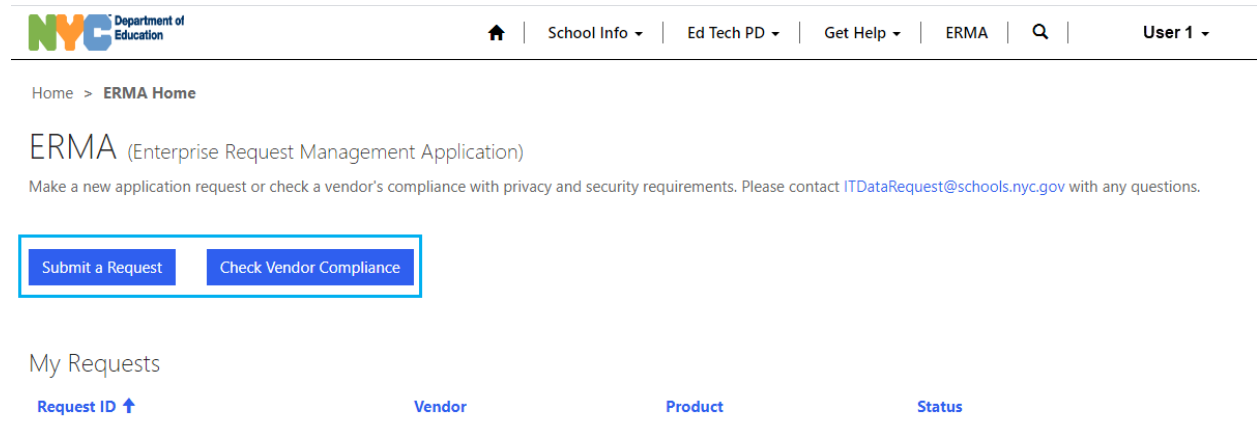


# ERMA User Guide

## ERMA Home Page

On the main ERMA screen, there are two buttons to either Submit a Request or Check Vendor Compliance.



**Submit a Request** – Here is a where a user will submit a new request. It is recommended that a user checks the compliance of a vendor prior to submitting a request.

**Check Vendor Compliance** - Similar to the Check Vendor Compliance users have prior to login, they can check to see if a vendor/product is in compliance before making a submission. Whether a vendor is in compliance or not a request must still be made.

**My Requests** - If a user has submitted a request(s), their individual request will be displayed in the My Requests section.

## Vendor Compliance

Prior to submitting a request, check to see the status of that particular vendor. If a vendor is approved, it will display a "Completed" status. This means that you can make a request to add your DBN(s) to request sharing with the vendor/product.

Some vendors have multiple products available to schools. After clicking "Check Vendor Compliance", you will see the products associated with that particular vendor. You can "Search" for a specific vendor by typing the vendor's name in the Search box.

## Vendor Compliance List

Vendor Name ↑	Vendor Website	Product Name	Product Alias Name	Product Website	Compliance Status
3DBear, Inc.	<a href="https://www.3dbear.io/">https://www.3dbear.io/</a>	3DBear		<a href="https://www.3dbear.io/">https://www.3dbear.io/</a>	Completed
3P Learning, Inc	<a href="https://www.3plearning.com/">https://www.3plearning.com/</a>	Mathletics		<a href="https://www.mathletics.com/us/">https://www.mathletics.com/us/</a>	Completed
Acadience Learning Inc.	<a href="https://acadiencelearning.org/">https://acadiencelearning.org/</a>	Acadience Learning Online Assessments		<a href="https://acadiencelearning.org/resources/assessments/">https://acadiencelearning.org/resources/assessments/</a>	Completed
Achieve3000 Inc.	<a href="http://www.achieve3000.com/">http://www.achieve3000.com/</a>	Actively Learn		<a href="https://www.activelylearn.com/">https://www.activelylearn.com/</a>	Completed
Achieve3000 Inc.	<a href="http://www.achieve3000.com/">http://www.achieve3000.com/</a>	Achieve 3000 Math		<a href="https://math.achieve3000.com/account.html">https://math.achieve3000.com/account.html</a>	Completed
Adobe	<a href="https://adobe.com">https://adobe.com</a>	Adobe Creative Cloud		<a href="https://adobe.com">https://adobe.com</a>	Other
Agile Mind Educational	<a href="https://www.agilemind.com/">https://www.agilemind.com/</a>	Agile Mind		<a href="https://www.agilemind.com">https://www.agilemind.com</a>	Completed

### Compliance Status Legend

**Preliminary Review** - Gathering details or pending additional information to proceed

**Initiated** - Vendor received the compliance package

**In Progress** - Progressing but not yet completed.

**Completed** - Approved-vendor completed compliance process.

**DCP** - Covered under Enterprise Agreement or Contract - refer to DCP

**Other** - A catch-all that is used by IT Governance for one-off or unique exceptions.

**Withdrawn** - Vendor did not complete compliance process or no response from Vendor.

### My Requests

A user will be able to start and work on a request. As they go through the form, it saves information. A user can leave the request at any time without submitting. Once a request is started, it will be displayed as Not Submitted in the My Request Dashboard. It will stay in Not Submitted until the user completes and submits the request.

Once a request is complete and submitted, the Status in the My Requests dashboard will change to Submitted.

## ERMA (Enterprise Request Management Application)

Make a new application request or check a vendor's compliance with privacy and security requirements. Please contact [ITDataRequest@schools.nyc.gov](mailto:ITDataRequest@schools.nyc.gov) with any questions.

[Submit a Request](#)

[Check Vendor Compliance](#)

### My Requests

Request ID ↑	Vendor	Product	Status	
DRM-Q3R71124	Adobe		Not submitted	<a href="#">Cancel Request</a>

## Submitting a Request



Home / ERMA Home / **ERMA Main**

	Your Information
	Vendor Information
	Purpose of the Request
	Users and Access
	Upload Documents
	Review and Submit

When submitting a request, there are four sections that you must fill out in order to successfully submit a request.

- Your Information
- Vendor Information
- Purpose of the Request
- Users and Access

As the user is completing information, data is auto saved until the user reviews and submits the request. The User can leave the form and may return at any time to complete and submit.

If the user has any supporting documentation for the request, it can be uploaded in the Upload Documents section.

**Note** – The User must attach a copy of the DOE PO (Purchase Order) in the Upload Documents section otherwise the request may be rejected.

Once the request is ready to submit, the user will go to Review and Submit to submit the request.

## Your Information

Once in the form, the Requestor Name is pre-populated based on the login credentials. The user can search and enter a Division/Department, Office, and Business Sponsor.

NYC Department of Education

Home / ERMA Home / ERMA Main

Your Information

Vendor Information

Purpose of the Request

Users and Access

Upload Documents

Review and Submit

**Requestor**  
Michael Torres

**Division/Department**

**Office**

**Business Sponsor**  
Sponsor should be a school principal, superintendent or above.

**Requesting on behalf of**  
If you are requesting for someone other than the sponsor listed above, please fill in this field.

**Request Type**

Save & Continue Cancel

Request Types Definitions:

- **New Application** - Request for a new application & initiate compliance process
- **Existing Application or Renewal** - add your school or renew an existing data share
- **Modification to Existing Data Share** - If school needs to add or remove existing fields
- **Add-Ons and Extensions to Chrome or Windows Browsers** - This request type will redirect you to an external application for add-ons and extensions. Similar to this process, you can see or request additional add-ons to your school's browser.
- **Other** - Additional fields for other request types along with reason/justification for request

If User selects 'Other', additional information is required.

**Other Request Type**

Provide complete list of data elements

## Vendor Information

Users can search for a particular Vendor Product (Click Magnifying glass). When users select an approved Vendor in the list, all of the Vendor information will populate. You can then Search for a Product (Click Magnifying glass) that the Vendor Offers. If the product does not exist, you will have to add the Product.

You can also determine if the product is for Core Curriculum or not.

Home / ERMA Home / ERMA Main

Your Information

Vendor Information

Purpose of the Request

Users and Access

Upload Documents

Review and Submit

Vendor

Product

Core Curriculum  
 No  Yes

Home / ERMA Home / ERMA Main

Your Information

Vendor Information

Purpose of the Request

Users and Access

Upload Documents

Review and Submit

Vendor

Product

Core Curriculum  
 No  Yes

Lookup records

Search

<input checked="" type="checkbox"/>	Vendor Name ↑	Vendor Type	Vendor Website	Contact Name	Contact Email
<input checked="" type="checkbox"/>	3DBear, Inc.	Business	<a href="https://www.3dbear.io/">https://www.3dbear.io/</a>	Jussi Kajala	<a href="mailto:jussi@3dbear.io">jussi@3dbear.io</a>
<input type="checkbox"/>	3P Learning, Inc	Business	<a href="https://www.3plearning.com/">https://www.3plearning.com/</a>	via Clever	<a href="mailto:jeremy.simon@3plearning.com">jeremy.simon@3plearning.com</a>
<input type="checkbox"/>	Acadience Learning Inc.	Organization	<a href="https://acadiencelarning.org/">https://acadiencelarning.org/</a>	Alisa Dorman	<a href="mailto:adorman@acadiencelearning.org">adorman@acadiencelearning.org</a>
<input type="checkbox"/>	Achieve3000	Business	<a href="http://www.achieve3000.com/">http://www.achieve3000.com/</a>	Jesse G.	<a href="mailto:jesse.rodriquez@achieve3000.com">jesse.rodriquez@achieve3000.com</a>

< 1 2 3 4 5 6 7 8 ... 19 >

- Your Information
- Vendor Information
- Purpose of the Request
- Users and Access
- Upload Documents
- Review and Submit

**Vendor**

**Vendor Type**  
 Business

**Vendor Website**  
<https://adobe.com>

**Contact Name**

**Contact Title**

**Contact Phone Number**

**Contact Email**  
[lstrauss@adobe.com](mailto:lstrauss@adobe.com)

**Technical Contact Email**

**Technical Contact Phone Number**

**Product**  
 New Product



## Purpose of Request

- Your Information
- Vendor Information
- Purpose of the Request
- Users and Access
- Upload Documents
- Review and Submit

**Description of Vendor**  
 How will this vendor product or application be used in your school or office? Please include the services this vendor will provide.

**Justification for data use**

## Users and Access

**Access and List of Grades** - Define who the audience will be for the application request. Multi-select from parents to Central staff, as well as list of grades that require access.

**Select Your DBN** - Principals can select their individual DBN. If requestor is Superintendent or above and is making the request for multiple schools, they can select the DBN(s) or upload an excel spreadsheet in the Upload Documents section.

**Expected Date for Start of Use** - Select which day you would like the application to start.

**Does application need to be deployed on a DOE managed device?** If the application needs to be put on a DOE iPad or Chromebook or any other device, additional information is required for entry:

- Select devices
- Bundle ID
- Size (of application)
- URL

Does application need to be deployed on a DOE managed device?

No  Yes

Please Select Device

iPad  
 iPhone

MacOS  
 Windows

Android  
 ChromeBook

Bundle ID \*

Size \*

URL \*

Using the [CSV template](#), please add the device serial numbers and rename the file to your school's DBN and school name and upload it the 'Upload Documents' section

Save & Continue

Cancel

**Upload Documents** – allows users to upload any supporting documentation for your new application request. This documentation may include:

- A list of school DBNs in the event your request pertains to more than one school
- Device serial numbers in the event your application needs to be deployed on DOE managed devices
- Any additional supporting documentation

**Review and Submit** – Allows the user to review all of the information they provided prior to submitting the request.