

Resolving the Hold Queue

After signing in, the following screen will appear. Select the "Queue" button to resolve the hold.

University of the State of New York
State Education Department

New York State Student Identification System

[SED Home](#) | [About NYSSIS](#) | [Contact Us](#) | [Logout](#) | [NYSSIS Home](#) | [FAQ](#) | [User Guide](#) | [Page Help \(H\)](#)

Queue ← Click here to resolve Queue NYSSIS - Home ?

Update My Account ← Use to update email address or phone number

Change Password ↑ Use to change password

New York State Student Identification System (NYSSIS)

Please use the Menu on the left to start your work.

For additional assistance, please call the following NYSSIS application contact:
NYSSIS Coordinator
89 Washington Avenue
Albany, NY 12234
(518) 473-6815
sednyssis@mail.nysed.gov

A list of students will appear on your screen. Click the "Candidates" link.

Queue

Update My Account

Change Password

NYSSIS - Queue Resolution List

2 items found, displaying all items.1

Local ID	First Name	Last Name	Date of Birth	Guardians	Grade	Gender	Actions
0xxxxx01	Sally	Sample	2000-03-18	Susan Sample & William Sample	3rd	Female	Candidates Detail
0xxxxx02	Sammy	Sample	1996-10-08	Susan & William Sample	7th	Male	Candidates Detail

Export options: ☒ CSV ☒ Excel

Click Here

Total 'Near Match' Records Ready to Review: 2. You have resolved 0 hold(s) during this session.

Next select the **Compare** Button.

NYSSIS - Queue Near Match Candidates

Name (Last, First MI): Sally Sample

Date of Birth: 03/18/2000

Address & Phone: 2008 Story Lane, Anytown, NY 00000, 555-555-5555

Local ID: 0xxxxx01

School Year & Grade: 06/30/2009, 3rd

Ethnicity & Language Spoken at Home: White - English

Guardians: Susan Sample, William Sample

Place of Birth:

District Information: TW/ITHERY SCHOOL (111111111111), TW/ITHERY SCHOOL (111111111111)

Gender: Female

Grade Nine Entry:

Date of Vaccinations:

Record Submission Date: 11/04/2008 RIC WESTERN NY

Below is a list of Students currently with NYSSIS ID's that are near matched for the above Hold Queue Student.

Probability	First Name	Last Name	Birth Date	Gender	Action
95%	Sally	Sample	03/18/2000	Female	Compare

New Student Return to Queue List

Look carefully at the records that are returned and decide, using school records if necessary, whether the candidate is the same student as the first (top) record. If yes, click the confirm match button; if not, select "new student", subsequent to selecting "return to queue".

YOU CANNOT CHANGE THESE RECORDS.

These records are presented because they are SIMILAR but NOT IDENTICAL. The first (top) record you see is from information recently submitted by your school. The other record(s) are of students that already have a NYSSIS ID. We need to know if the student shown in the top record matches the student(s) shown in the other record(s), or if the student should have a different NYSSIS ID (new student). You may need to refer to your registration records to make a clear determination. A record may be in the hold queue because of a "typo". You cannot correct "typos" or anything else in NYSSIS. You can correct errors in your level 0 data, this does not affect your queue. You must select "match" or "new student", or, if necessary, contact your Regional Information Center.

There may be more than one match button; this occurs if there is more than one "comparison student"; select the matching student(s), one at a time.

WHEN TO CALL THE REGIONAL INFORMATION CENTER (RIC):

- Call your RIC if you incorrectly confirm a match.
- Call your RIC if, when resolving your queue you discover an existing mismatch.
- Call your RIC if you believe someone should not be in your queue.
- Call your RIC if you cannot determine whether this is the same or a different student.