

# Logging into SESIS and Viewing your Student Caseload

THE SESIS TEAM | Ensuring all students have access. Together we can!



## Logging into SESIS and Viewing your Student Caseload

### Introduction

The steps below will guide you through the process of [Logging into SESIS and Viewing Your Student Caseload](#), [Moving Caseload to the Top of Homepage](#) and [Customizing your My Students Caseload Columns](#).

### Logging into SESIS and Viewing Your Student Caseload

1. Log in to SESIS by clicking on the link below or by typing the URL into an internet browser:  
<https://sesis.nycenet.edu>.
2. Do not edit the School/District ID field with the pre-populated information.
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**.

**NYC Department of Education**  
**Special Education Student Information System (SEIS)**  
For help with login issues, please call 718-935-5100

Welcome to the Special Education Student Information System (SEIS). SEIS supports users in completing special education workflow processes from referral through IEP development. Please visit the DOE's intranet site (link located below the login) to access training materials and to learn more about preparing for SEIS in your school.

Access to SEIS is currently available to all DOE schools.  
Please do not change the pre-populated "School/District ID" field.  
To access SEIS, use your DOE User ID and password.  
Enter your User ID as follows:  
CENTRAL\user ID

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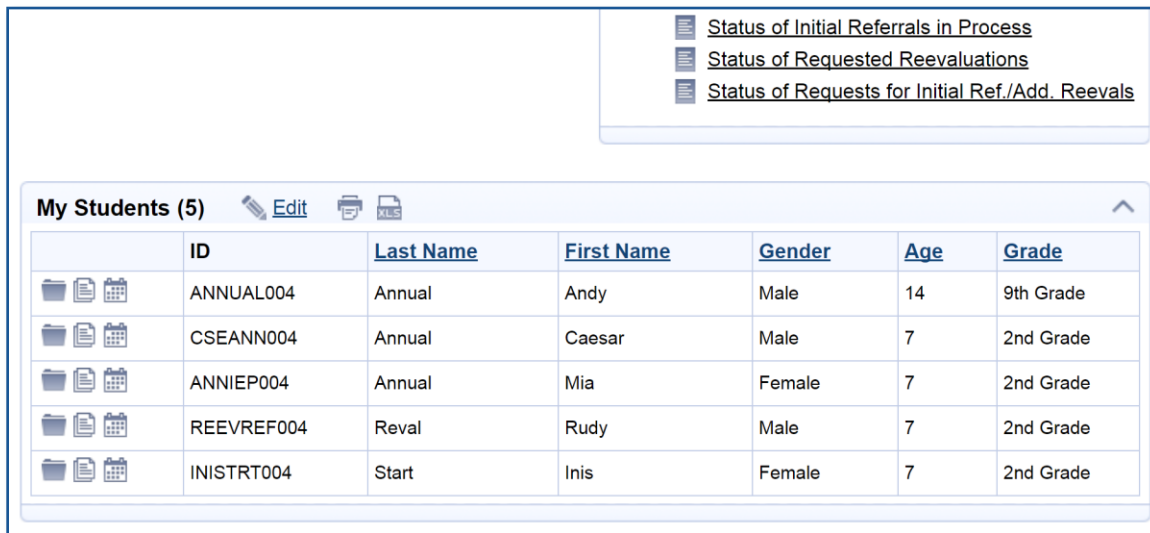
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**2** School/District ID: NYCONFIG  
**3** **4** User ID: CENTRAL\  
**5** Password:   
Sign In

To reset your password [click here](#)  
For more information about SEIS please go to <https://intranet.nycboe.net/SEIS>

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



Navigation links:

- Status of Initial Referrals in Process
- Status of Requested Reevaluations
- Status of Requests for Initial Ref./Add. Reevals

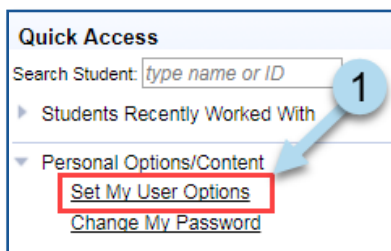
**My Students (5)** [Edit] [Print] [XLS]

	ID	Last Name	First Name	Gender	Age	Grade
[Icons]	ANNUAL004	Annual	Andy	Male	14	9th Grade
[Icons]	CSEANN004	Annual	Caesar	Male	7	2nd Grade
[Icons]	ANNIEP004	Annual	Mia	Female	7	2nd Grade
[Icons]	REEVREF004	Reval	Rudy	Male	7	2nd Grade
[Icons]	INISTR004	Start	Inis	Female	7	2nd Grade

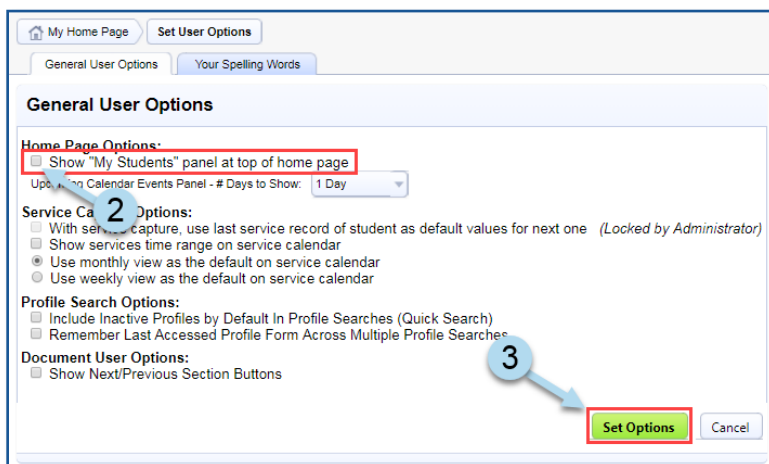
## Moving Caseload to the Top of Homepage

You can move your *My Students* caseload to the top of your homepage.

1. From the bottom of the *Quick Access* panel on your homepage, click **Personal Options/Content** to expand the dropdown menu and select **Set My User Options**. Your *General User Options* will display.

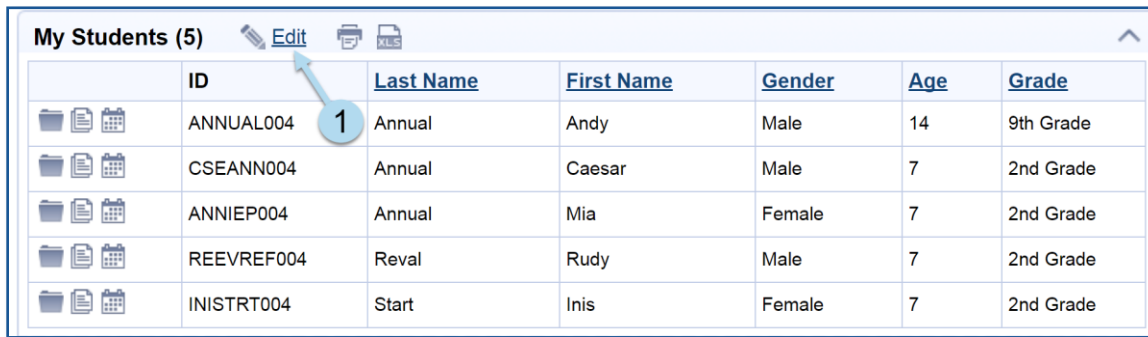


2. Check the box next to *Show "My Students" panel at top of home page*.
3. Click **Set Options**.



## Customizing your My Students Caseload Columns

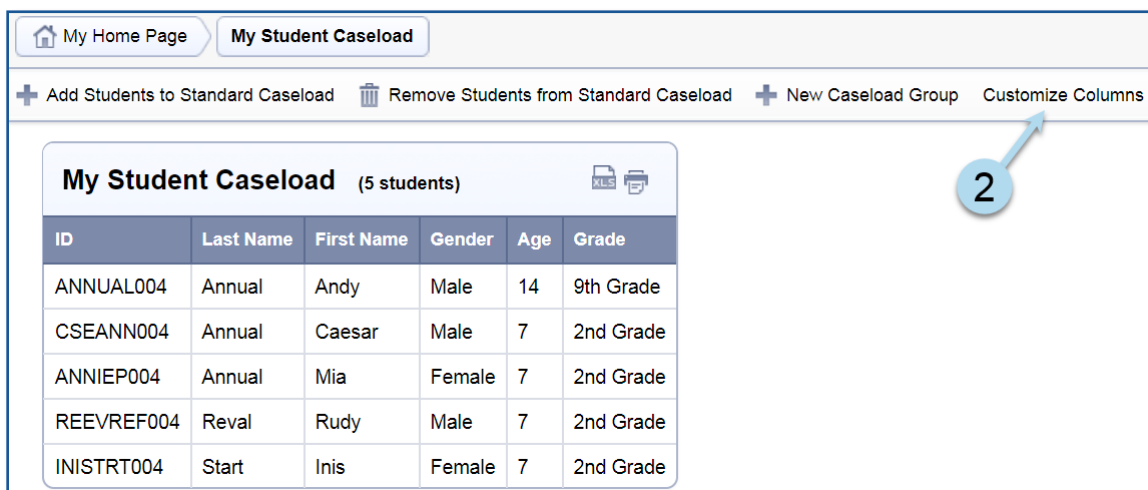
1. From your SESIS homepage, *My Students* panel, click **Edit**.



The screenshot shows the 'My Students (5)' panel. At the top, there are icons for 'Edit', 'Print', and 'Export'. Below these is a table with the following columns: ID, Last Name, First Name, Gender, Age, and Grade. A blue circle with the number 1 is placed over the 'Edit' button.

	ID	Last Name	First Name	Gender	Age	Grade
	ANNUAL004	Annual	Andy	Male	14	9th Grade
	CSEANN004	Annual	Caesar	Male	7	2nd Grade
	ANNIEP004	Annual	Mia	Female	7	2nd Grade
	REEVREF004	Reval	Rudy	Male	7	2nd Grade
	INISTR004	Start	Inis	Female	7	2nd Grade

2. Click **Customize Columns**.



The screenshot shows the 'My Student Caseload' panel. At the top, there are navigation buttons: 'My Home Page' and 'My Student Caseload'. Below these are action buttons: '+ Add Students to Standard Caseload', 'Remove Students from Standard Caseload', '+ New Caseload Group', and 'Customize Columns'. A blue circle with the number 2 is placed over the 'Customize Columns' button. Below the buttons is a table with the following columns: ID, Last Name, First Name, Gender, Age, and Grade.

ID	Last Name	First Name	Gender	Age	Grade
ANNUAL004	Annual	Andy	Male	14	9th Grade
CSEANN004	Annual	Caesar	Male	7	2nd Grade
ANNIEP004	Annual	Mia	Female	7	2nd Grade
REEVREF004	Reval	Rudy	Male	7	2nd Grade
INISTR004	Start	Inis	Female	7	2nd Grade

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

3. Check the fields 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*).

My Home Page | My Student Caseload | Customize Columns - Filter By Section: Demographics/Enrollment/Contact

**Customize Columns** (Check the fields you want displayed.)

**Save** (4)

Student Name:  First Name  Last Name

Inactive Since:  Birth Date (5)

**Student Information**

NYCID # <input checked="" type="checkbox"/> ID	Home Language Identification Survey <input type="checkbox"/> HLIS
First Name <input checked="" type="checkbox"/> First Name	Home Language <input checked="" type="checkbox"/> Home Language
Middle Name <input type="checkbox"/> Middle Name	Red Alert Student <input type="checkbox"/> Red Alert Student
Last Name <input checked="" type="checkbox"/> Last Name	Ethnicity <input type="checkbox"/> Ethnicity
Birth Date <input checked="" type="checkbox"/> Birth Date (3)	Resident <input type="checkbox"/> Resident
Age <input type="checkbox"/> Age	Non Public <input checked="" type="checkbox"/> Non Public
Gender <input type="checkbox"/> Gender	

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

6. After you have checked the desired column(s), click **Save**.

Level 1 Vocational - Student | Psychological Evaluation - Student

Level 1 Vocational - Parent | Social History

Level 1 Vocational - Teacher | Speech and Language

Vision Screening

**Compliance Dates**

Projected Date of Next Annual Review  Projected Annual Review Date

Projected Date of Next Mandated Three Year Reevaluation  Projected Mandated 3-Year Date

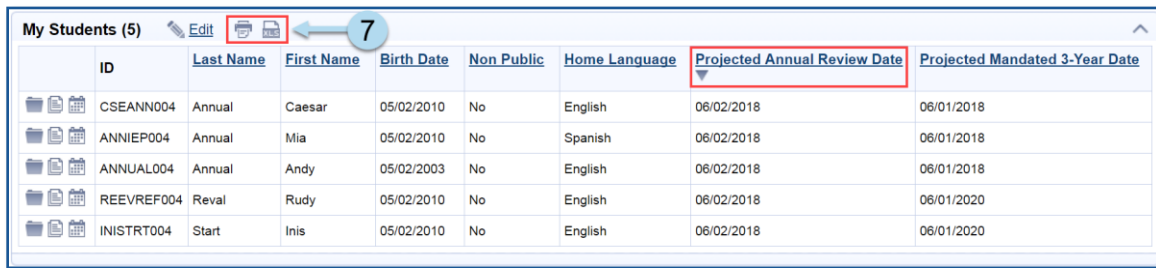
**Recommended Programs and Services from Most Recent IEP**

**Save** (6) | Revert To Default Columns

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

The checked column(s) display on the *My Students Caseload* as shown in the image below.

7. The caseload can be printed or exported to Excel by clicking on the icons next to the *Edit* link on your *My Students* caseload.



ID	Last Name	First Name	Birth Date	Non Public	Home Language	Projected Annual Review Date	Projected Mandated 3-Year Date
CSEANN004	Annual	Caesar	05/02/2010	No	English	06/02/2018	06/01/2018
ANNIEP004	Annual	Mia	05/02/2010	No	Spanish	06/02/2018	06/01/2018
ANNUAL004	Annual	Andy	05/02/2003	No	English	06/02/2018	06/01/2018
REEVREF004	Reval	Rudy	05/02/2010	No	English	06/02/2018	06/01/2020
INISTR004	Start	Inis	05/02/2010	No	English	06/02/2018	06/01/2020

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