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

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| 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.

User List

<table>
<thead>
<tr>
<th>User ID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>andy.example</td>
<td>Andy</td>
<td>Example</td>
</tr>
</tbody>
</table>

Select to Entitle
How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System (Continued)

**Step 4:** Check the box next to “SED Monitor & Vendor Performance System”

**Application Choices**

Select applications for entitlement

- Examination Request System
- Institution Master File (BEDS)/VADIR
- L0HIST Level 0 Historical - Staff Eval
- L0HIST Level 0 Historical - Student
- L2RPT Level 2 Reporting
- Mandated Services Aid
- NYSSIS
- **SED Monitor & Vendor Performance System**

[Remove Entitlement(s)] [Start Entitling]

**Step 5:** Click the ‘Start Entitling’ button.

**Step 6:** Choose a Role – Select ‘Data Access’ from the drop-down menu next to “Role”

After selecting 'Data Access' go to the last page of this document for more instructions
How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System
(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](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.