HOW TO RESET YOUR SESIS PASSWORD

SESIS passwords expire every 90 days. Although a reminder email will be sent out ahead of the deadline, we recommend also setting a prompt for yourself on your calendar or smartphone.

- Set up security questions for your DOE account immediately, as you will need to answer these questions if you forget or need to reset your password. Log into your account to set up security questions, enter a secondary email account and provide personal details.

- If you forget your password or it lapse, visit the DOE Password & Profile Management page, where you can easily reset it using one of three methods.

1. Go to the DOE self-service portal
2. Enter your username.
3. Select Security Questions from the drop-down menu.
4. Verify the CAPTCHA.
5. Click Reset Password.
6. Answer your security questions.
7. Reset your password.
8. Click Submit.

If you have not set up your security questions, this option will not work. Please use one of the other two options. (Once you’ve regained access to your account, please set up your security questions. It will add extra security to your account and make it easier for you to reset your password in the future.)

Verify Personal Information

1. Go to the DOE self-service portal
2. Enter your username.
3. Select Personal Details from the drop-down menu.
4. Verify the CAPTCHA.
5. Click Reset Password.
6. Enter your last name, employee ID number, and date of birth.
7. Click next.
8. Reset your password.
9. Click Submit.

Send Email to Secondary Address

1. Go to the DOE self-service portal
2. Enter your username.
3. Select Personal Email from the drop-down menu.
4. Verify the CAPTCHA.
5. An email will be sent to the alternate email associated with your DOE account.
6. Check your email.
7. Follow the link in the email to reset your password.

If you continue to experience problems with your reset or logging in, email Fernando Acosta at facosta5@schools.nyc.gov or Hermes Dastas at hdastas@schools.nyc.gov.