

### **Directions on Accessing the Nonpublic School Annual Fire Safety Report**

The Nonpublic School Annual Fire Safety Report is located in the [New York State Education Department's Business Portal](#).

Nonpublic schools with previously designated accounts should have their institution's assigned CEO log

6. You will then get a confirmation page and an email will be sent to you to finish changing your password.
7. In your email click the link that says reset Password.
8. A new site will open,