**NEW YORK STATE EDUCATION DEPARTMENT**
Charter School Office

How to Reopen Completed Tasks for Edits in Charter School Applications

Individual tasks that have been marked as completed can be reopened for edits, however, once the full application has been submitted it will no longer be visible to the school/applicant from the Charter School Office business portal. If your school has submitted an application and you would like to reopen the application for edits before the submission deadline, please contact the New York State Charter School Office.

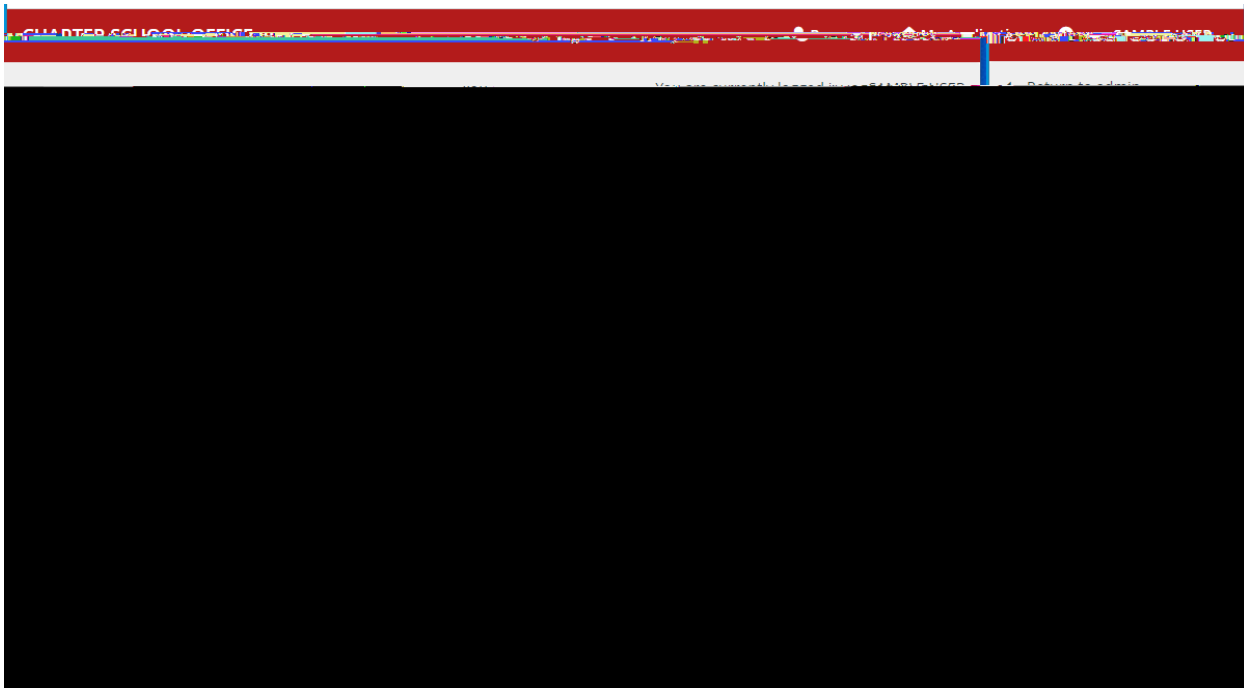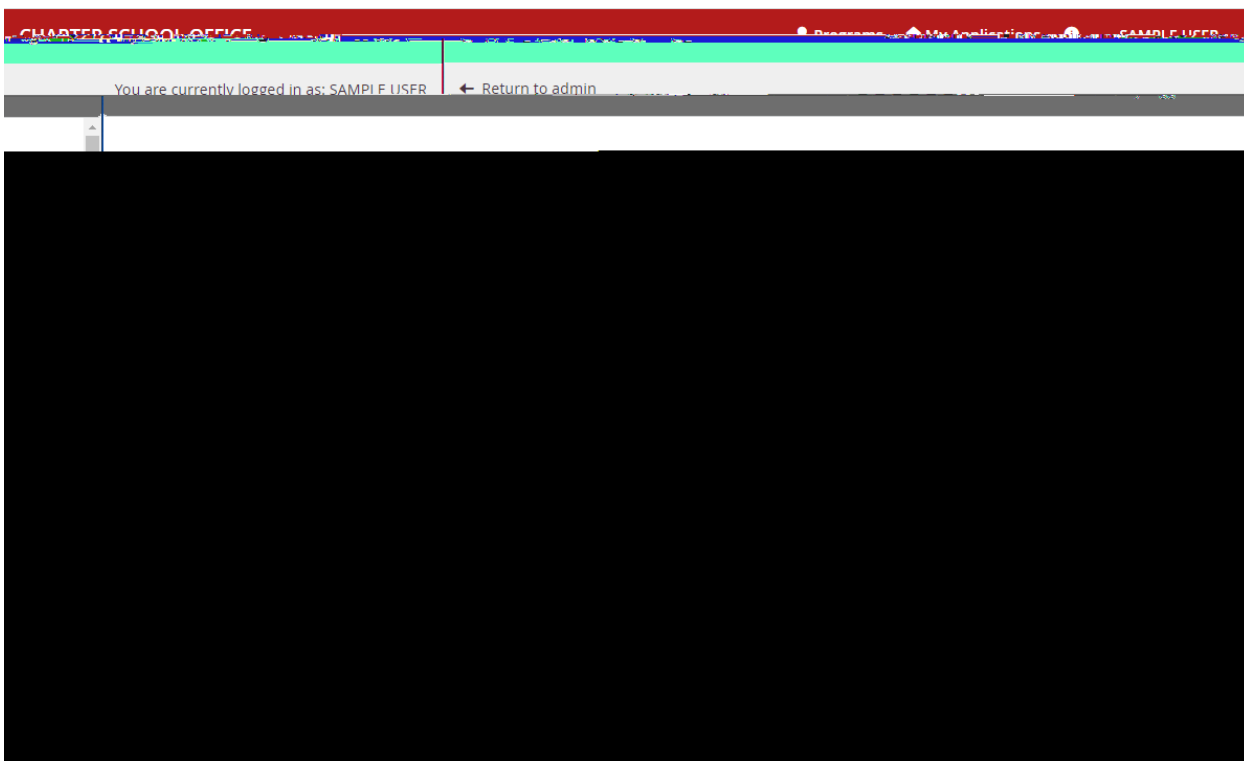1. Log in to the Charter School Office portal at https://nysed-cso.smapply.io/prog/
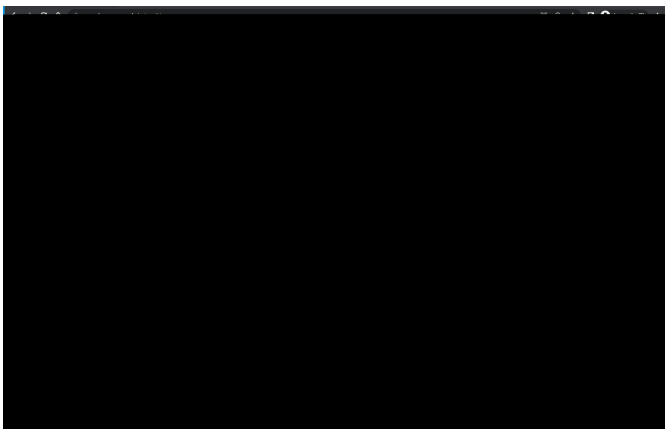
2. Select the application to continue editing:

3. Click on the completed task that you want to reopen and edit:

4. Click on the three dot/menu icon and select edit:

5. If previously uploaded files need to be replaced, click on the edit link next to each file (after clicking edit on the task as described in step 3). Additional new files may also be uploaded from this section:

Additional Help with Portal