



Logging into SESIS and Viewing your Student Caseload

Contents

Contents..... 1

Introduction 1

Logging into SESIS and Viewing your Student Caseload 1

Moving the Caseload to the Top of the Homepage 2

Customizing Your My Students Caseload Columns 3

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://sisis.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**.

NYC Department of Education

Special Education Student Information System (SESIS)

For help with login issues, please call 718-935-5100

Welcome to the Special Education Student Information System (SESIS). SESIS 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 SESIS in your school.

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

This computer system, including all related equipment and information or data contained herein, is the exclusive and proprietary property of the NYC Department of Education and is solely for uses expressly authorized by NYCDoe. You have no right to privacy on the system, and all information and activity on the system may be monitored at any time for any reason without any notice. Any unauthorized use of (or allowing any third party, intentionally or negligently to access) the system may result in disciplinary action, civil or criminal penalties.

The information contained in this system includes confidential data subject to protection by federal, state and New York City laws statutes and regulations. You are prohibited from divulging to any third party or from assisting any third party to access any information obtained through your use hereof.

Copyright 2011 The New York City Department of Education

1. <https://sisis.nycenet.edu>

2. School/District ID: NYCONFIG

3. User ID: CENTRAL\jdoe

4. Password: [Redacted]













5. Sign In

To reset your password click here

For more information about SESIS click here

Non-DOE Providers click here

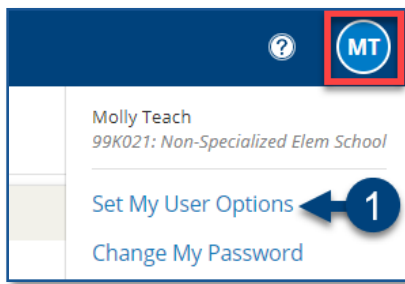
6. Scroll to the bottom of the homepage to view your *My Students* caseload.

	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.

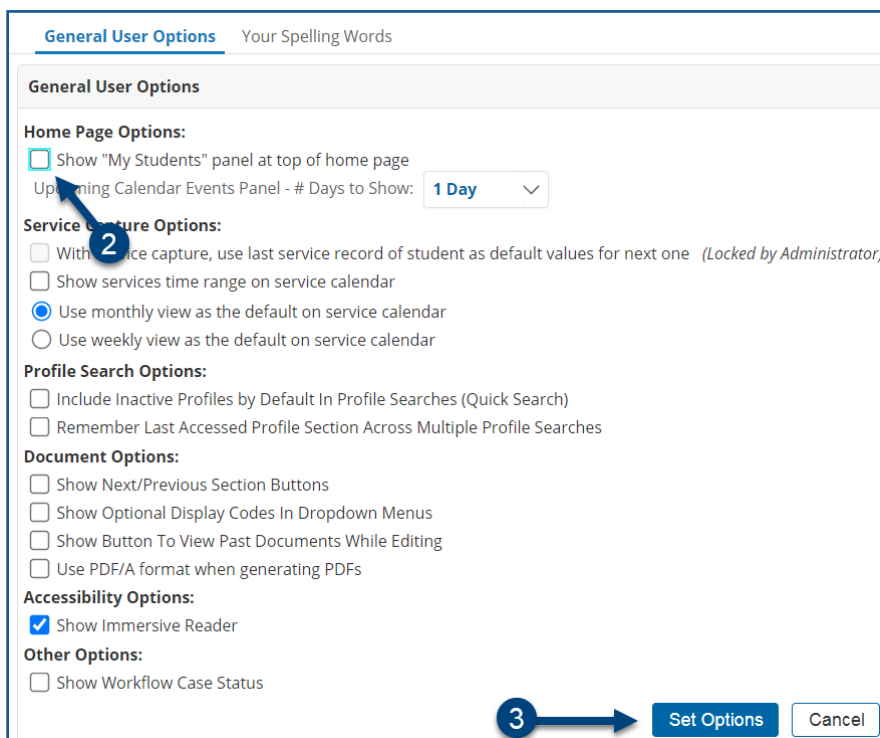
Moving the Caseload to the Top of the Homepage

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



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

3. Click **Set Options**.



General User Options Your Spelling Words

General User Options

Home Page Options:

- Show "My Students" panel at top of home page
- Upcoming Calendar Events Panel - # Days to Show: 1 Day

Service Capture Options:

- With service capture, use last service record of student as default values for next one (Locked by Administrator)
- Show services time range on service calendar
- Use monthly view as the default on service calendar
- Use weekly view as the default on service calendar

Profile Search Options:

- Include Inactive Profiles by Default In Profile Searches (Quick Search)
- Remember Last Accessed Profile Section Across Multiple Profile Searches

Document Options:

- Show Next/Previous Section Buttons
- Show Optional Display Codes In Dropdown Menus
- Show Button To View Past Documents While Editing
- Use PDF/A format when generating PDFs

Accessibility Options:

- Show Immersive Reader

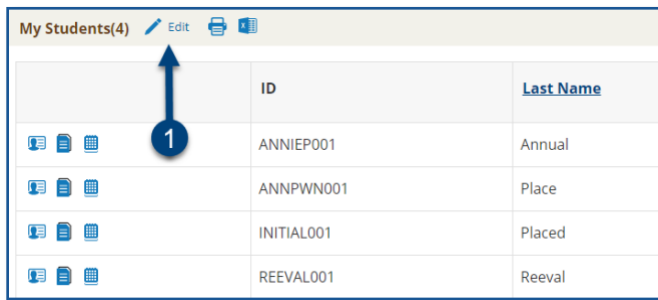
Other Options:

- Show Workflow Case Status

3 → **Set Options** **Cancel**

Customizing Your My Students Caseload Columns

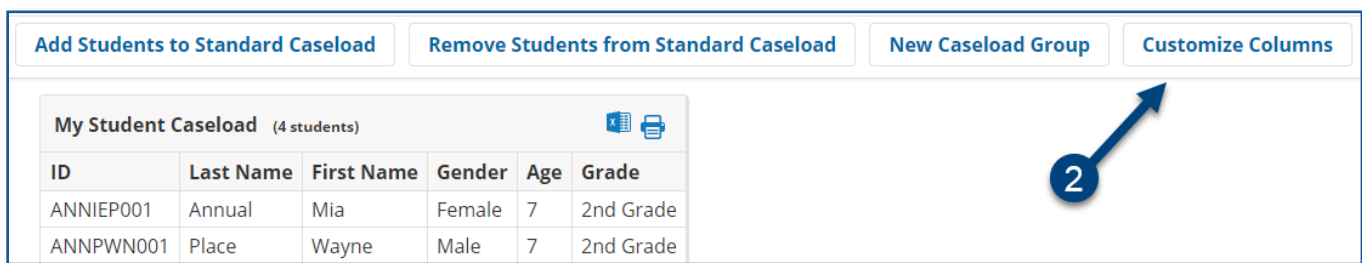
1. From the *My Students* panel on your homepage, click **Edit**.



The screenshot shows a table titled "My Students(4)" with columns for ID and Last Name. The table contains four rows of student data. An arrow labeled "1" points to the "Edit" button in the top right corner of the panel.

ID	Last Name
ANNIEP001	Annual
ANNPWN001	Place
INITIAL001	Placed
REEVAL001	Reeval

2. Click **Customize Columns**.



The screenshot shows the "Customize Columns" screen. At the top, there are four buttons: "Add Students to Standard Caseload", "Remove Students from Standard Caseload", "New Caseload Group", and "Customize Columns". An arrow labeled "2" points to the "Customize Columns" button. Below the buttons is a table titled "My Student Caseload (4 students)" with columns for ID, Last Name, First Name, Gender, Age, and Grade. The table contains two rows of student data.

ID	Last Name	First Name	Gender	Age	Grade
ANNIEP001	Annual	Mia	Female	7	2nd Grade
ANNPWN001	Place	Wayne	Male	7	2nd Grade

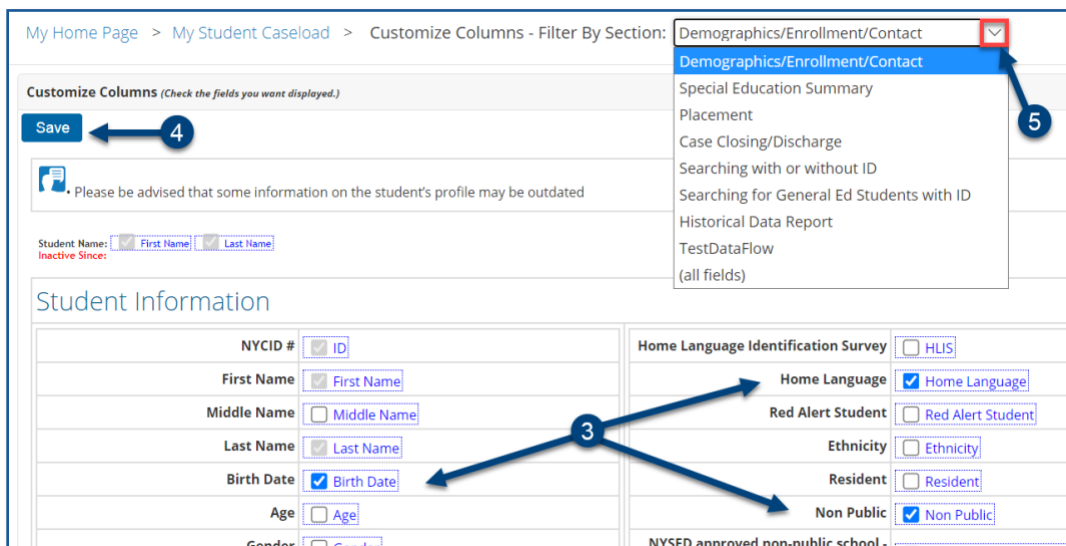
Note: *Gender, Age and Grade* columns are automatically deselected (unchecked) after you are in the *Customize Columns* screen.

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.



The screenshot shows the "Customize Columns - Filter By Section" screen. At the top, there is a dropdown menu for "Filter By Section" with "Demographics/Enrollment/Contact" selected. Below the dropdown is a "Save" button. An arrow labeled "4" points to the "Save" button. An arrow labeled "5" points to the dropdown menu. Below the "Save" button is a "Student Information" section with various fields and checkboxes. An arrow labeled "3" points to the "Student Information" section.

Student Name: First Name Last Name
Inactive Since: First Name Last Name

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	Resident	<input type="checkbox"/> Resident
Age	<input type="checkbox"/> Age	Non Public	<input checked="" type="checkbox"/> Non Public
Gender	<input type="checkbox"/> Gender	NYSED approved non-public school -	

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 a toolbar containing "Edit", "Print", and "Export" icons. A blue circle with the number "6" and an arrow points to the "Print" and "Export" icons. 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.