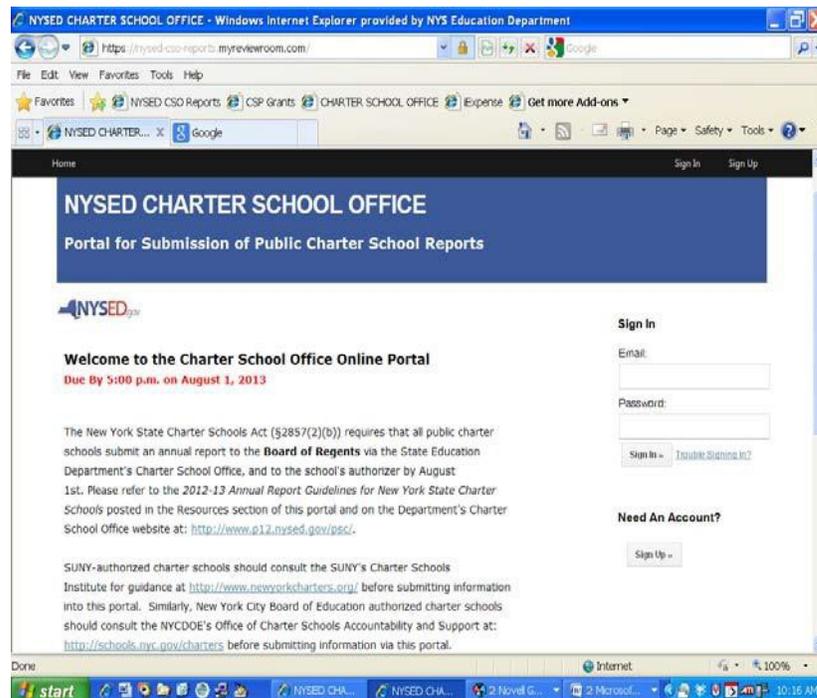




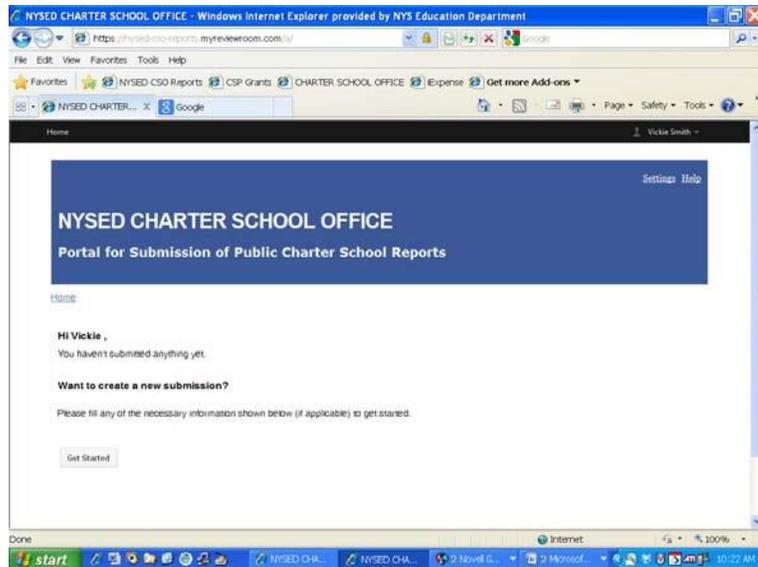
New York State Charter Schools Annual Report Instructions for Submission via the Charter School Office Online Portal

1. Public charter schools must submit *all* annual report materials via the Department's Charter School Office online portal. To access this portal, copy/paste or type the following URL into your web browser: <https://nysed-cso-reports.myreviewroom.com>. You will be directed to the following Welcome screen:

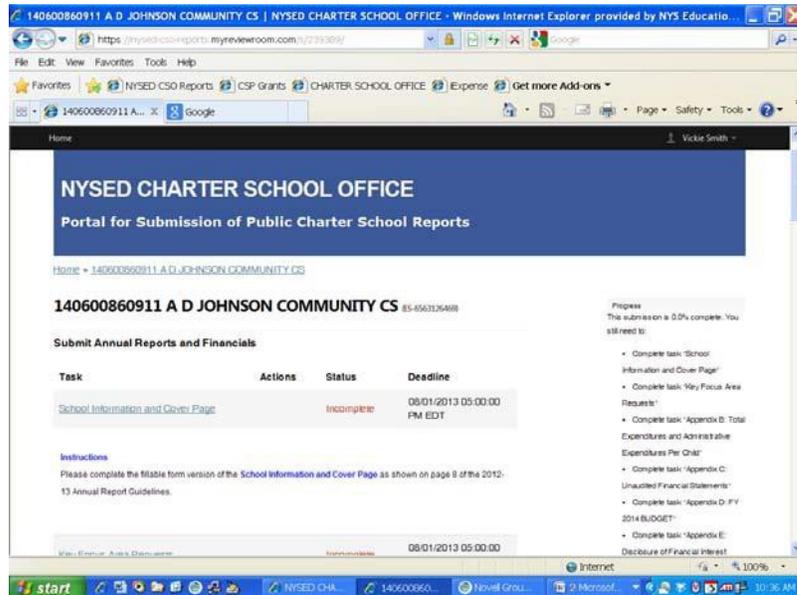


2. After reading the “Welcome” message, register to create an account. (The portal has changed from last year so you will need to register again). Click “Sign Up” on the right hand side of the landing page and you will be sent to the account creation page. Once you have created an account, a confirmation email will arrive in your mailbox. Go back to the portal using the URL provided above or in the confirmation email. Congratulations, you are now the “owner” of the account

Once an account is created, you will be asked if you want to create a new submission and you simply click on the “Get Started” button to do that. (Remember, there is only one submission per school).



The screen that follows will bring you to your School’s home page, listing a number of tasks for you to complete. This page will initially say under the banner “Untitled Application”. After you open and complete/save the first task, the “School Information and Cover Page”, your school name will appear at the top of your home page going forward.



- Scroll down your homepage to view a list of discrete tasks, which do not have to be completed in the order shown. But each task must be completed before you are permitted to submit.
- Click on a task to open. From there, you will complete a form and/or upload the required document. If you are unable to complete a form task in one session, please go to the bottom of the form and click “Save and Continue Editing”. You

can then back out of the form by clicking “Back to Submission”, located at the top of the form. This will direct you back to the Homepage.

- c. Once you have completed a task, you may preview your submission and/or download a copy for your files.
- d. You will be able to sign in and out of the room at any time to view, edit, or remove all materials until **3:00 PM on August 1, 2015**.
- e. You may still edit submissions even after completion up until the deadline. You may access your account at any time using the provided URL and the credentials you created upon initially registering. **Please note: Schools must complete all of the required tasks and click “Submit Your Report” to finalize your submission. It is recommended that you download a copy of the entire report for your records.**
- f. Schools will receive an email from the portal to acknowledge receipt of respective submissions.

You Should Also Know:

- As the creator/owner of your account, you may grant other members varying degrees of access rights (i.e. “read only”) by clicking on “Add Members” to the right of the task page. After you have added other members by inputting their email addresses directly into the system, they may sign in using the same URL and a password of their choosing.
- Access to the 2014-2015 Annual Report Guidelines, as well as other resources, is provided under the “Resources” link in the upper right hand corner of the blue banner. These resources will open in separate windows. These documents are also available at <http://www.p12.nysed.gov/psc/2014-2015AnnualReportPage.html>.
- If you use a web browser other than Internet Explorer (i.e. Safari, Firefox, or Google Chrome), you will be able to run the “Spell Check” feature, which is not available on Internet Explorer.
- Should you have any questions about the 2014-2015 Annual Report process, please send an e-mail to charterschools@nysed.gov
- Should you require technical support related to the Review Room environment, please send an email to support@myreviewroom.com