

Multilingual Literacy SIFE Screener (MLS) Quicksheet

Updated May 2023

STEP 1

Apply for an account

1. Go to mls.slalab.org
2. Select 'Apply for an Account'
3. Input info, one login per BEDS Code:
 - a. District or school BEDS code
 - b. New password

Reset your password at:
<https://mls.slalab.org/Account/ForgotAdminPassword>

The screenshot shows the registration page for the Multilingual Literacy SIFE Screener. At the top, there are icons for Chinese, Spanish, Arabic, and Urdu, followed by the text 'MULTILINGUAL LITERACY SIFE SCREENER'. Below this is a 'Register. Create a new account.' section. A note states: 'For any issues or questions related to account registration please contact user services at mls.email.server@gmail.com.' The form includes fields for '12-digit BEDS Code * (no spaces or hyphens)', 'School Name *', 'Email * (please use your school email address)', 'Account Password *', and 'Confirm Account Password *'. A callout box with an arrow points to the email field, stating 'Official school email'. At the bottom left is a 'Register' button.

STEP 2

Register a student

1. Select 'Register a Student'
2. Input all student info*

*See sample of info required on the right and in the MLS Checklist & Worksheet

- First and last name
- NYSSIS ID or OSIS number from principal. If you do not know the student's state ID, check the box provided to enter it later.
- Date of birth
- Education language (language of materials and textbooks at school). This is the language the MLS should be administered in.
- Home language (language student speaks in the home)
- Student date of enrollment in NYS school

STEP 3

Administer the MLS

1. Select Test type:
 - a. Reading Comprehension, Math, Vocabulary
2. Complete the exam login and select test language*

*See **i** on page 2 before administering.

Exam Login

Fill out and submit the form to continue.

Proctor Full Name *

BEDS Code *

Password *

[\[reset password\]](#)

Test Language *

(valid login required) ▾

☐ Click here to test the audio and language display – Only practice passage will run.

Student *

Check box to search for students registered in earlier school years. ☐

(valid login required) ▾

All fields must be completed to start the exam.

Contact the MLS Support Team at: MLS.email.server@gmail.com

STEP 4

Access Student Performance Reports

1. Go to **Access Student Performance Reports** on the homepage to see a list of tested students
2. Select a student's test type to automatically download the **Student Performance Report**

District accounts can access reports for all students in the district

STEP 5

After the Exam

Proctors will be contacted via email to update or input this information:

- Student's Final SIFE Determination
- Student school placement, if missing
- Student's NYSSIS or OSIS number

Edit student information at:
mls.slalab.org/Student

Sign in to access student pages.

BEDS Code *

Password *

 [\[reset password\]](#)

Log in



The MLS is a home language screener designed for SIFE identification. Use this Quicksheet to prepare to administer the MLS for the first time. See the **MLS Checklist** or [webinar](#) for an overview of the processes involved in using the MLS.

- **How can I ensure the MLS works on the device I'll be using for testing?**
 - To make sure the MLS works on your device, select 'Click here to test the audio and language display' on the exam page. Only practice passage will run.
- **Are there any technical requirements to administer the MLS?**
 - The MLS can be administered on desktops, laptops, Chromebooks, and tablets using any browser. If using Chrome, please ensure that the Google translation function is not active. We recommend headphone use for audio instructions and practice sections.
 - Students who take the MLS math test should be given blank paper and a pencil. They should not use a calculator.

Find the MLS Manual, Webinar, and Checklist at mls.slalab.org