A Quick Guide:
Entitling Users to
SED Monitoring & Vendor
Performance System

New York State Education Department
Revised for use with
**2014-2015 Child Count: Statewide Universal
Full-Day Prekindergarten and Priority Pre-K
Programs
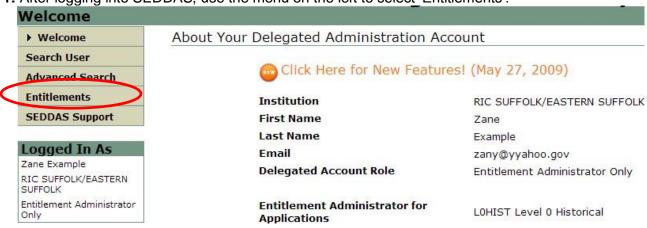January 2015**

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User Roles in that are available in the State Education Department Delegated Account System (SEDDAS):

Role	Permissions
Delegated Administrator (DA)	- Create a user account - Update a user account - Disable a user account - Reactivate a user account - Reset user passwords
Entitlement Administrator (EA)	Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	- Create a user account - Update a user account - Disable a user account - Reactivate a user account - Reset user passwords - Entitle users to applications
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	- Create a user account - Update a user account - Disable a user account - Reactivate a user account - Reset user passwords - Entitle users to applications - Create other DA, EA, and DA/EA accounts

**How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System**
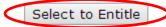
Step 1: After logging into SEDDAS, use the menu on the left to select 'Entitlements'.

Step 2: Search for the desired user.

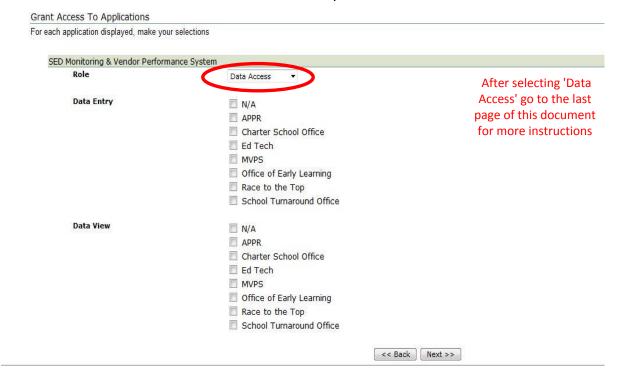**Step 3:** Select the desired user and click the 'Select to Entitle User Account' button.

How a district EA or DA/EA can entitle another district user
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(Continued)

Step 4: Check the box next to "SED Monitor & Vendor Performance System"

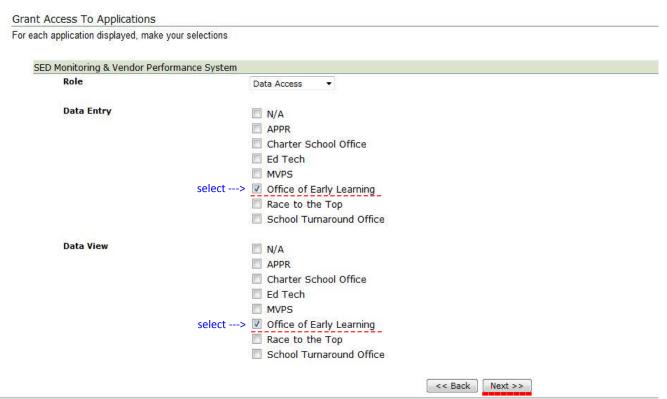**Step 5:** Click the 'Start Entitling' button.

Step 6: Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"

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(Continued)

Step 7: Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

Select Data View access for each survey owner by selecting all appropriate boxes under the Data View section. If no Data View option is desired, please check 'N/A'.

Once appropriate selections are made in all sections, click Next. You will then be able to click Grant Access. The process will then be complete.

IMPORTANT:

You can verify the access granted by having the individual assigned log on to the business portal at http://portal.nysed.gov. This will verify and confirm that they have access to the Office of Early Learning surveys (applications and reports).

If you have any questions please do not hesitate to contact us at oel@nysed.gov or by phone at (518) 474-5807.