

Step one:

Sign-in to the Charter School Office Portal Only One Person Per School

CHARTER SCHOOL OFFICE - Windows Internet Explorer provided by NYS Education Department

https://nysed-cso.myreviewroom.com/

File Edit View Favorites Tools Help

Home Sign In Sign Up

NYSED.gov **CHARTER SCHOOL OFFICE**
Online Portal for Proposed & Existing Schools

Welcome to the Charter School Office Portal!

For Applicants Proposing to Start a Charter School. Upon sign-in, you as a new applicant will be directed to a set of required tasks associated with the submission of **A Letter of Intent to Apply** for Round 2 of the 2012 Request for Proposals (RFP). Specifically, you will complete the following tasks:

1. Fill in the "Letter of Intent Applicant and Media Contact Form"
2. Upload your 5 page "Letter of Intent to Apply--Narrative Sections I-IV" as outlined on pages 16 and 17 of the 2012 Charter School Application Kit at <http://www.p12.nysed.gov/psostartcharter.html>
3. Click "Submit" by **5:00 p.m. on June 25, 2012.**

For Leaders of Existing Charter Schools. Charter schools that served students in 2011-2012 will use this portal to submit your charter school's **2011-12 Annual Report** to SED, which is due August 1st. You will complete the following tasks associated with the submission of an Annual Charter School Report for your charter school:

1. Fill in the "Annual Report Contact Form"
2. Upload your Annual Report in accordance with guidelines posted on the web page at <http://www.p12.nysed.gov/psol>.
3. Click "Submit" by **5:00 p.m. on August 1, 2012**

If you are looking for guidance material, please click on "Resources" at the top of your page. You may also access these resources from the web at <http://www.p12.nysed.gov/psol>.

Thank you for your commitment to developing and sustaining high quality charter schools in New York State.

Charter School Office
charterschools@mail.nysed.gov

Sign In
Email:
Type your email here...
Password:
 [Trouble Signing In?](#)

Need An Account?

Done

Internet 75%

start Novell GroupWise ... CHARTER SCHOO... Day log in register inst... 3:47 PM

Instructions for Log in Screen

1. First time users log-in here (again, only one person per school).
2. Next time you use the system, enter your e-mail and password here.

Step Two:

To add Additional Members per School

The screenshot shows a web browser window titled "CHARTER SCHOOL OFFICE - Windows Internet Explorer provided by NYS Education Department". The address bar shows the URL "http://nysed-cso.myreviewroom.com/s/60506/". The browser's address bar and menu bar are visible. The website header includes the NYS Charter School Office logo and navigation links like "Resources", "Settings", and "Help". The main content area displays information for a specific charter school, including its name, ID number, and submission status. A sidebar on the right contains a "Members" section with a list of current members and buttons for "Add Member", "Edit Members", "Withdraw Application", and "Create Another Submission". A red arrow points to the "Add Member" button. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 3:37 PM.

1. Click the add member button

Add Member(s), continued:

The screenshot shows a web browser window titled "CHARTER SCHOOL OFFICE - Windows Internet Explorer provided by NYS Education Department". The address bar shows the URL: <http://hysed-cso.myreviewroom.com/s/60506/m/+/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains links for LATS, Search AtWork, Search SED Internet Site, SED Internet Web Site, Staff Directory, Free Hotmail, NYSED Online Services, and NYSED Staff Directory. The page header includes "CHARTER SCHOOL OFFICE" and a user profile for "Susan Dufour".

The main content area features a blue header with the NYSED.gov logo, "CHARTER SCHOOL OFFICE", and "Members". A "Back to Submission" button is also present. Below the header, a breadcrumb trail reads "Home > Ark Community Charter School".

The form instructions state: "To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below." The form fields are:

- First name:
- Last name:
- Email:
- Access Level:

An "Add Member" button is located below the form fields. At the bottom of the page, there are small links for "Online Application Review powered by: [EquiPlan](#), 4.2 (8/3/12)" and "Online Survey Software powered by: [SurveyPro](#)".

The Windows taskbar at the bottom shows the Start button and several open applications: C:\D..., Nove..., Micr..., Mail..., New..., CHA..., Docu..., Scre..., and Docu... The system tray shows the time as 3:49 PM.

2. Complete this screen for each additional member. _____