



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

---

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES  
BUREAU OF PROPRIETARY SCHOOL SUPERVISION

August 15, 2014

New Web-based Computer System Frequently Asked Questions

Question: I cannot find the BPSS link in My.NY.gov. What should I do?

Answer: Email Kirk Howard your my.NY.gov user ID at [khoward@mail.nysed.gov](mailto:khoward@mail.nysed.gov).  
He will have My.NY.gov add the BPSS tab to your specific user account.

Question: I filled out the information screen, but did not get a screen to enter the coupon code. What should I do?

Answer:

1. Log back into the BPSS application through my.ny.gov
2. The user should be asked to enter the school coupon code. If not and the user is shown a blank screen, see #3.
3. Navigate to this URL <https://eservices.nysed.gov/bpss/bpssect/SchoolCouponCode.do>
4. Enter the coupon code provided

Question: When will Step 1 be launched?

Answer: Step 1 was launched on July 28, 2014.

Question: Are there instructions on Step 1?

Answer: Yes, at the bottom of our home page: [www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)

Question: Where is the link to My.NY.gov?

Answer: Found at the bottom of our home page: [www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)

Question: My question or answer is not here, what now?

Answer: Email [BPSS@mail.nysed.gov](mailto:BPSS@mail.nysed.gov) with your issue. Include the name of the school and your my.NY.gov user ID in the email so they can help you.

Question: Do both ESL and LPCS under BPSS have to do this?

Answer: Yes.