

# **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**

## Table of Contents

|  | <b>Page</b> |
|--|-------------|
| Roles in SEDDAS.....   | <b>3</b>    |
| How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System..... | <b>4</b>    |

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

| <b>Role</b>  | <b>Permissions</b>  |
|--|---|
| Delegated Administrator (DA)   | <ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> </ul>   |
| Entitlement Administrator (EA)   | <ul style="list-style-type: none"> <li>• Entitle users to applications</li> </ul>   |
| Delegated/Entitlement Administrator (DA/EA)  | <ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> </ul>  |
| Super Delegated Administrator (SDA) –<br>(available only to Public School Superintendents) | <ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> <li>• Create other DA, EA, and DA/EA accounts</li> </ul> |

## 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'.

**Welcome**

- Welcome
- Search User
- Advanced Search
- Entitlements**
- SEDDAS Support

**Logged In As**  
Zane Example  
RIC SUFFOLK/EASTERN SUFFOLK  
Entitlement Administrator Only

About Your Delegated Administration Account

[Click Here for New Features! \(May 27, 2009\)](#)

|   |                                |
|---|--------------------------------|
| <b>Institution</b>                                | RIC SUFFOLK/EASTERN SUFFOLK    |
| <b>First Name</b>                                 | Zane                           |
| <b>Last Name</b>                                  | Example                        |
| <b>Email</b>                                      | zany@yahoo.gov                 |
| <b>Delegated Account Role</b>                     | Entitlement Administrator Only |
| <b>Entitlement Administrator for Applications</b> | LOHIST Level 0 Historical      |

**Step 2:** Search for the desired user.

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

User List

|                                  | User ID      | First Name | Last Name |   |
|----------------------------------|--------------|------------|-----------|---|
| <input checked="" type="radio"/> | andy.example | Andy       | Example   | A |

## 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
- LOHIST Level 0 Historical - Staff Eval
- LOHIST 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”

Grant Access To Applications

For each application displayed, make your selections

#### SED Monitoring & Vendor Performance System

|                   |  |
|-------------------|--|
| <b>Role</b>       | <input type="checkbox"/> Data Access   |
| <b>Data Entry</b> | <input type="checkbox"/> N/A<br><input type="checkbox"/> APPR<br><input type="checkbox"/> Charter School Office<br><input type="checkbox"/> Ed Tech<br><input type="checkbox"/> MVPS<br><input type="checkbox"/> Office of Early Learning<br><input type="checkbox"/> Race to the Top<br><input type="checkbox"/> School Turnaround Office |
| <b>Data View</b>  | <input type="checkbox"/> N/A<br><input type="checkbox"/> APPR<br><input type="checkbox"/> Charter School Office<br><input type="checkbox"/> Ed Tech<br><input type="checkbox"/> MVPS<br><input type="checkbox"/> Office of Early Learning<br><input type="checkbox"/> Race to the Top<br><input type="checkbox"/> School Turnaround Office |

After selecting 'Data Access' go to the last page of this document for more instructions

<< Back   Next >>

## 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'.

### Grant Access To Applications

For each application displayed, make your selections

#### SED Monitoring & Vendor Performance System

Role

Data Access

Data Entry

- N/A
- APPR
- Charter School Office
- Ed Tech
- MVPS
- select ---->  Office of Early Learning
- Race to the Top
- School Turnaround Office

Data View

- N/A
- APPR
- Charter School Office
- Ed Tech
- MVPS
- select ---->  Office of Early Learning
- Race to the Top
- School Turnaround Office

<< Back

Next >>

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](mailto:oel@nysed.gov) or by phone at (518) 474-5807.