

# Y7 Portal Application Instructions

Office of Religious & Independent School S

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## Grant Summary

The Mathematics, Science, and Technology (MST) Grant summary can be found [here](#).

## Purpose

The MST Grant provides New York State (NYf -04 (r)-0.6c 0.003 f q 384(e)2.2 ( )JTJ EMC /P <</MCID

## Getting Started

The information listed in the school's State Education Data Reference File, or [SEDREF](#), must be accurate to process a MST claim. This section takes the applicant through the checks and balances required to successfully file a claim.

### Leadership Designation

- x An institution's [SEDREF](#) file will contain a Chief Executive Officer (CEO) and an additional contact/Chief Financial Officer (CFO).
- x Both the CEO and the additional contact/CFO must keep a current email in their [SEDREF](#) file. The emails on file receive all NYSED religious and/or independent school announcements.
- x ORISS also recommends checking for weekly updates on the ORISS website.
- x If information in the [SEDREF](#) file is outdated or inaccurate, it is the school's responsibility to notify SEDREF. See below for how to make changes.

### Leadership Changes

7 KH x & ( 2 ~~Only Use~~ that can manage SEDREF Profile/SEDDAS accounts.

- x To change CEO/CFO information, please contact [datasupport@nysed.gov](mailto:datasupport@nysed.gov) to update the information.

- x To change CFO designation, the [CFO form](#) must be completed and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov). O f50 4D4 94 48.659 1270.9 re f EMC /LBody <</MCID296.22 Td (

Institution I D, Affiliation, LEA District Name, and OSC Vendor ID

Prior to logging into the MST Application, the applicant will need to know the school's:

x

A school's Institution ID is located at the top left of the chart, labeled as "Inst Id".  
Affiliation is located near the top left of the chart, labeled as "Inst Sub Type Desc".  
The LEA District Name is located near the middle right of the chart, labeled as "SDL Description".

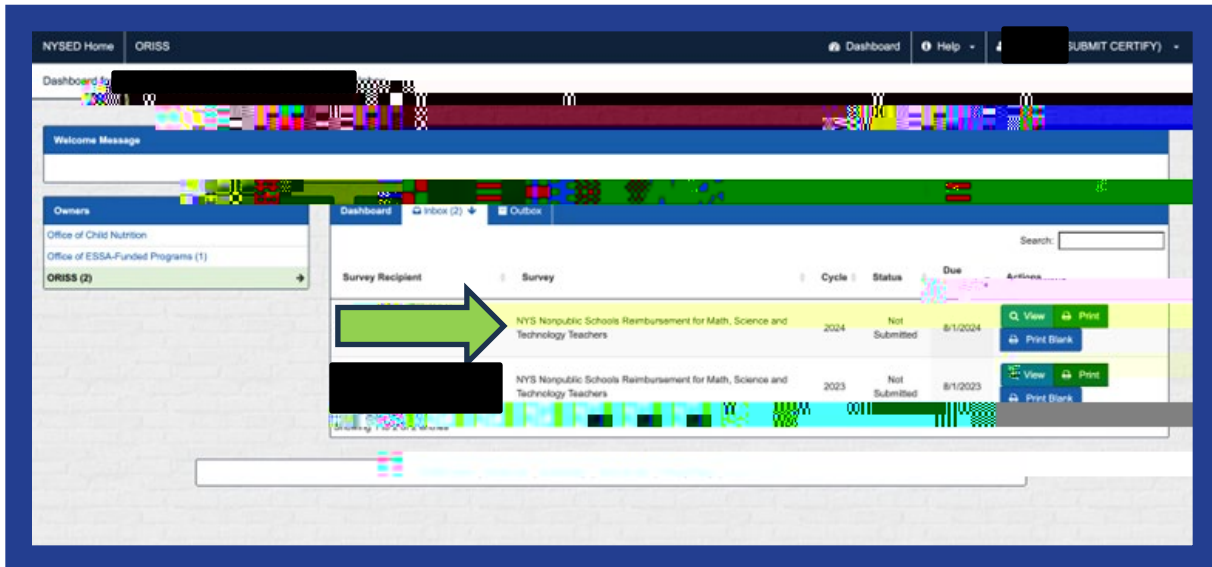
The OSC Vendor ID is located near the bottom right of the data chart as indicated below. The OSC Vendor ID will be in [Blue](#).





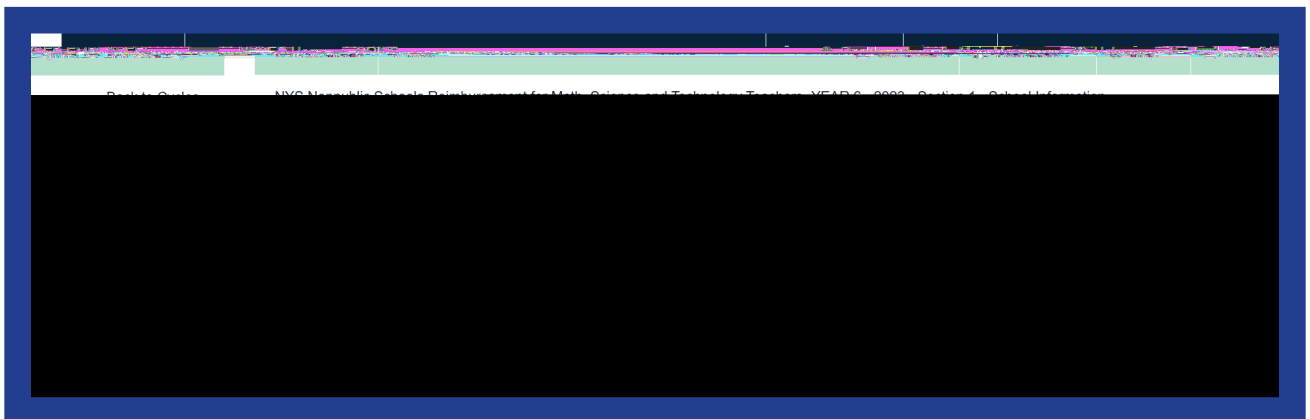


2. Select “View” to the right of “NYS Nonpublic Schools Reimbursement for Math, Science and Technology Teachers”, “Cycle 2024”.



## Survey Navigation

1. Navigate through the application by selecting a heading in the Survey Navigation box (upper left corner of the page).



## School Information

To verify and complete a user’s school information, please click on “School Information”. This will display the School Name, Physical Address, BEDS Code, and Institution ID. This section also includes OSC Vendor ID verification and Additional Contact information.

## OSC Vendor ID









3. The payment method is displayed under the “Additional Payables Options,” “Additional Payment Information” section.
4. If the payment method is ACH, the payment will be made via ACH.

Schools wanting to complete/update ACH should contact the SFS Help Desk at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), toll-free (877) 737-4185, or (518) 457-7737. (