

### IMPORTANT NOTES

- Please enter or update as needed the phone and fax numbers for your school and the e-mail address for the principal. **It is imperative that e-mail addresses are kept up to date as the Department sends many important communications by e-mail.**

submitting the entire request by use of that examination request.

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All questions regarding usernames and passwords for public schools must be directed to your Delegated Administrator in your local school district or, for religious, independent, or charter schools, the SEDDAS [Help Desk](#).

[School Administrator's Manual](#). Carefully read the agreement and click "Accept" to indicate your agreement.

- 4) From the drop-down menu under "Select Examination Period," select "2022 June Regents Examination Period." This will bring you to the "School Information" page.

- 6) Scroll down to the section titled "District/BOCES/Regional Center Data" and select from the drop-down menu next to "Scanning Center" the center with which you have contracted for scanning services.