

THE USER GUIDE

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4.1 Create User

4.1.1 Purpose.

A **NEW** User ID must be created to permit a person to **Log On** to the NYSED Portal. You must create a User ID before Entitlements can be granted to the user. The User ID in combination with the Entitlements allows appropriate access to protected application systems via the NYSED Portal. The User ID created through SEDDAS combines the first and last name of the person.

4.1.2 Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA) and the Delegated Administrator (DA).

4.1.3 Possible Scenarios.

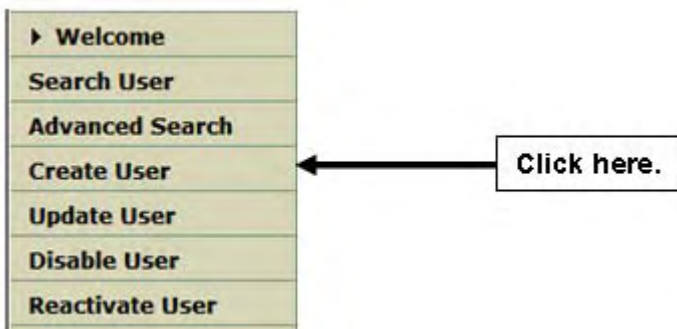
- a.) The User ID does not exist in the system.
- b.) The User ID already exists in the system, but is not for the same person.
- c.) The User ID already exists in the system, is for the same person, and is in your jurisdiction.
- d.) The User ID already exists in the system, is for the same person and is in a different jurisdiction.


4.1.4 How do I know which scenario applies to a particular person?

Just follow the directions outlined below. In **Step #3** you will evaluate the situation, and be advised how to proceed.


4.1.5 How to create a new User ID within SEDDAS.

Step #1. The DA should log into the SEDDAS Application and select the **Create User** menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter the exact first and last name (1) of the new user you want to create. Click on the Search Institution  Icon (2).

The Search Institution Screen is returned.

Several different search criteria may be entered (1). Click on the  button (2).

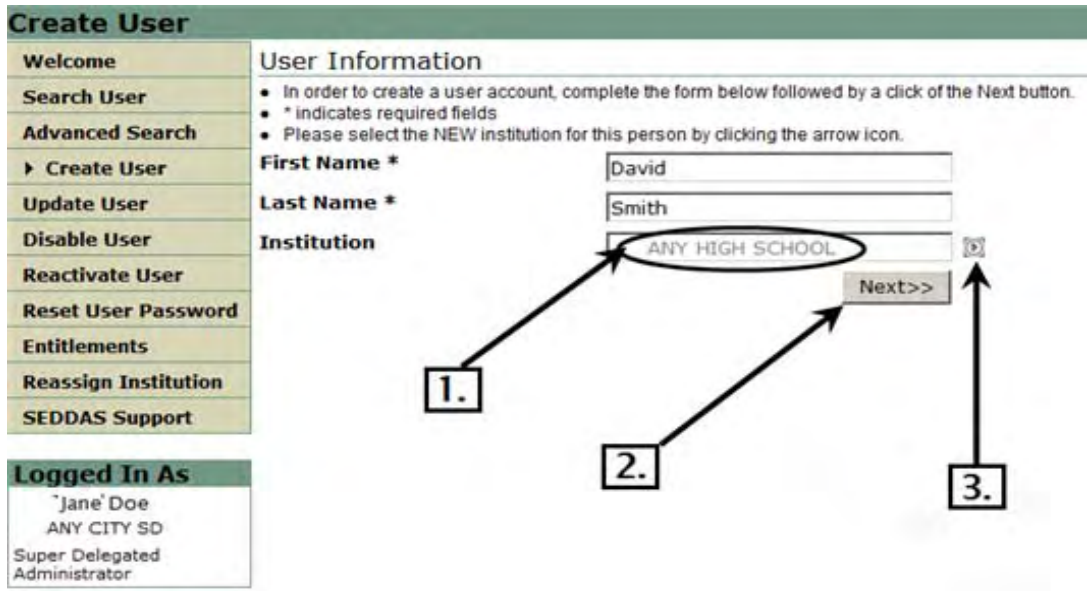
Since no additional search criterion was entered, all building Institution names associated with the DA will be returned by the search.

Click the radio button to make a selection.

Institution	Parent Institution	BEDS Code
<input type="radio"/> ANY CITY SD		000 0001000
<input checked="" type="radio"/> ANY HIGH SCHOOL	ANY CITY SD	000 0001000
<input type="radio"/> ANY SCHOOL OF HUMANITIES	ANY CITY SD	000 0001000
<input type="radio"/> HILL ELEMENTARY SCHOOL	ANY CITY SD	000 0001000
<input type="radio"/> AWARE COMMUNITY SCHOOL	ANY CITY SD	000 0001000
<input type="radio"/> LE POINT ELEMENTARY SCHOOL	ANY CITY SD	000 0001000
<input type="radio"/> MEMORIAL ELEMENTARY SCHOOL	ANY CITY SD	000 0001000

The Create User screen returns with the Institution name filled in (1).

- If the information is correct, click on **Next>>** button (2).
- If information is not correct, click on the  icon (3) and select again. Click on **Next>>** button (2) when ready to proceed to the next screen.



The screenshot shows the 'Create User' interface. On the left is a navigation menu with options like 'Welcome', 'Search User', 'Advanced Search', 'Create User', 'Update User', 'Disable User', 'Reactivate User', 'Reset User Password', 'Entitlements', 'Reassign Institution', and 'SEDDAS Support'. Below the menu is a 'Logged In As' section showing the user 'Jane' Doe, 'ANY CITY SD', with the role 'Super Delegated Administrator'. The main area is titled 'User Information' and contains a form with three fields: 'First Name *' (David), 'Last Name *' (Smith), and 'Institution' (ANY HIGH SCHOOL). The 'Institution' field has a dropdown arrow icon to its right. A 'Next>>' button is located below the 'Institution' field. Three numbered annotations are present: '1.' points to the 'Institution' field, '2.' points to the 'Next>>' button, and '3.' points to the dropdown arrow icon in the 'Institution' field.

Step #3. Evaluate the situation. You now have a screen similar to one of those shown below.

SCREEN 1: If a User ID does not exist in the system go to **Step #4.**

SCREEN 2: If a User ID is found in the system, because of a duplicate name, go to **Step #5.**

	User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/>	david.smith	David	Smith	ANOTHER CITY SD	(555) 555-5555	dcsmith@horn.org	SUMMER SCHOOL PRINCIPAL	Enabled
<input type="radio"/>	david.smith2	DAVID	SMITH	ANY CITY SD	(555) 555-5555	smith @anycitysd.org	PRINCIPAL	Enabled

Step #4. The information entered in steps 1 and 2 appear in the resulting screen.

- Enter the phone number and email (1).
- Enter the position and answer the security question (2).
- Select document used to verify identity (3).
- Click on **Create** (4).

Welcome	User Information	
Search User	User ID	david.smith
Advanced Search	Institution	ANY HIGH SCHOOL
▶ Create User	First Name *	David
Update User	Middle Initial	
Disable User	Last Name *	Smith
Reactivate User	Work Phone *	(555)555-5555
Reset User Password	Email *	smitty@anyhigh.org
Entitlements	Position/Title *	ASSISTANT PRINCIPAL
Reassign Institution	Security Question	In what city were you born?
SEDDAS Support	Security Answer	Anywhere, USA
Logged In As	User Security Level	<p>I have verified user to the best of my knowledge. I have identified user by using following document.</p> <p><input checked="" type="radio"/> unexpired and valid driver's license or ID card</p> <p><input type="radio"/> unexpired and valid ID Card issued by NY State or NY local government or agency or entity</p> <p><input type="radio"/> unexpired and valid ID Card issued by US Federal agency or entity</p> <p><input type="radio"/> unexpired and valid military dependent's ID</p> <p><input type="radio"/> unexpired and valid U.S. Passport</p> <p><input type="radio"/> unexpired and valid social security card</p> <p><input type="radio"/> unexpired and valid voter's registration</p>
		Create Cancel

Your screen should look like the one below. You are done!

Create User	
Welcome	User is created successfully. Please make note of the User ID and Password.
Search User	User Information
Advanced Search	User ID david.smith
▶ Create User	Name David Smith
Update User	Institution ANY HIGH SCHOOL
Disable User	Work Phone (555)555-5555
Reactivate User	Email smitty@anyhigh.org
Reset User Password	Password egg34wish
Entitlements	NOTE:
Reassign Institution	<ul style="list-style-type: none"> • An email message was sent to this user and cc'd to you concerning this change. • Please verify that this user's email address is correct. If not, please notify this user that this change was made
SEDDAS Support	
Logged In As	
Jane Doe ANY CITY SD Super Delegated Administrator	

Step #5. Shows how to create a User ID when there is a **duplicate name**. SEDDAS searches for the existence of the First name / Last name entered. In the illustration below, “David Smith” appears twice.

The screenshot shows the 'Create User' interface. On the left is a navigation menu with options like 'Welcome', 'Search User', 'Advanced Search', 'Create User', 'Update User', 'Disable User', 'Reactivate User', 'Reset User Password', 'Entitlements', 'Reassign Institution', 'SEDDAS Support', and 'Logged In As'. The 'Logged In As' section shows 'JANE DOE', 'ANY CITY SD', and 'Super Delegated Administrator'. The main area is titled 'User Information Entered' and shows 'Institution: ANY CITY SD', 'First Name: David', and 'Last Name: Smith'. A red error message states: 'David.Smith already exists in our system. Please verify, and take one of the recommended actions listed below.' Below this is a table of existing users:

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/> david.smith	David	Smith	DIFFERENT SD	555-555-5555	dsmith@highschool.org	SUMMER SCHOOL PRINCIPAL	Enabled
<input type="radio"/> david.smith2	David	Smith	ANY CITY SD	555-555-5555	smith@anycitysd.org	ASSISTANT PRINCIPAL	Enabled

Below the table are 'Recommended Actions' with buttons for 'Change Above User Info.', 'Create User', and 'Cancel'. Three callouts are present: 1. 'Same David Smith - Different Jurisdiction' points to the first row. 2. 'Same David Smith Same Jurisdiction' points to the second row. 3. '"NEW" David Smith Not Shown Above' points to the 'Create User' button.

The DA must determine the situation. There are three possible paths to follow.

1. If the DA determines this is the SAME “David Smith”, and in a different jurisdiction, the DA should refer to the Reassign Institution section of the User Guide (4.2).
2. If the DA determines this is the SAME “David Smith”, and in the DA’s jurisdiction, the DA should first click the radio button → david.smith in front of the “David Smith” you wish to select, next click on - 3. If the DA determines this is a DIFFERENT “David Smith”, the DA should first select

Please Remember, a second User ID should NOT be created for the same person.

Step #6. When the **Change Above User Info.** button is selected during **Step #5**, the DA will be transferred to the **Reassign Institution** window shown below.

The Current User Information appears on top; below it are the fields available for changes.

- Make sure you have the New Institution you want (1), if not click **Cancel** (5); you will be returned to the **Search User -- Reassign Institution Screen**, then proceed from **Step#2**.
- Enter Work Phone and Email (2).
- Select the title from the dropdown box (3).
- When you have the New Institution, Work Phone and Email you want, click **Update** (4).

After clicking on the update button, your screen should look like the one below.
You are done!

User / Institution has been updated successfully. Please reset user password. User will need entitlements to NYSED protected applications.

User Information	
User ID	david.smith2
Name	David Smith
Institution	ANY HIGH SCHOOL
Work Phone	555-555-5555
Email	dsmith@highschool.org

- NOTE:**
- An email message was sent to this user and cc'd to you concerning this change.
 - Please verify that this user's email address is correct. If not, please notify this user that this change was made.

For security reasons, NYSED is asking that these steps be taken, as it will ensure that the number of existing accounts will be kept to a minimum and it will help to reduce the number of enabled but unused accounts

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4.2 Reassign Institution

4.2.1 Purpose.

The Reassign Institution function should be used to change the institution that corresponds with an existing User ID. **If the institution where the User ID currently exists is not part of your jurisdiction, you MUST use the Reassign Institution function. If the institution where the User ID currently exists is part of your jurisdiction, you MAY use the Reassign Institution function, or you may use the Create User function; refer to Create User (4.1).**

Institution changes can also be made to schools within your own jurisdiction by using the Create User function; refer to Create User (4.1). It should be noted that both non-public and charter schools often have only one building; in that case, the jurisdiction is only that building.

An additional outcome of *Reassign Institution* function results in the person no longer having access to previously entitled protected application systems. Hence, once the *Reassign Institution* function is completed, the DA must notify the **Entitlement Administrator** to permit this user to have access to the relevant protected application systems.

4.2.2 Who can perform this function?

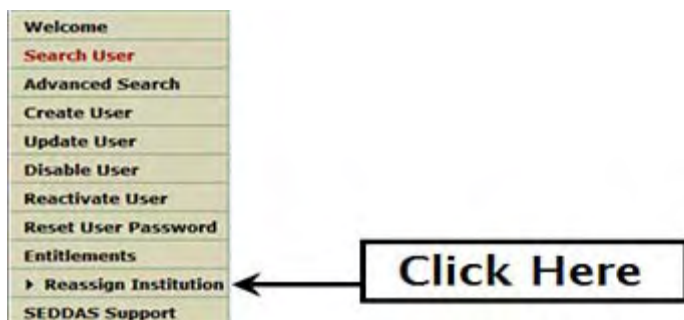
This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

4.2.3 How to reassign an existing User ID within SEDDAS


Use the Search function described in part 4.3.a of the User Guide to determine the status of the person's User ID. You may need or prefer to use the Advanced Search function 4.3.b. You cannot reassign an **enabled** User ID; **it must first be disabled**. If the User ID is still **enabled**, contact the previous institution to **request that the User ID be disabled**.

4.2.4 How is this done using SEDDAS?

Step #1. The DA should log into the SEDDAS Application and select the *Reassign Institution* menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both.


You cannot directly enter the New Institution; you must click on the New Institution  icon **(3)**. A pop-up box → Popular Name go will appear. Select the school to which you want the User Account assigned. Click the **Check User Account** button **(4)**.

Step #3. A screen similar to the one shown below is returned to you.

- 1.) Note *prior* institution, is the correct user shown? Click on the radio button in front of the User ID you want to reassign.
- 2.) Account Status must be **“disabled”** unless the prior institution is in your jurisdiction. The User ID of **“Enabled” accounts in other jurisdictions** will not appear on the screen.
- 3.) If you don't see the user you want, try putting an asterisk after User ID or use Last Name.
- 4.) If the institution shown at the top is correct, and you have found the user you want to reassign, click the **Select to Reassign Institution** button. If not, select Reassign Institution from the left side of the page and try again.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/> xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
<input checked="" type="radio"/> xavier.example2	Xavier	Example	COMMUNITY SCHOOL	555-555-5555	xexamp@community.org	TREASURER	Disabled

Step #4. You must fill out information for the reassignment, **even if it remains the same.**

- 1.) Check that the “to” and “from” institutions are correct. If not, click **Cancel** and begin again.
- 2.) Fill in Work Phone and Email.
- 3.) Click on the  Icon to select a title from the list.
- 4.) Click the **Update** button.


Reassign Institution

Current User Information

Old Institution	←→ COMMUNITY SCHOOL	Position/Title	TREASURER
User ID	xavier.example2	Name	Xavier Example
Work Phone	555-555-5555	Email	xexamp@community.org
User has access to the following applications:		None	

User Information

Please fill in user information below.
* indicates required fields

New Institution	←→ ACHIEVEMENT ACADEMY	2.
Work Phone *	<input type="text"/>	
Email *	<input type="text"/>	3.
Position/Title *	Select Title 	
4.	<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Note: Arrows in the original image point from boxes 1-4 to the respective fields: 1 to Old Institution, 2 to Work Phone, 3 to Position/Title dropdown, and 4 to the Update button.

Step #5. You should now see a “success screen” similar to the one below.

Please note:

- 1.) An email is generated, informing both user and initiator of the reassign action.
- 2.) The password associated with the User ID must be reset.
- 3.) Entitlements do not transfer. The EA must entitle the User ID as needed.

Success - Reassign Institution

User / Institution has been updated successfully. Please reset user password. User will need entitlements to NYSED protected applications.

User Information

User ID	xavier.example2
Name	Xavier Example
Institution	P J SCHUYLER ACHIEVEMENT ACADEMY
Work Phone	555-555-5555
Email	xavier@achieveacad.org

NOTE:

- An email message was sent to this user and cc'd to you concerning this change.
- Please verify that this user's email address is correct. If not, please notify this user that this change was made.

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4.3.a Search

4.3.a.1 Purpose.

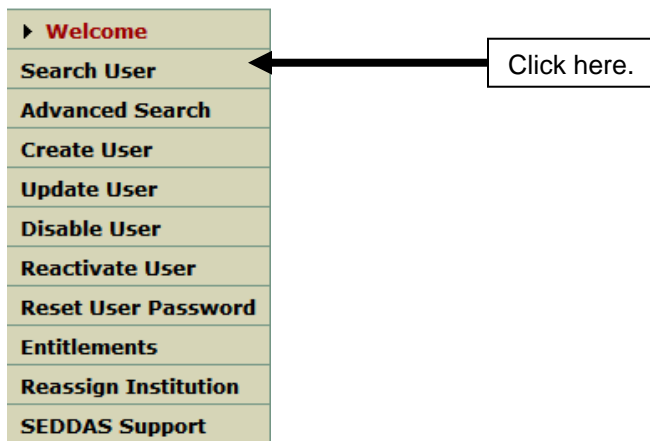
It will become necessary to search for a person's User ID and other related information in order to determine if the person is or may have been a past user of the NYSED Portal where the person may have accessed protected application systems.

4.3.a.2 Who can perform this function?

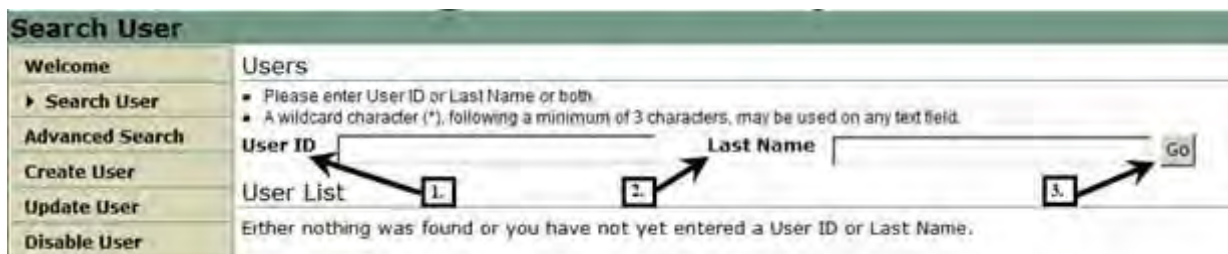
This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA), and the Entitlement Administrator (EA) using the SEDDAS application.


4.3.a.3 How is this done using SEDDAS?

Step #1. The DA/EA should log into the SEDDAS Application and select the **Search User** menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both.



Finally click on the  button (3).

Step #3. A User ID beginning with the letters “xav” followed by the wildcard character “*” has been entered in the User ID field (1).

Search User

Welcome

Search User

Advanced Search

Create User

Update User

Disable User

Reactivate User

Reset User Password

Entitlements

Reassign Institution

SEDDAS Support

Users

- Please enter User ID or Last Name or both
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
xavier.doe	Xavier	Doe	Example City SD	(555)555-5555	xdoe@example.com	SUMMER SCHOOL PRINCIPAL	Enabled
xavier.example	Xavier	Example	Example City SD	(555)555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
xavier.smith	Xavier	Smith	Example City SD	(555)555-5555	xavier@example.com	BEDS Coordinator	Enabled

Select To View

All matching User ID's are displayed (2).

Step #4. A different **Search** is performed using the partial Last Name of “exa” followed by a wildcard character “*” (1).

Search User

Welcome

Search User

Advanced Search

Create User

Update User

Disable User

Reactivate User

Reset User Password

Entitlements

Reassign Institution

SEDDAS Support

Users

- Please enter User ID or Last Name or both
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

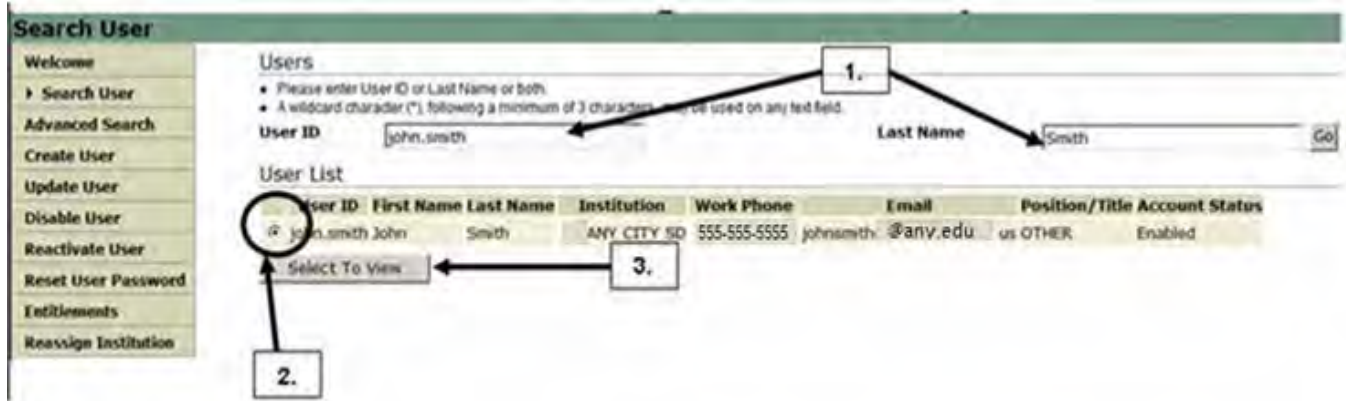
User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
newuser.example	newuser	example	ANY HIGH SCHOOL	(555) 555-5555	newbie@example.com	ASSISTANT PRINCIPAL	Enabled
xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
yvonne.example	Yvonne	Example	ANY CITY SD	(555) 555-5555	Yvonnee@example.com	ASSISTANT SUPERINTENDANT	Enabled
zane.example	Zane	Example	ANY CITY SD	555-555-0000	zany@yahoo.gov	OTHER	Enabled

Select To View

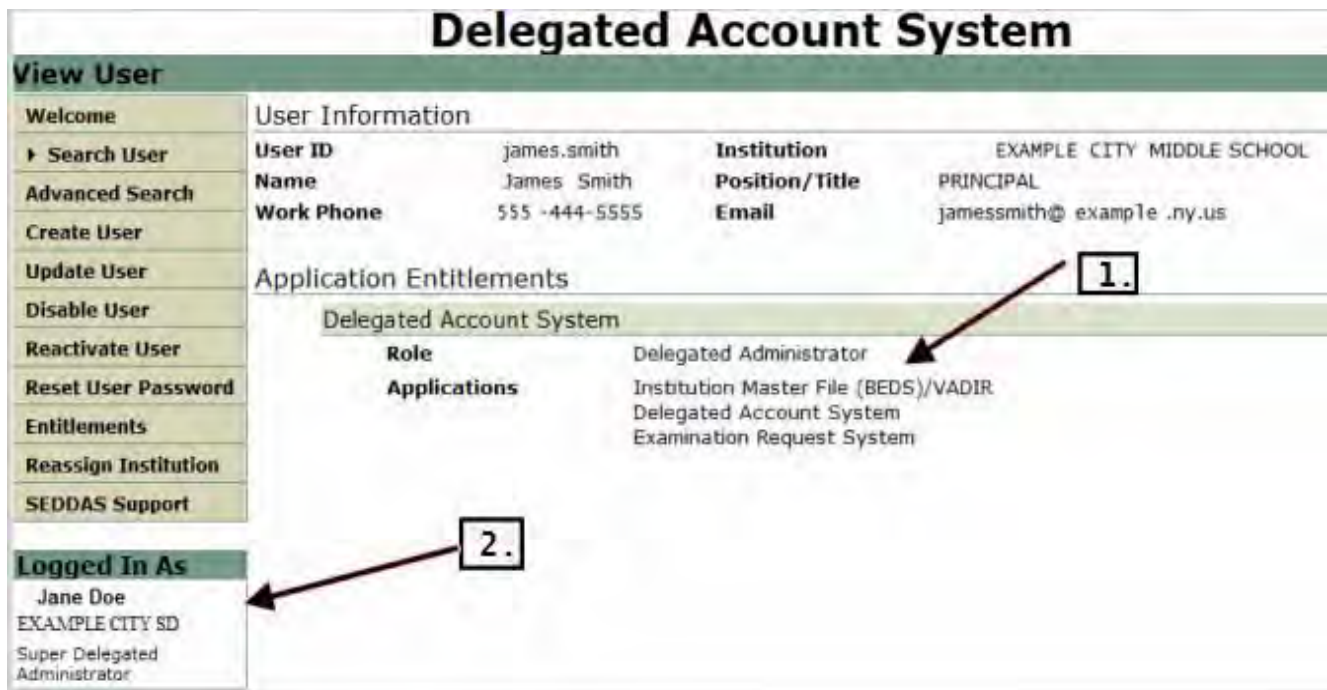
All matching Last Names are displayed (2).

Step #5. Another search is performed using an exact set of criteria (1).



To view information in detail, click on the radio button (2) to the left of the desired user. Finally, click the button (3).

Step #6. The **detailed view** below lists the user's **Entitlements** (1). These are, if any, the protected application systems the user (James Smith) can access. This **detailed view** (1) is restricted to the users within **the jurisdiction of the searcher** (2).



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4.3.b Advanced Search

4.3.b.1 Purpose.

The Advanced Search Function allows a search based on more fields than available in the Search User Function. It provides a way to quickly list all the users in your jurisdiction by using the List All Users sub-function. The Advanced Search can also be used to find the DA of a particular individual, or of a specific institution. Finding the DA facilitates directly requesting disabling the account for reassignment purposes, or for other reasons.

4.3.b.2 Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA), and the Entitlement Administrator (EA) using the SEDDAS application.

4.3.b.3 How is this done using SEDDAS?

Step #1. The DA/EA should log into the SEDDAS Application and select the **Advanced Search** menu choice found on the left side of the web page.



Step #2. Decide.

If you want to just view users within your jurisdiction select **List All Users**, go to **Step #3**. To find a DA, choose one of the options, "Find DA-User" or "Find DA-Institution", go to **Step #4**. Otherwise, click on [Advanced Search](#) (the *second Advanced Search* listed), go to **Step #5**.



Step #3. The screen returned after selecting “List All Users”, lists all users with **enabled** accounts. To view all User Accounts, including **disabled** accounts, click the radio button to the left of “Show all User Accounts”(A), then click the **Go** button. Click the radio button to the left of the account you wish to view (1). Click the **Select To View** button at the bottom of the screen (2).

User Accounts

• To get list of all User Accounts (enabled and disabled) please select "Show All User Accounts".

Show only Enabled User Accounts

Show All User Accounts **Go**

User List

This is a list of all the users in your jurisdiction.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/> xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
<input checked="" type="radio"/> xavier.smith	Xavier	Smith	ANY CITY SD	(555) 555-5555	xavier@example.com	BEDS Coordinator	Enabled
<input type="radio"/> yvonne.example	Yvonne	Example	ANY CITY SD	(555) 555-5555	Yvonnee@example.com	ASSISTANT SUPERINTENDANT	Enabled
<input type="radio"/> zane.example	Zane	Example	ANY CITY SD	(555) 555-0000	zany@yahoo.gov	OTHER	Enabled

Select To View

Based on the information in the above example, the screen shown below is returned. xavier.smith has no entitlements.

User Information

User ID	xavier.smith	Institution	ANY CITY SD
Name	Xavier Smith	Position/Title	BEDS Coordinator
Work Phone	(555)555-5555	Email	xavier@example.com

Application Entitlements

User does not have access to any applications.

If yvonne.example is chosen instead, entitlements are shown below (1).

User Information

User ID	yvonne.example	Institution	ANY CITY SD
Name	Yvonne Example	Position/Title	ASSISTANT SUPERINTENDANT
Work Phone	(555)555-5555	Email	Yvonnee@example.com

Application Entitlements

State Aid Management System	
Role	School Entity User
Accessibility	Yes
User Type	DISTRICT
Institution Master File (BEDS)/VADIR	
Role	Data Entry
Impartial Hearing Reporting System	
Groups	Case Maintenance School District Non NYC
Contract For Excellence	
Role	Data Entry

Step #4. To find the DA for a specific user, choose **“Find DA-User”**. You must enter at least the first three characters of one or more fields (1), followed by a wildcard (*). Click the **Go** button.


The screen that follows is returned.

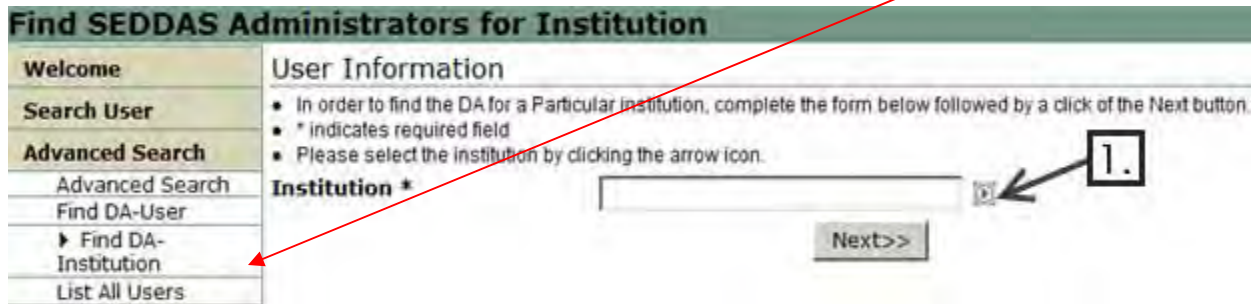
- 1.) Look at the institution to help determine which user (Andy Example is shown) to select.
- 2.) Click the Radio Button to make your selection.
- 3.) Click the **Select To Find Admins** button.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> andy.example	Andy	Example	POINT ELEMENTARY SCHOOL	555-5555555	andyx@point.net	administrative assistant	Enabled
<input type="radio"/> andy .example2	Andy	Example	ANY CITY SD	555-555-0000	zany@yyahoo.gov	OTHER	Enabled

A returning screen, similar to the following screen, lists the administrators for the selected user.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status	Role
jose.super	Jose	SUPER	ANY CITY SD	200-200-7200	jose@any.k12.ny.us	SUPERINTENDENT	Enabled	Super Delegated Administrator
jane.doe	JANE	DOE	ANY CITY SD	555-555-5555	jdoe@anycitysd.org	SUMMER SCHOOL PRINCIPAL	Enabled	Delegated/Entitlement Administrator

To find the DA for a specific institution, choose “**Find DA-Institution**”. Click the icon  (1).



Find SEDDAS Administrators for Institution

Welcome

Search User

Advanced Search

Advanced Search


Find DA-User

Find DA-Institution


List All Users

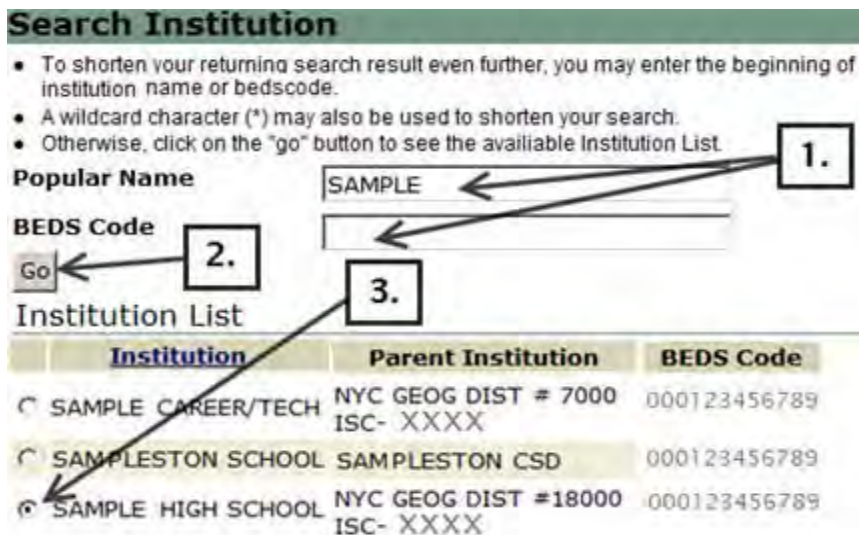
User Information

- In order to find the DA for a Particular institution, complete the form below followed by a click of the Next button.
- * indicates required field
- Please select the institution by clicking the arrow icon.

Institution *  1.

Next>>

You will be presented with a pop-up box. Enter either the Popular Name or the BEDScode of the institution (1). Click the **Go** button (2). After you click **Go**, a list of institutions, similar to the sample shown, will be on the screen. Use the Radio Button  to select the correct institution.



Search Institution

- To shorten your returning search result even further, you may enter the beginning of institution name or bedscore.
- A wildcard character (*) may also be used to shorten your search.
- Otherwise, click on the "go" button to see the available Institution List.

Popular Name 1.


BEDS Code

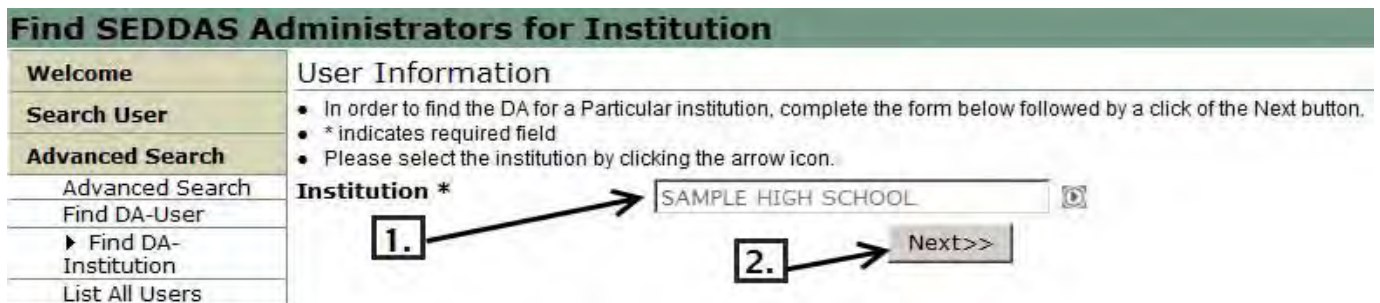
Go 2.

Institution List

Institution	Parent Institution	BEDS Code
<input checked="" type="radio"/> SAMPLE CAREER/TECH	NYC GEOG DIST # 7000 ISC- XXXX	000123456789
<input type="radio"/> SAMPLESTON SCHOOL	SAMPLESTON CSD	000123456789
<input type="radio"/> SAMPLE HIGH SCHOOL	NYC GEOG DIST #18000 ISC- XXXX	000123456789

3.

You will be returned to the Find-DA screen shown below. The name of the institution you have chosen will be in the box (1). If it is correct, click the **Next>>** button (2). If not, use the icon , to try again.



Find SEDDAS Administrators for Institution

Welcome

Search User

Advanced Search

Advanced Search


Find DA-User

Find DA-Institution

List All Users

User Information

- In order to find the DA for a Particular institution, complete the form below followed by a click of the Next button.
- * indicates required field
- Please select the institution by clicking the arrow icon.

Institution *  1.

Next>> 2.

After clicking **Next>>**, a screen similar to the one below will appear. You will see the names and the contact information for the Delegated Administrators (DA), Entitlement Administrators (EA) and Delegated/ Entitlement Administrators (DA/EA), as well as the Super Delegated Administrator (Super DA). Although EA's will be shown, it is important to note, **EA's cannot disable accounts.**

User Information

User ID	Institution	SAMPLE HIGH SCHOOL
Name	Work Phone	
Email	Position/Title	

User List

This is a list of all the administrators for selected user.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status	Role
andy.example	Andy	Example	SAMPLE HIGH SCHOOL	555-555-5555	andyx@point.net	SUPERINTENDENT	Enabled	Super Delegated Administrator
jane.doe	JANE	DOE	SAMPLE HIGH SCHOOL	(555) 555-5555	jdoue@anycitysd.org	SUMMER SCHOOL PRINCIPAL	Enabled	Entitlement Administrator Only

Step #5. If you need to search the entire database, you must enter at least the first three characters of one or more fields (1), followed by a wildcard (*). In **EXAMPLE 1**, “Any*” has been entered in the institution field (2). You must click the search button (3).

EXAMPLE 1:

Advanced User Search

Please enter your search criteria according to the following:

- All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

Institution ← 2. →
User ID →
First Name →
Last Name ← 1. →
Phone Number →
Email →

3. →

The screen below is returned, showing all users at schools beginning with “any”. In a large district, many schools will be returned. To prevent your search from becoming unwieldy, it is recommended that you enter more information if possible. For clarification, see **Example 2**.

User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
☐ david.smith4	David	Smith	ANY HIGH SCHOOL	555-555-5555	dsmith@highschool.org	ADMINISTRATIVE ASSISTANT	Enabled
☐ david.smithe	David	Smith	ANY HIGH SCHOOL	555-555-5555	dsmith@highschool.org	SUMMER SCHOOL PRINCIPAL	Enabled
☐ jane.doe	JANE	DOE	ANY CITY SD	555-555-5555	jdoe@anycitysd.org	OTHER	Enabled
☐ zane.example	Zane	Example	ANY CITY SD	555-555-0000	zany@yahoo.gov	OTHER	Enabled

EXAMPLE 2:

Example 2 adds First Name information to the previous example. This reduces the number of matches, thereby, shortening the list returned.

Advanced User Search

Please enter your search criteria according to the following:

- All fields are optional, however searches returning too many matches will require the entry of additional limiting criteria.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

Institution

User ID

First Name

Last Name

Phone Number

Email

With the additional information added to the search screen, your screen returns users whose institution begins with “any” AND whose first name is “David”. Both are circled. When you have found the user you wish to view, click on the radio button (1) and then on the button (2).

NOTE: You can only view the detailed information of users within your jurisdiction.

User List 1.

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> david.smith4	David	Smith	ANY HIGH SCHOOL	555-555-5555	dsmith@highschool.org	ADMINISTRATIVE ASSISTANT	Enabled
<input type="radio"/> david.smithe	David	Smithe	ANY HIGH SCHOOL	555-555-5555	dsmith@highschool.org	SUMMER SCHOOL PRINCIPAL	Enabled

2.

If the user is in your jurisdiction, you will see a screen similar to the one shown below. The entitlements and role of user david.smith4 are displayed (1).

User Information

User ID	david.smith4	Institution	ANY HIGH SCHOOL
Name	David Smith	Position/Title	ADMINISTRATIVE ASSISTANT
Work Phone	555-555-5555	Email	dsmith@highschool.org

Application Entitlements	
Institution Master File (BEDS)/VADIR	
Role	Data Entry

1.

4.3.b.4 What if I still can't find the user I'm looking for?

It might be necessary to modify what you've entered in the search field(s). Try these tips.

- **RE-CLICK THE ADVANCED SEARCH BUTTON** in-between attempts.
- If the last name begins with Van, Von, Di, De, Mac, Mc, etc. there may or may not be a space. Try putting in the User ID, it will not contain spaces.
- Try "Dav* " instead of "David", he might be "Dave". Or "Bob" instead of "Robert".
- Try variations: Maryjane, Mary Jane, Mary-Jane.
- Phone numbers may have parentheses: (555)-555-5555 or not, 555-555-5555.
- If you have filled several fields, remove the criteria for the search, one field at a time.

4.4 Update User

4.4.1 Purpose.

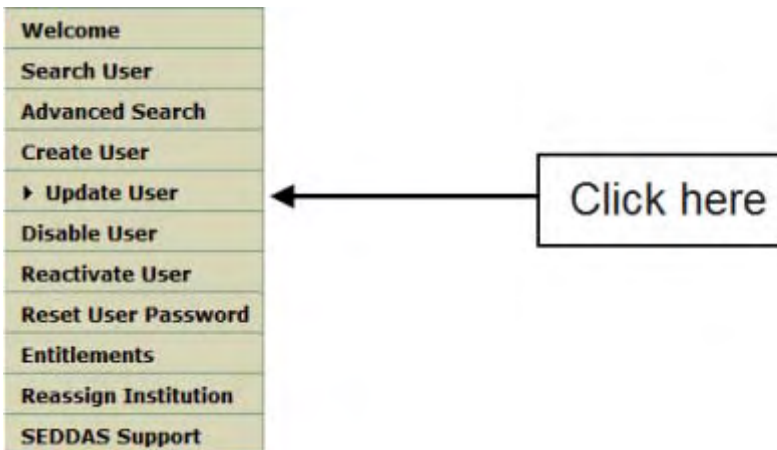
It may become necessary to update user information because of changes to phone numbers, email address, or position/title.

4.4.2 Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

4.4.3 How is this done using SEDDAS?

Step #1. The DA should log into the SEDDAS Application and select the **Update User** menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both. Click the **Go** button (3).

Update User - Search and select a user to update.

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List

Either nothing was found or you have not yet entered a User ID or Last Name.

Note: In the original image, callout boxes 1, 2, and 3 point to the User ID field, the Last Name field, and the Go button respectively.

Step #3.

- 1.) Click on the radio button → to the left of the User ID you want to update.
- 2.) Click on the **Select To Update** button.

Update User - Search and select a user to update.

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> jane.doe	JANE	DOE	ANY CITY SD	555-555-5555	jdoe@anycitysd.org	OTHER	Enabled
<input type="radio"/> xavier.doe	Xavier	Doe	ANY CITY SD	(555)555-5555	xdoe@example.com	SUMMER SCHOOL PRINCIPAL	Enabled

Step #4.

- 1.) Type in any changes to the Work Phone and/or Email Address.
- 2.) Click on the drop-down icon ▼ to select Position/Title.
- 3.) Click on the **Save** button.

User Information

User ID jane.doe
Name JANE DOE
Institution ALBANY CITY SD
Work Phone *
Email *
Position/Title * ▼

After clicking the **Save** button in **Step #4**, your screen should look similar to the “success screen” shown below.

Please note:

- SEDDAS displays a message that the change has been successful.
- Email messages are sent to both the user, and the initiator of the **Update User** action.
- The email address must be correct for the user to receive the confirming e-mail.

Update User	
Welcome	User has been updated successfully.
Search User	User Information
Advanced Search	User ID jane.doe
Create User	Name JANE DOE
Update User	Institution ALBANY CITY SD
Disable User	Work Phone * <input type="text" value="555-555-5555"/>
Reactivate User	Email * <input type="text" value="jdoe@anycitysd.org"/>
Reset User Password	Position/Title * <input type="text" value="ASSISTANT PRINCIPAL"/>
Entitlements	
Reassign Institution	NOTE:
SEDDAS Support	<ul style="list-style-type: none">• An email message was sent to this user and cc'd to you concerning this change.• Please verify that this user's email address is correct. If not, please notify this user that this change was made

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4.5 Disable User

4.5.1 Purpose.

Disabling a User ID to prevent access to NYSED protected applications because of reassignment of duties within the school district, departure from district employment, or for other reasons.

4.5.2 Who can perform this function?

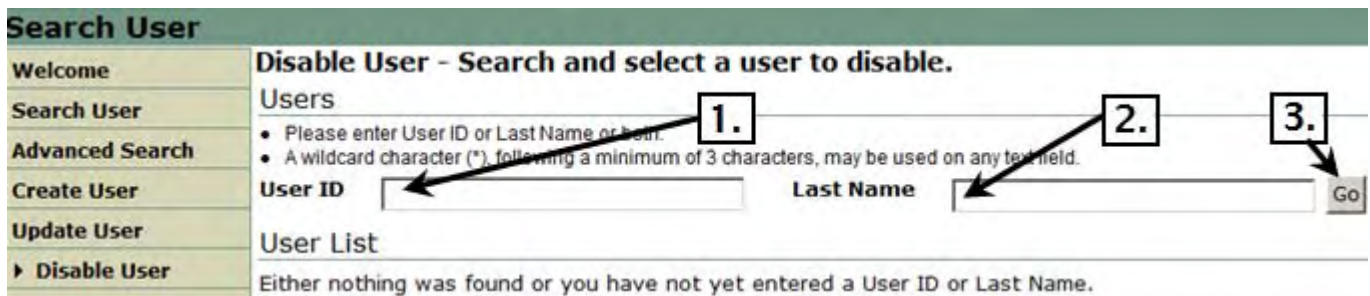
This function can be performed by the Super Delegated Administrator (Super DA) or the Delegated Administrator (DA).

4.5.3 How is this done using SEDDAS?

Step #1. Log on to the SEDDAS Application and select the **Disable User** menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both. Click the **Go** button (3).



- Step #3.** 1.) Click on the radio button → andy.example to select the User Id you want to disable.
2.) Click on the **Select To Disable** button.

Search User

Welcome

Search User

Advanced Search

Create User

Update User

▶ Disable User

Reactivate User

Reset User Password

Entitlements

Reassign Institution

SEDDAS Support

Disable User - Search and select a user to disable.

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List **1.**

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> andy.example	Andy	Example	LE POINT ELEMENTARY SCHOOL	555-555-5555	andyx@point.net	administrative assistant	Enabled
<input type="radio"/> xavier.example	Xavier	Example	ANY CITY SD	555-555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled

2.

- Step#4.** 1.) Click on the dropdown menu icon ▼ and select the reason for disabling the account.
2.) Highlight the correct reason.
3.) Confirm by clicking the **Disable User** button.

Disable User

User Information

User ID andy.example

Name Andy Example

Institution LE POINT ELEMENTARY SCHOOL

Work Phone 555-555-5555

Email andyx@point.net

Disable Reason **1.**

User has access to following applications:

Confirm Disabling of User

Select Reason for Disabling

- Select Reason for Disabling
- User Retired
- User Left the Institution
- User is deceased
- User account inactive for more than 1 year
- Other

3.

er Button.

2.

Note: Once Disabled, user will lose the ability to log in to the portal and to access any of the NYSED

When you are done, you will get a "Success Screen". One for this example is shown below.

User Account for Andy Example has been disabled.

User Information

User ID andy.example

Name Andy Example

Institution LE POINT ELEMENTARY SCHOOL

Work Phone 555-555-5555

Email andyx@point.net

4.6 Reactivate User

4.6.1 Purpose.

The Reactivate User function should be used to activate accounts which have been disabled. Reactivating the account will also reset the password. Entitlements are not retained when an account has been disabled.

- Use the Reactivate User function to **reactivate an account at the same institution.**
- To reactivate an account at *another school within the same district*, or for an account at a *school in a different district* you must use the Reassign Institution function.
- Use the Reactivate User function to **unlock an account** that has been locked due to too many password failures. You may also use the Reset User Password function.

4.6.2 Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

4.6.3 How is this done using SEDDAS?

Step #1. The DA should log into the SEDDAS Application and select the ***Reactivate User*** menu choice found on the left side of the web page.

Welcome
Search User
Advanced Search
Create User
Update User
Disable User
▶ Reactivate User
Reset User Password
Entitlements
Reassign Institution
SEDDAS Support

Click here



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both. Click the **Go** button (3).

Reactivate User - Search and select a user to reactivate.

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List

Either nothing was found or you have not yet entered a User ID or Last Name.

Step #3.

- 1.) A screen similar to the one shown below returns based on what you entered in Step#2. Here, a Last Name beginning with the letters "exa" followed by the wildcard character "*" has been entered in the Last Name field.
- 2.) Note whether the Account Status is **disabled**.
- 3.) Click the radio button in front of the User ID you want to reactivate.
- 4.) Click the **Select To Reactivate** button.

User ID Last Name

User List

	User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/>	andy.example	Andy	Example	LE POINT ELEMENTARY SCHOOL	555-555-5555	andyx@point.net	administrative assistant	Disabled
<input type="radio"/>	newuser.example	newuser	example	ANY HIGH SCHOOL	(555) 555-5555	newbie@example.com	ASSISTANT PRINCIPAL	Disabled

Step #4. The Confirmation Screen.

Check the information. If it is correct, click the **Reactivate User** button. If it is NOT correct, select "Reactivate User" from the left side of the screen, return to Step #1, and try again.

Reactivate User	
Welcome	User Information
Search User	User ID andy.example
Advanced Search	Name Andy Example
Create User	Institution LE POINT ELEMENTARY SCHOOL
Update User	Work Phone 555-555-5555
Disable User	Email andyx@point.net
▶ Reactivate User	Confirm reactivation of this User by clicking the Reactivate User Button.
Reset User Password	Reactivate User
Entitlements	
Reassign Institution	

Step #5. The Success Screen.

- 1.) Following confirmation, a message will be displayed indicating the successful Reactivation of the User Account.
- 2.) Email messages are sent to the User and the initiator of the Reactivate User action. The user's email account must be correct in order to receive the confirming email.
- 3.) The Password of the User Account is reset upon activation.
- 4.) The entitlements associated with the account prior to disablement, no longer exist. The Reactivated User Account must be entitled by the Entitlement Administrator.

Reactivate User	
Welcome	User Account for Andy Example has been activated. Please review current entitlements
Search User	User Information
Advanced Search	User ID andy.example
Create User	Name Andy Example
Update User	Institution LE POINT ELEMENTARY SCHOOL
Disable User	Work Phone 555-555-5555
▶ Reactivate User	Email andyx@point.net
Reset User Password	New Password pete99jim
Entitlements	NOTE: <ul style="list-style-type: none">• An email message was sent to this user and cc'd to you concerning this change.• Please verify that this user's email address is correct. If not, please notify this user that this change was made.
Reassign Institution	
SEDDAS Support	

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4.7 Reset User Password

4.7.1 Purpose.

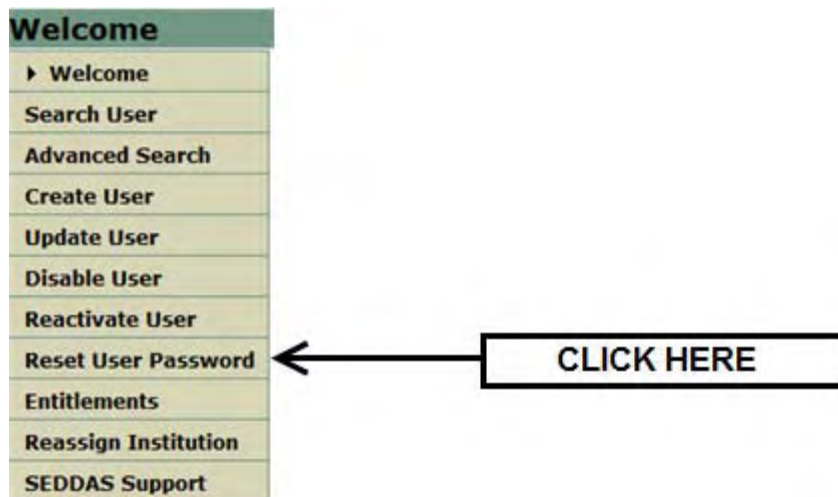
Passwords are necessary in order to permit the user to LOGON to the secure NYSED Web Portal. Passwords must be reset when compromised or forgotten. Resetting will **unlock an account** that has been locked due to too many attempts to sign in with the wrong password.

4.7.2 Who can perform this function?

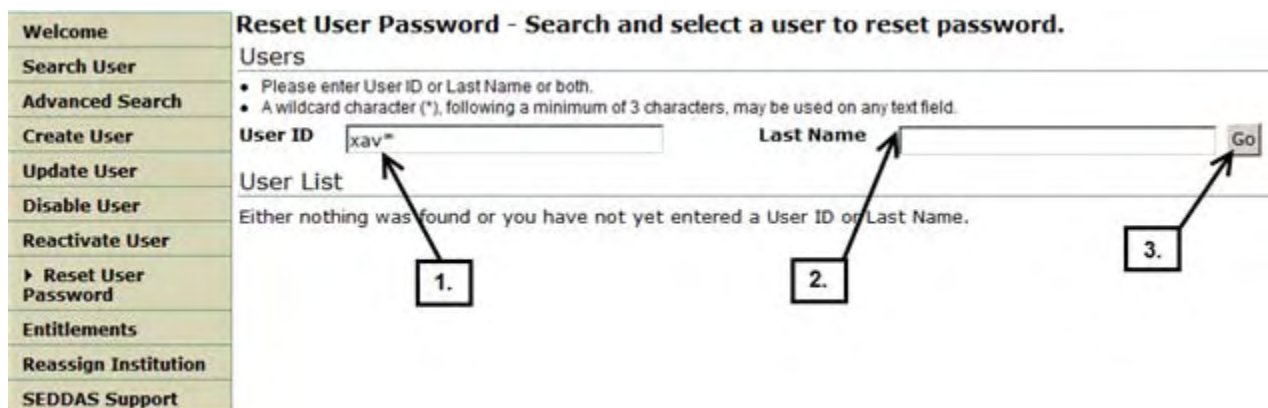
This function can be performed by the Super Delegated Administrator (Super DA) or the Delegated Administrator (DA) using the SEDDAS application.

4.7.3 How is this done using SEDDAS?

Step #1. The DA should log into the SEDDAS Application and select the **Reset User Password** menu choice found on the left side of the web page.



Step #2. The SEDDAS Application requires that you enter either the **User ID (1)** (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the **Last Name (2)** (or first 3 letters of the last name followed by a wildcard (*) character) or both. Select the **Go** button (3).



Step #3. The resulting screen is shown below. The **User ID(s) / Last Name(s)** shown will be from your jurisdiction and will correspond with what was entered in **Step #2**.

- Click on the radio button (1) to select the **User ID associated with the password**.
- Click on the **Select To Reset Password** button (2).

Welcome | **Reset User Password - Search and select a user to reset password.**

Search User | Users

Advanced Search | • Please enter User ID or Last Name or both.
• A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

Create User | User ID Last Name

Update User | User List

Disable User | **1.**

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> xavier.doe	Xavier	Doe	ANY CITY SD	(555)555-5555	xdoe@example.com	SUMMER SCHOOL PRINCIPAL	Enabled
<input type="radio"/> xavier.example	Xavier	Example	ANY CITY SD	(555)555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
<input type="radio"/> xavier.smith	Xavier	Smith	ANY CITY SD	(555)555-5555	xavier@example.com	BEDS Coordinator	Enabled

Reassign Institution | **2.**

SEDDAS Support

Step #4. The new password (1) is displayed. The DA **must** click the **Submit** button (2); otherwise, the password change will NOT take effect.

Welcome | User Information

Search User | User ID xavier.doe

Advanced Search | Name Xavier Doe

Create User | Institution ANY CITY SD

Update User | Work Phone (555)555-5555

Disable User | Email xdoe@example.com

Reassign Institution | User has access to following applications:

SEDDAS Support | New Password **1.** **2.**

After clicking the **Submit** button in **Step #4**, your screen should look similar to the one shown below. Please note:

- SEDDAS displays a message that the change has been successful (1).
- Email messages are sent to both the password user, and the initiator of the **Reset User Password** action. The email will contain the newly generated password (3).
- The email address (2) must be correct for the user to receive the confirming e-mail.

Welcome	User password has been changed successfully. Please make note of the Password. ← 1.
Search User	User Information
Advanced Search	
Create User	User ID xavier.doe
Update User	Name Xavier Doe
Disable User	Institution ANY CITY SD
Reactivate User	Work Phone (555)555-5555
	Email xdoe@example.com ← 2.
▶ Reset User Password	New Password end64who ← 3.
Entitlements	NOTE:
Reassign Institution	<ul style="list-style-type: none">• An email message was sent to this user and cc'd to you concerning this change.• Please verify that this user's email address is correct. If not, please notify this user
SEDDAS Support	

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4.8 Entitlements --Overview

4.8.1 Purpose.

“Entitlements” actually consists of two sub-functions:

Entitlements
▶ Entitle-Rest Of Applications
Entitle-Delegated Account System

4.8.2 What are the differences between these sub- functions?

1.) The Entitle-Delegated Account System.

The Entitle-Delegated Account System allows the Super Delegated Administrator (Super DA) or Delegated/ Entitlement Administrator (DA/EA) to grant *select users* the ability to grant *other users* entitlements. It is primarily an administrative function to allow cautious delegation.

2.) The Entitle-Rest of Applications.

The Entitle-Rest of Applications sub-function allows those in the role of “Entitlement Administrator only”, as well as Super DA’s and DA/EA’s, to permit specific User ID’s access to specific applications. This allows a user *to access the specific* protected NYSED applications associated with the User ID. A particular User ID might have access to the “Examination Request System”; a different User ID might have access to the “Institution Master File”.

4.8.3 What if I still don’t know which one to use?

You will not be able to use a function you are not entitled to use. The choices available within each sub-function differ. You cannot do the “right thing” in the “wrong place”.

For detailed information about **The Entitle-Delegated Account System**, refer to **4.9 Creating and Removing Entitlements for SEDDAS Administrators**, in this user guide.

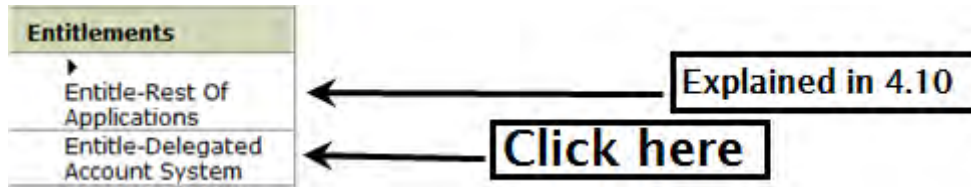
For detailed information about **The Entitle-Rest Of Application**, refer to **4.10 Creating Entitlements to Applications**, in this user guide.

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4.9 Creating and Removing Entitlements for SEDDAS Administrators

4.9.1 Purpose of Entitle-Delegated Account System.

The Entitle-Delegated Account System is a sub-function of the Entitlements Function. It allows a SEDDAS Administrator to create additional administrators.



4.9.2 Who can perform this function?

There are three choices of "role" when entitling an Administrator. The role selected, determines who can perform this function.

- The Super Delegated Administrator (Super DA) can entitle **all roles** within the Entitle-Delegated Account System (SEDDAS), as long as the user is within the jurisdiction of the Super DA.
- The Delegated/ Entitlement Administrator can entitle **only** an Entitlement Administrator as long as the user is within the jurisdiction of the Delegated/ Entitlement Administrator.



4.9.3 How is this done using SEDDAS?

Step #1. The Super DA or DA/EA should log into the SEDDAS Application and select the **Entitlements** menu choice found on the left side of the web page.

- Select the **Entitle-Delegated Account System** sub-function (1).
- Enter either User ID or Last Name (2).
- Select the user you want to entitle (3).
- Click the **Select To Entitle User Account** button (4).

Entitle-Delegated Account System - Search and select a user to grant/change entitlements for Delegated Account System.

Users


- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

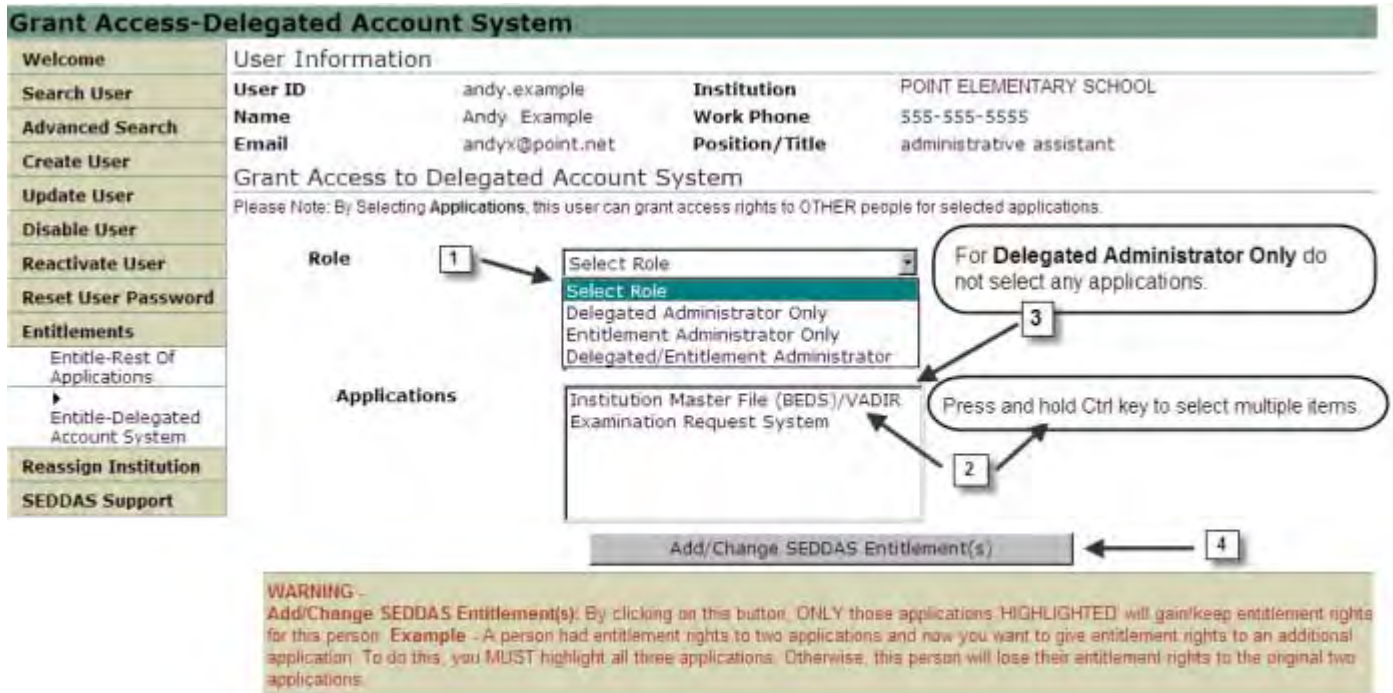
User ID Last Name

User List

	User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/>	andy.example	Andy	Example	POINT ELEMENTARY SCHOOL	555-555-5555	andyx@point.net	administrative assistant	Enabled
<input type="radio"/>	newuser.example	newuser	example	ANY HIGH SCHOOL	(555) 555-5555	newbie@example.com	ASSISTANT PRINCIPAL	Disabled
<input type="radio"/>	xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled

Step #2. Only Super DA's can grant the "Delegated Administrator Only" and "Delegated / Entitlement Administrator" roles.

- Click on the dropdown box icon  and select the role you wish to delegate (1).
- To preserve existing access to applications, you must highlight those you wish to retain (2).
- Do not select any applications when entitling a "Delegated Administrator Only" role (3).
- Click the [Add/Change SEDDAS Entitlement\(s\)](#) button (4).



Grant Access-Delegated Account System

Welcome	User Information			
Search User	User ID	andy.example	Institution	POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone	555-555-5555
Create User	Email	andyx@point.net	Position/Title	administrative assistant

Grant Access to Delegated Account System

Please Note: By Selecting Applications, this user can grant access rights to OTHER people for selected applications.

Role 1 →

Select Role

Select Role

Delegated Administrator Only

Entitlement Administrator Only

Delegated/Entitlement Administrator

Applications 2 →

Institution Master File (BEDS)/VADIR

Examination Request System

3 For **Delegated Administrator Only** do not select any applications.

2 Press and hold Ctrl key to select multiple items.

4 → Add/Change SEDDAS Entitlement(s)

WARNING -
Add/Change SEDDAS Entitlement(s): By clicking on this button, **ONLY** those applications **HIGHLIGHTED** will gain/keep entitlement rights for this person. **Example -** A person had entitlement rights to two applications and now you want to give entitlement rights to an additional application. To do this, you **MUST** highlight all three applications. Otherwise, this person will lose their entitlement rights to the original two applications.

Samples of each of the three possible role outcomes are shown:

- A.) "Delegated Administrator Only" Role: Confirmation Screen.
- 1.) No applications can be associated with this type of administrator.
 - 2.) If this is the role you want to assign, click the **Grant Access** button.
 - 3.) If this is not correct, click the **<<Back** button, and choose again.

Confirmation			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	Review Access To Applications		
Disable User	For each application displayed, please review your selections.		
Reactivate User	Delegated Account System		
Reset User Password	Role	Delegated Administrator Only	
Entitlements	Applications		
Entitle-Rest Of Applications		<div style="display: flex; justify-content: space-around; align-items: center;"> 1. 3. </div>	
Entitle-Delegated Account System		<div style="display: flex; justify-content: space-around; align-items: center;"> 2. Grant Access </div>	

When you are done, you will get a "Success Screen". One for this example is shown below.

Successful - Entitlements			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	<div style="border: 1px solid #ccc; padding: 5px;"> <p>NOTE</p> <ul style="list-style-type: none"> An email message was sent to this user and cc'd to you concerning this change. Please verify that this user's email address is correct. If not, please notify this user that this change was made. </div>		
Disable User	Granted Access To Applications		
Reactivate User	For each application displayed, the user has been granted the following values.		
Reset User Password	Delegated Account System		
Entitlements	Role	Delegated Administrator Only	
Entitle-Rest Of Applications	Applications		
Entitle-Delegated Account System			

B.) "Entitlement Administrator Only" Role: Confirmation Screen.

- 1.) The applications associated with an administrator are listed. The administrators can only grant entitlements to applications which are on their own application list.
- 2.) If this is the role you want to assign, and the applications listed are correct, click the **Grant Access** button.
- 3.) If this is not correct, click the **<<Back** button, and choose again. Use the "Ctrl" key to highlight multiple selections.

Confirmation			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	Review Access To Applications		
Disable User	For each application displayed, please review your selections.		
Reactivate User	Delegated Account System		
Reset User Password	Role	Entitlement Administrator Only	
Entitlements	Applications	Institution Master File (BEDS)/VADIR Examination Request System	
Entitle-Rest Of Applications		<div style="display: flex; justify-content: space-around;"> <<Back Grant Access </div>	
Entitle-Delegated Account System			

When you are done, you will get a "Success Screen". One for this example is shown below.

Successful - Entitlements			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	NOTE: • An email message was sent to this user and cc'd to you concerning this change. • Please verify that this user's email address is correct. If not, please notify this user that this change was made.		
Disable User	Granted Access To Applications		
Reactivate User	For each application displayed, the user has been granted the following values.		
Reset User Password	Delegated Account System		
Entitlements	Role	Entitlement Administrator Only	
Entitle-Rest Of Applications	Applications	Institution Master File (BEDS)/VADIR Examination Request System	
Entitle-Delegated Account System			

C.) "Delegated / Entitlement Administrator" Role: Confirmation Screen.

- 1.) The applications associated with an administrator are listed. The administrators can only grant entitlements to applications which are on their own application list.
- 2.) If this is the role you want to assign, and the applications listed are correct, click the **Grant Access** button.
- 3.) If this is not correct, click the **<<Back** button, and choose again. Use the "Ctrl" key to highlight multiple selections.

Confirmation			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	Review Access To Applications		
Disable User	For each application displayed, please review your selections.		
Reactivate User	Delegated Account System		
Reset User Password	Role	Delegated/Entitlement Administrator	
Entitlements	Applications	Institution Master File (BEDS)/VADIR Examination Request System	
Entitle-Rest Of Applications		<div style="display: flex; justify-content: space-around; align-items: center;"> 1. 2. 3. </div>	
Entitle-Delegated Account System		<div style="display: flex; justify-content: center; gap: 20px;"> <<Back Grant Access </div>	

When you are done, you will get a "Success Screen". One for this example is shown below.

Successful - Entitlements			
Welcome	User Information		
Search User	User ID	andy.example	Institution POINT ELEMENTARY SCHOOL
Advanced Search	Name	Andy Example	Work Phone 555-555-5555
Create User	Email	andyx@point.net	Position/Title administrative assistant
Update User	<p>NOTE:</p> <ul style="list-style-type: none"> An email message was sent to this user and cc'd to you concerning this change. Please verify that this user's email address is correct. If not, please notify this user that this change was made. 		
Disable User	Granted Access To Applications		
Reactivate User	For each application displayed, the user has been granted the following values.		
Reset User Password	Delegated Account System		
Entitlements	Role	Delegated/Entitlement Administrator	
Entitle-Rest Of Applications	Applications	Institution Master File (BEDS)/VADIR Examination Request System	
Entitle-Delegated Account System			

4.9.4 Changing or Removing Entitlements

From the Entitle-Delegated Account System sub-function (1), enter Last Name or User ID (2). Click the **Go** button (3).

On the resulting list, select the User ID (1) of the account needing modification, and click on the **Select To Entitle SEDDAS** button (2).

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> andy.example	Andy	Example	POINT ELEMENTARY SCHOOL	555-555-5555	andyx@point.net	administrative assistant	Enabled
<input type="radio"/> newuser.example	newuser	example	ANY HIGH SCHOOL	(555) 555-5555	newbie@example.com	ASSISTANT PRINCIPAL	Disabled
<input type="radio"/> xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled

Select (highlight) the role/applications that you want to modify (1). To remove ALL entitlements, click the Remove button (2). To change entitlements, click the Add/ Change button (3).

Example 1: Removing Entitlements.

This function should be used only to REMOVE ALL ENTITLEMENTS. Even if you highlight an application, and click the remove button (**Screen 1**), the screen returned (**Screen 2**), will ask you to confirm that you wish to REMOVE ACCESS to **ALL APPLICATIONS** associated with the User ID you have entered. The success screen (**Screen 3**), should appear.

Screen 1: Shows the application you want to remove.

Screen 2: Confirms what you want to remove, if so, click Remove (1) if not, click cancel (2).

Screen 3: Shows successful removal of ability to grant entitlements.

Example 2: Changing Entitlements.

Highlight desired application(s), and click the Add/Change button (Screen 4). The screen returned (Screen 5) will confirm access to all the applications listed for the User ID entered (andy.example in this sample illustration). The success screen (Screen 6), should appear.

Screen 4: Shows the application you want to RETAIN.

User Information			
User ID	andy.example	Institution	POINT ELEMENTARY SCHOOL
Name	Andy Example	Work Phone	555-555-5555
Email	andyx@point.net	Position/Title	administrative assistant

Grant Access to Delegated Account System

Please Note: By Selecting Applications, this user can grant access rights to OTHER people for selected applications.

Role	Entitlement Administrator Only	For Delegated Administrator Only do not select any applications. Press and hold Ctrl key to select multiple items.
Applications	<ul style="list-style-type: none"> Institution Master File (BEDS)/VADIR Examination Request System 	

Screen 5: Confirms these are the changes you want (1), if so, click Grant (2), if not, click back (3).

Confirmation			
Welcome	User Information		
Search User	User ID	andy.example	Institution
Advanced Search	Name	Andy Example	Work Phone
Create User	Email	andyx@point.net	Position/Title
Update User	Review Access To Applications		
Disable User	For each application displayed, please review your selections.		
Reactivate User	Delegated Account System		
Reset User Password	Role	Entitlement Administrator Only	
Entitlements	Applications	<ul style="list-style-type: none"> Examination Request System Following values will be removed: Institution Master File (BEDS)/VADIR 	
Entitle-Rest Of Applications	<input type="button" value="Grant Access"/>		
Entitle-Delegated Account System	<input type="button" value="Grant Access"/>		

Screen 6: Shows that the user remains entitled to the application highlighted.

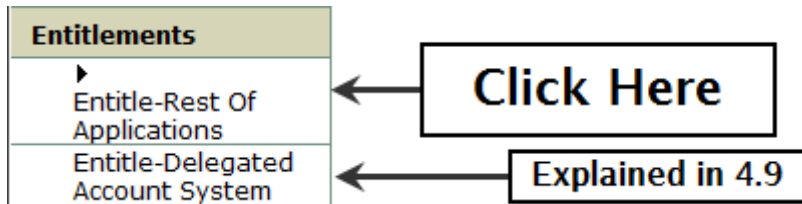
Successful - Entitlements			
Welcome	User Information		
Search User	User ID	andy.example	Institution
Advanced Search	Name	Andy Example	Work Phone
Create User	Email	andyx@point.net	Position/Title
Update User	NOTE:		
Disable User	<ul style="list-style-type: none"> An email message was sent to this user and cc'd to you concerning this change. Please verify that this user's email address is correct. If not, please notify this user that this change was made. 		
Reactivate User	Granted Access To Applications		
Reset User Password	For each application displayed, the user has been granted the following values.		
Entitlements	Delegated Account System		
Entitle-Rest Of Applications	Role	Entitlement Administrator Only	
Entitle-Delegated Account System	Applications	Examination Request System	

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4.10 Creating Entitlements to SEDDAS Applications

4.10.1 Purpose of Entitle-Rest Of Applications.

The Entitle-Rest Of Applications is a sub-function of the Entitlements Function. It allows a SEDDAS Administrator to entitle accounts to specific applications within the SEDDAS portion of the NYSED portal.



4.10.2 Who can perform this function?

Super Delegated Administrators (Super DA), Delegated/ Entitlement Administrators (DA/EA) and Entitlement Administrators (EA) can grant entitlements to users within their respective jurisdictions.

4.10.3 Applications

The applications currently accessible through SEDDAS:

- 1.) Contract For Excellence (C4E)
- 2.) Impartial Hearing Reporting System (IHRS)
- 3.) Institution Master File (BEDS)/VADIR
- 4.) IRSP – Information and Reporting Services Portal
- 5.) Mandated Services (MSA)
- 6.) NYSSIS – Student Identification System
- 7.) OSA – Examination Request System
- 8.) State Aid Management System (SAMS)
- 9.) Title I Status Report – No Child Left Behind (NCLB)
- 10.) ARRA – Education Stabilization Fund Application
- 11.) ELR – Education Law Reporting
- 12.) L2RPT - Level 2 Reporting

4.10.4 Entities and Roles

“Entities” refers to the educational institution classifications within SEDDAS as follows:

- 1.) **Public Districts and School Buildings -- non-NYC**
- 2.) **NYC Public**
- 3.) **BOCES and RICS/RCCS**
- 4.) **Charter**
- 5.) **Non-Public and Affiliates**

Different Entities have different privileges within SEDDAS. Certain Entitlements can only be given to specific titles (Superintendent, Principal, etc.) by those with specific Entitlement Roles. The entitlement rules vary by Entity. The Applications (IMF, OSA, etc.) vary by Entity. Please read the section specific to your entity in **4.10.5 Rules by Entity**. It will tell you who can be entitled to which Role within each specific Application available to your entity. After the section regarding rules concerning your entity, there are detailed instructions to walk you through selected applications.

4.10.5 Rules by Entity

- 1.) ***** PUBLIC - non-NYC *****

Applications for DISTRICTS:

ARRA Education Stabilization Fund Application

Roles:

Data Entry
Submit and Certify
View Only

Titles that can be entitled to this Role:

Anyone
Superintendent of Record in SEDREF
Anyone

Contract For Excellence

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Superintendent of Record in SEDREF

Impartial Hearing Reporting System (IHRS)

Groups:

Case Maintenance
School District Non NYC

Titles that can be entitled to this Group:

Anyone
Anyone

Institution Master File (BEDS)/VADIR

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Superintendent of Record in SEDREF

*** PUBLIC - non-NYC *** continued

Applications for DISTRICTS:

NYSSIS – Student Identification System

Roles:	Titles that can be entitled to this Role:
NYSSIS User	Anyone

State Aid Management System

Roles: **	Titles that can be entitled to this Role:
School Entity User	Anyone
School Superintendent	Superintendent of Record in SEDREF

Accessibility: Select “Yes”, only if accessibility for visual impairment is needed.

** You may see Roles for other entities in the dropdown menu. Assign District staff to School Roles. Choosing a BOCES Role or an SED Role for District staff will result in an error message.

Title I Status Report – No Child Left Behind (NCLB)

Roles: ***	Titles that can be entitled to this Role:
Data Entry	Anyone
Submit and Certify	Superintendent of Record in SEDREF
Administrator SED	Assigned only by SED
Read Only	Assigned only by SED

*** If the user cannot assign a particular Title I Role, it will not appear in the dropdown menu.

IRSP – Information and Reporting Services Portal

Roles:	Titles that can be entitled to this Role:
Download Access	Anyone (maximum: 5 per district)

ELR – Education Law Reporting

Roles:	Titles that can be entitled to this Role:
Submit and Certify	Anyone (maximum: 1 per district)

L2RPT - Level 2 Reporting***

Roles:	Titles that can be entitled to this Role:
Data View	Anyone

*** User must sign-in and change initial password at the portal before proceeding to Cognos.

***** PUBLIC - non-NYC *** continued**

Applications for PUBLIC SCHOOL BUILDINGS:

Institution Master File (BEDS)/VADIR

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Anyone

OSA (Exam Request System)

Roles:

Principal-Submit and Certify
Summer School Principal-Submit/Certify
Test Coordinator-Submit Only

Titles that can be entitled to this Role: (3 total^{*})**

Principal of Record in SEDREF
Summer School Principal of Record in SEDDAS
Anyone - One designee per building

***** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.**

L2RPT - Level 2 Reporting ***

Roles:

Data View

Titles that can be entitled to this Role:

Anyone

***** User must sign-in and change initial password at the portal before proceeding to Cognos.**

2.) *** NYC PUBLIC ***

Applications for NYC CHANCELLOR:

ARRA Education Stabilization Fund Application

Roles:	Titles that can be entitled to this Role:
Data Entry	Anyone
Submit and Certify	Superintendent of Record in SEDREF
View Only	Anyone

Contract For Excellence

Roles:	Titles that can be entitled to this Role:
Data Entry	Anyone
Submit and Certify	Anyone

Impartial Hearing Reporting System (IHRS)

Groups:	Titles that can be entitled to this Group:
Case Maintenance	Anyone

NYSSIS – Student Identification System

Roles:	Titles that can be entitled to this Role:
NYSSIS User	Anyone

State Aid Management System

Roles: **	Titles that can be entitled to this Role:
School Entity User	Anyone
School Superintendent	NYC Chancellor of Record in SEDREF

Accessibility: Select “Yes”, only if accessibility for visual impairment is needed.

**** You may see roles for other entities in the dropdown menu. Assign District staff to School roles. Choosing a BOCES role or an SED role for District staff will result in an error message.**

***** NYC PUBLIC *** continued**

Applications for NYC Community School District:

Contract For Excellence

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
CSD Superintendent of Record in SEDREF

Applications for NYC PUBLIC SCHOOL BUILDINGS:

OSA (Exam Request System)

Roles:

Principal-Submit and Certify
Summer School Principal-Submit/Certify
Test Coordinator-Submit Only

Titles that can be entitled to this Role: (3 total^{*})**

Principal of Record in SEDREF
Summer School Principal of Record in SEDDAS
Anyone - One designee per building

***** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.**

3.) *** BOCES and RICS/RCCS ***

Applications for BOCES DISTRICTS:

Institution Master File (BEDS)/VADIR

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Superintendent of Record in SEDREF

State Aid Management System

Roles: **

BOCES Entity User
District Superintendent

Titles that can be entitled to this Role:

Anyone
District Superintendent of Record in SEDREF

Accessibility: Select "Yes", only if accessibility for visual impairment is needed.

**** You may see roles for other entities in the dropdown menu. Assign BOCES staff to BOCES roles. Choosing a School Entity role or an SED role for BOCES will result in an error message.**

OSA (Exam Request System)

Roles:

Principal-Submit and Certify

Summer School Principal-Submit/Certify
Test Coordinator-Submit Only

Titles that can be entitled to this Role: (3 total*)**

Superintendent of Record in SEDREF
Or
Principal of Record in SEDDAS
Summer School Principal of Record in SEDDAS
Anyone - One designee per building

***** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.**

Applications for BOCES SCHOOL BUILDINGS:

Institution Master File (BEDS)/VADIR

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Anyone

OSA (Exam Request System)

Roles:

Principal-Submit and Certify
Summer School Principal-Submit/Certify
Test Coordinator-Submit Only

Titles that can be entitled to this Role: (3 total*)**

Principal of Record in SEDREF
Summer School Principal of Record in SEDDAS
Anyone - One designee per building

***** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.**

***** BOCES and RICS/RCCS *** continued**

Applications for RICS/RCCS:

NYSSIS – Student Identification System

Roles: NYSSIS User	Titles that can be entitled to this Role: Anyone
------------------------------	--

L2RPT - Level 2 Reporting ***

Roles: Data View	Titles that can be entitled to this Role: Anyone
----------------------------	--

***** User must sign-in and change initial password at the portal before proceeding to Cognos.**

4.) * Charter Schools *****

Applications for Charter Schools:

Institution Master File (BEDS)/VADIR

Roles: Data Entry Submit and Certify	Titles that can be entitled to this Role: Anyone Anyone
---	--

IRSP – Information and Reporting Services Portal

Roles: Download Access	Titles that can be entitled to this Role: Anyone (maximum: 5 per school)
----------------------------------	---

NYSSIS – Student Identification System

Roles: NYSSIS User	Titles that can be entitled to this Role: Anyone
------------------------------	--

OSA (Exam Request System)

Roles: Principal-Submit and Certify Summer School Principal-Submit/Certify Test Coordinator-Submit Only	Titles that can be entitled to this Role: (3 total***) Principal of Record in SEDREF Summer School Principal of Record in SEDDAS Anyone - One designee per building
---	---

***** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.**

ARRA Education Stabilization Fund Application

Roles: Data Entry Submit and Certify View Only	Titles that can be entitled to this Role: Anyone Principal of Record in SEDREF Anyone
--	---

L2RPT - Level 2 Reporting ***

Roles: Data View	Titles that can be entitled to this Role: Anyone
----------------------------	--

***** User must sign-in and change initial password at the portal before proceeding to Cognos.**

5.) *** Non-Public Schools ***

Applications for Non-Public Schools:

Institution Master File (BEDS)/VADIR

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
Anyone

MSA (Mandated Services)

Roles:

Data Entry
Submit and Certify

Titles that can be entitled to this Role:

Anyone
CEO or CFO of Record in SEDREF

NYSSIS – Student Identification System

Roles:

NYSSIS User

Titles that can be entitled to this Role:

Anyone

OSA (Exam Request System)

Roles:

Principal-Submit and Certify
Summer School Principal-Submit/Certify
Test Coordinator-Submit Only

Titles that can be entitled to this Role: (3 total*)**

Principal of Record in SEDREF
Summer School Principal of Record in SEDDAS
Anyone - One designee per building

*** Only one user at a time can be entitled to each OSA role. Before assigning an OSA role, disable or remove entitlement from previous user account.

ARRA Education Stabilization Fund Application

Roles:

Data Entry
Submit and Certify
View Only

Titles that can be entitled to this Role:

Anyone
Principal of Record in SEDREF
Anyone

L2RPT - Level 2 Reporting ***

Roles:

Data View

Titles that can be entitled to this Role:

Anyone

***User must sign-in and change initial password at the portal before proceeding to Cognos.

***** Non-Public Schools *** continued**

Applications for Non-Public Affiliates:

NYSSIS – Student Identification System

Roles:

NYSSIS User

Titles that can be entitled to this Role:

Anyone

MSA (Mandated Services)

Roles:

Data Entry

Submit and Certify

Titles that can be entitled to this Role:

Anyone

CEO or CFO of Record in SEDREF

L2RPT - Level 2 Reporting***

Roles:

Data View

Titles that can be entitled to this Role:

Anyone

***** User must sign-in and change initial password at the portal before proceeding to Cognos**

4.10.6 How is this done using SEDDAS?

EXAMPLE 1: Granting IMF entitlement.

Step #1. The Super DA, DA/EA or EA should log into the SEDDAS Application and select the **Entitlements** menu choice found on the left side of the web page.

- Select the **Entitle-Rest Of Applications** sub-function (1).
- Enter either User ID or Last Name (2) and click the **Go** button.
- Select the user you want to entitle (3).
- Click the **Select To Entitle User Account** button (4).

Welcome

Entitle User Account - Search and select a user to grant/change entitlements.

Search User

Advanced Search

Create User

Update User

Disable User

Reactivate User

Reset User Password

Entitlements

Entitle-Rest Of Applications (1)

Entitle-Delegated Account System

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID: [] Last Name: [sam*] Go (2)

User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/> delilah.samson	Delilah	Samson	MAGNET SCHOOL	555-555-5555	delis@magnet.net	BEDS Coordinator	Enabled
<input checked="" type="radio"/> sally.sample	Sally	Sample	SCHOOL 1	555-555-5555	sallys@school.org	SUMMER SCHOOL PRINCIPAL	Enabled

Select To Entitle User Account (4)

Step #2. The Application choices available to your entity are shown (1). Select the applications you want to assign to the user (“Sally.Sample” is shown), and then click the **Start Entitling** button (2).

Select Application for Entitlement

User Information

User ID	sally.sample	Institution	SCHOOL 1
Name	Sally Sample	Work Phone	555-555-5555
Email	sallys@school.org	Position/Title	SUMMER SCHOOL PRINCIPAL

Application Choices

Please select applications for entitlement (1)

Examination Request System

Institution Master File (BEDS)/VADIR

Start Entitling (2)

Step #3. Make sure you have the application you want to entitle (1). If not, click back (3). Select the role you want to entitle (2). Click next (3).

User Information

User ID	sally.sample	Institution	NEW ELEMENTARY SCHOOL
Name	Sally Sample	Work Phone	555-555-5555
Email	sallys@school.org	Position/Title	SUMMER SCHOOL PRINCIPAL

Grant Access To Applications
For each application displayed, please make your selections

1. Institution Master File (BEDS)/VADIR

2. Role: Data Entry

3. Back Next >>

For district, it should be superintendent for this role.

REMINDERS APPEAR IN THIS AREA

The confirmation screen returns, check it for accuracy. If the information is correct, click the **Grant Access** button (4). If not, click **<<Back** (5), and try again.

User Information

User ID	sally.sample	Institution	SCHOOL 1
Name	Sally Sample	Work Phone	555-555-5555
Email	sallys@school.org	Position/Title	SUMMER SCHOOL PRINCIPAL

Review Access To Applications
For each application displayed, please review your selections.

4. Institution Master File (BEDS)/VADIR

5. Role: Data Entry

<<Back Grant Access

When you are done, you will get a "Success Screen". One for this example is shown below.

Successful - Entitlements

User Information

User ID	sally.sample	Institution	SCHOOL 1
Name	Sally Sample	Work Phone	555-555-5555
Email	sallys@school.org	Position/Title	SUMMER SCHOOL PRINCIPAL

NOTE

- An email message was sent to this user and cc'd to you concerning this change.
- Please verify that this user's email address is correct. If not, please notify this user that this change was made.

Granted Access To Applications
For each application displayed, the user has been granted the following values.

Institution Master File (BEDS)/VADIR

Role Data Entry

EXAMPLE 2: Granting Impartial Hearing Reporting System (IHRS) entitlement.

Step #1. The Super DA, DA/EA or EA should log into the SEDDAS Application and select the **Entitlements** menu choice found on the left side of the web page.

- Select the **Entitle-Rest Of Applications** sub-function (1).
- Enter either User ID or Last Name (2) and click the **Go** button.
- Select the user you want to entitle (3).
- Click the **Select To Entitle User Account** button (4).

Entitle User Account - Search and select a user to grant/change entitlements.

Users

- Please enter User ID or Last Name or both.
- A wildcard character (*), following a minimum of 3 characters, may be used on any text field.

User ID Last Name

User List

	User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/>	xavier.example	Xavier	Example	ANY CITY SD	(555) 555-5555	anyone@example.com	ADMINISTRATIVE ASSISTANT	Enabled
<input type="radio"/>	yvonne.example	Yvonne	Example	ANY CITY SD	(555) 555-5555	Yvonnee@example.com	ASSISTANT SUPERINTENDANT	Enabled

Left sidebar menu: Entitle-Rest Of Applications (1), Entitle-Delegated Account System

Step #2. The Application choices available to your entity are shown (1). Select the applications you want to assign to the user (“Xavier.Example” is shown), and then click the **Start Entitling** button (2).

Select Application for Entitlement

User Information

User ID	xavier.example	Institution	ANY CITY SD
Name	Xavier Example	Work Phone	(555)555-5555
Email	anyone@example.com	Position/Title	ADMINISTRATIVE ASSISTANT

Application Choices

Please select applications for entitlement. (1)

- State Aid Management System
- Institution Master File (BEDS)/VADIR
- Impartial Hearing Reporting System
- Contract For Excellence

(2)

Step #3. For District (non-NYC) select both groups, then click the **Next >> button.**

The screenshot shows a menu on the left with options: Disable User, Reactivate User, Reset User Password, and Entitlements. The 'Entitlements' section is expanded, and 'Entitle-Rest Of Applications' is selected. To the right, the 'Impartial Hearing Reporting System' screen displays two groups: 'Case Maintenance' and 'School District Non NYC'. A box labeled 'Hold Ctrl down and select both' has an arrow pointing to both group names. A blue arrow points to the 'Next >>' button at the bottom right.

For NYC (Chancellor) there is only one group to select, then click the **Next >> button.**

The screenshot shows the same menu as above, with 'Entitle-Rest Of Applications' selected. The 'Impartial Hearing Reporting System' screen displays only one group: 'Case Maintenance'. A box labeled 'Just one group' has an arrow pointing to the group name. A blue arrow points to the 'Next >>' button at the bottom right.

The confirmation screen returns, check it for accuracy. If the information is correct, click the **Grant Access** button (4). If not, click **<<Back** (5), and try again.

The 'Confirmation' screen displays user information in a table:

Confirmation			
User Information			
User ID	xavier.example	Institution	ANY CITY SD
Name	Xavier Example	Work Phone	(555)555-5555
Email	anyone@example.com	Position/Title	ADMINISTRATIVE

Below the table is the section 'Review Access To Applications' with the instruction: 'For each application displayed, please review your selections.' The 'Impartial Hearing Reporting System' application is listed with two groups: 'Case Maintenance' and 'School District Non NYC'. A box labeled '5.' has an arrow pointing to the '<<Back' button, and a box labeled '4.' has an arrow pointing to the 'Grant Access' button.

When finished, you will get a "Success Screen". A partial one for this example is shown below.

Successful - Entitlements

User Information

User ID	xavier.example	Institution
Name	Xavier Example	Work Phone
Email	anyone@example.com	Position/Title

Granted Access To Applications

For each application displayed, the user has been granted the following values.

Impartial Hearing Reporting System

Groups		
Non-NYC	Case Maintenance	NYC
	School District Non NYC	