	Spanish	06/01/2021	01/07/2022
  	ANNPWN001	Place	Wayne	05/02/2013	No	Spanish	06/01/2021	06/01/2021
  	INITIAL001	Placed	Allie	05/02/2013	No	Spanish	08/25/2021	08/25/2021
  	REEVAL001	Reeval	Rhonda	05/02/2013	No	Spanish	09/25/2021	09/25/2021

Note: Click once on a column header for ascending sort order, a second time for descending sort order, and third time to remove the column sort.