

# A Quick Guide: Creating and Entitling AIR Growth Reporting System Users

New York State Education Department  
December, 2012

This page intentionally left blank.

## Introduction

This guide will provide a brief review of the SEDDAS Create User and Entitlement functions, as well as an explanation of the unique features specific to the AIR Growth Reporting System (GRS) entitlement process. The AIR Growth Reporting System (GRS) is not accessible via the NYSED Application Business Portal. However, user account maintenance for AIR GRS is performed with SEDDAS (State Education Department Delegated Account System) which is accessible via the NYSED Application Business Portal. For Delegated Administrators already familiar with SEDDAS, little is substantially different when creating and entitling an account for AIR GRS. More detailed information concerning SEDDAS Creating and Entitling can be found in the SEDDAS User Guide.

This page intentionally left blank.

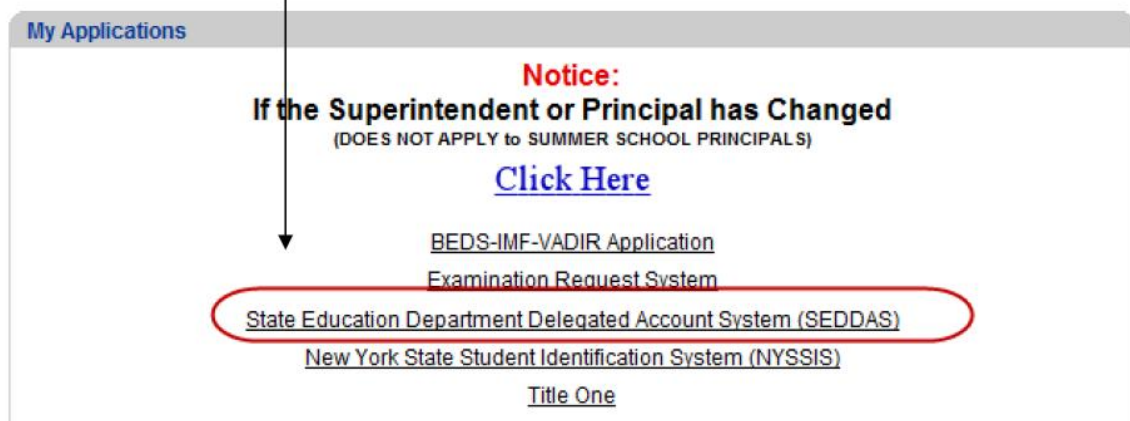
## Sign In

Go to The NYSED Business Application Portal at: [portal.nysed.gov](http://portal.nysed.gov)

Log on



Different Users have different applications available to them; Delegated Administrators (DA's) have access to SEDDAS. Only a DA can grant access to applications. Select SEDDAS from the list of applications.



This page intentionally left blank.

## Create a User

Once you have signed into SEDDAS, use the menu on the left to begin your work. Click where it says Create User. Follow the on-screen prompts. You are not done until you receive the message saying, "User is created successfully." Now, you must still entitle the user to the AIR application.

# Delegated Account System

The screenshot shows the 'Delegated Account System' interface. On the left is a vertical menu with the following items: 'Welcome', 'Search User', 'Advanced Search', 'Create User', 'Update User', 'Disable User', 'Reactivate User', 'Reset User Password', 'Entitlements', 'Reassign Institution', and 'SEDDAS Support'. The 'Create User' item is highlighted with a green oval and a green arrow pointing to it from the right. The 'SEDDAS Support' item is highlighted with a red oval and a red arrow pointing to it from the right. A red callout box points to the 'SEDDAS Support' item with the text: 'You can access the SEDDAS User Guide by clicking on SEDDAS Support'. The main content area on the right has a header 'About Your Delegated Administration Account' and is currently empty.

Welcome	
► Welcome	About Your Delegated Administration Account
Search User	
Advanced Search	
Create User	
Update User	
Disable User	
Reactivate User	
Reset User Password	
Entitlements	
Reassign Institution	
SEDDAS Support	

This page intentionally left blank.

## Entitle a User

Using the menu on the left, select Entitlements; enter the User ID or last name of the user you wish to entitle.

**NYSED - SEDDAS - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

NYSED - SEDDAS

https://eservice.nysed.gov/seddas/actions/simplesearch.do

Most Visited #1 Staff Directory #2 Search AtWork #3 SED Internet Web ... http://www.yahoo.com/ http://www.yahoo.com/ http://srv03.nysed.go...

University of the State of New York  
State Education Department

### Delegated Account System

#### Search User

Welcome

Search User

Search Teacher

Advanced Search

Create User

Update User

Disable User

Disable Teacher

Reactivate User

Reactivate Teacher

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  Go

User List

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input checked="" type="radio"/> andy.example	Andy	Example	ALBANY CITY SD	555-555-5555	andyx@point.net	ASSISTANT SUPERINTENDENT	Enabled

Select To Entitle User Account

If more than one user is shown, select the user by clicking on the radio button that precedes the name, and click on the  button.

Next, select the applications you want the user to be able to access. Click **Start Entitling**.


**NYSED - SEDDAS - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

NYSED - SEDDAS

https://eservice.nysed.gov/seddas/actions/searchActionType.do

Most Visited #1 Staff Directory #2 Search AtWork #3 SED Internet Web ... http://www.yahoo.com/ http://www.yahoo.com/ http://srv03.nysed.go...

 **University of the State of New York  
State Education Department**

## Delegated Account System

### Select Application for Entitlement

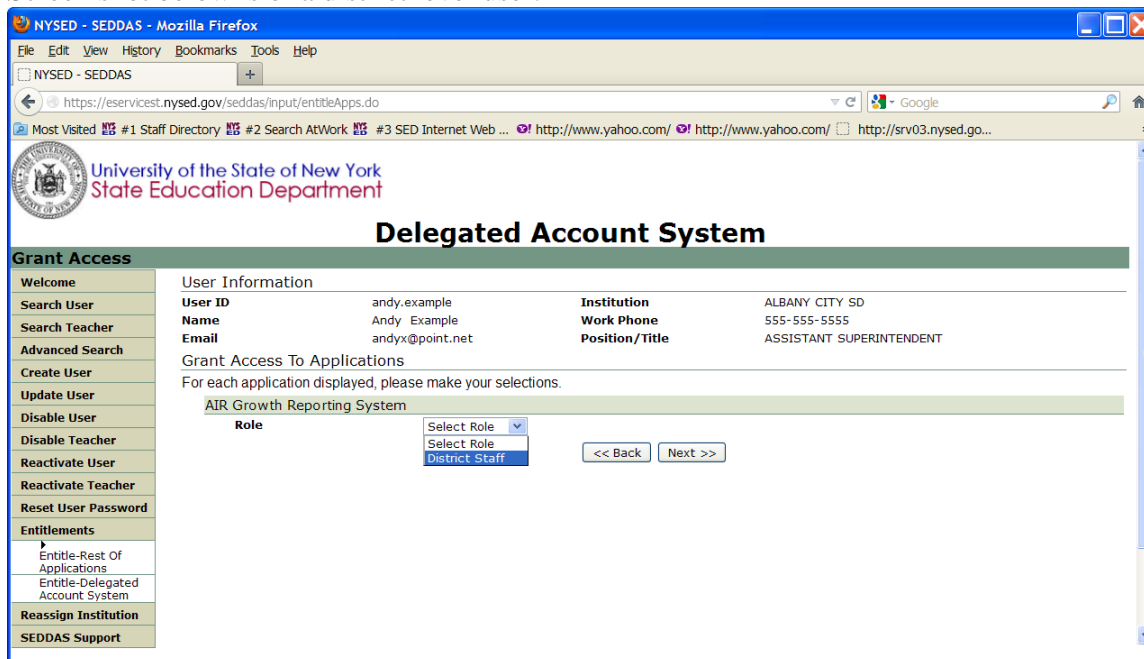
<b>Welcome</b>	<b>User Information</b>			
<b>Search User</b>	<b>User ID</b>	andy.example	<b>Institution</b>	ALBANY CITY SD
<b>Search Teacher</b>	<b>Name</b>	Andy Example	<b>Work Phone</b>	555-555-5555
<b>Advanced Search</b>	<b>Email</b>	andyx@point.net	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>Create User</b>	<b>Application Choices</b>			
<b>Update User</b>	Please select applications for entitlement.			
<b>Disable User</b>	<input checked="" type="checkbox"/> AIR Growth Reporting System			
<b>Disable Teacher</b>	<input type="checkbox"/> Race to the Top			
<b>Reactivate User</b>	<input type="checkbox"/> Education Law Reporting			
<b>Reactivate Teacher</b>	<input type="checkbox"/> L2RPT Level 2 Reporting			
<b>Reset User Password</b>	<input type="checkbox"/> Examination Request System			
<b>Entitlements</b>	<input type="checkbox"/> Impartial Hearing Reporting System			
Entitle-Rest Of Applications	<input type="checkbox"/> NYSSIS			
Entitle-Delegated Account System	<input type="checkbox"/> Contract For Excellence			
<b>Reassign Institution</b>	<input type="checkbox"/> State Aid Management System			
<b>SEDDAS Support</b>	Please select applications to change/remove access.			
<b>Logged In As</b>	<input type="checkbox"/> LOHIST Level 0 Historical			
Mark macutek	<input type="checkbox"/> Title I			
NYS DEPT OF EDUCATION	<input type="checkbox"/> Institution Master File (BEDS)/VADIR			
NYSED Database Unit Administrator	<input type="button" value="Remove Entitlement(s)"/> <input type="button" value="Start Entitling"/>			

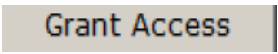
## Entitle a User

If a district level user, select “District Staff” and click the  button.

If a building level user, select “School Staff” and click the  button.

Screen shot below is of a district level user.



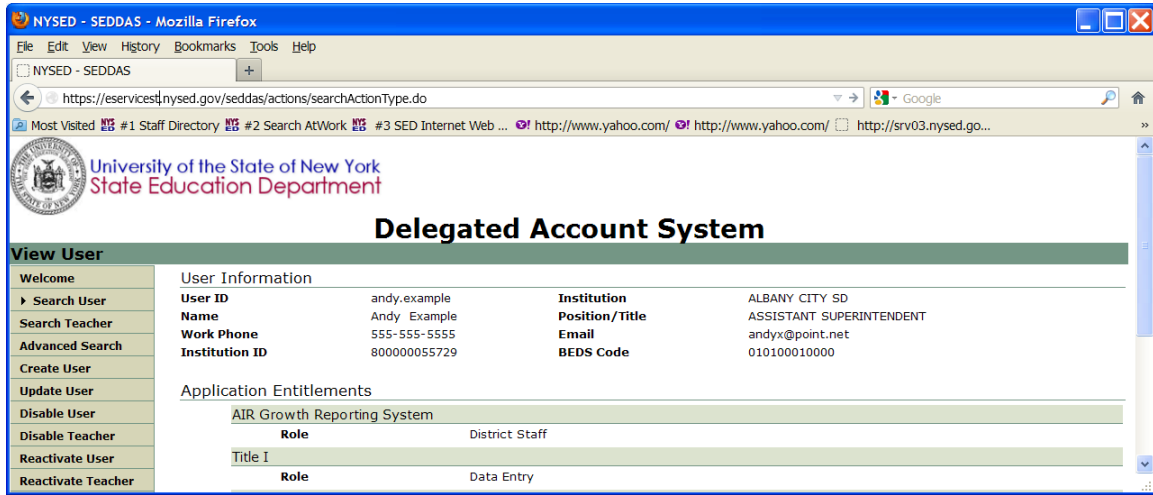
On the next page, after confirming the information is correct, select . The user will now have access to the AIR application.

### PLEASE NOTE:

Only district level staff and building level administrative staff can be provisioned to AIR GRS via SEDDAS.

Teachers can use their username and password for the NYSED Teacher Student Roster Verification system to access the AIR GRS. If the teacher does not have a login for the NYSED Teacher Student Roster Verification system or has forgotten their password, please direct them to Teacher Access and Authorization (TAA) website, <https://eservices.nysed.gov/taa/login.htm>.

SEDDAS users can use the Search function, this will show whether or not the user has been entitled to AIR, as shown below:



The screenshot shows the NYSED - SEDDAS web application running in Mozilla Firefox. The browser's address bar displays the URL: <https://eservices1.nysed.gov/seddas/actions/searchActionType.do>. The page header includes the University of the State of New York State Education Department logo and the title "Delegated Account System".

The main content area is titled "View User" and contains a sidebar menu on the left with the following options: Welcome, Search User, Search Teacher, Advanced Search, Create User, Update User, Disable User, Disable Teacher, Reactivate User, and Reactivate Teacher. The "Search User" option is currently selected.

The main content area displays the following information:

User Information			
User ID	andy.example	Institution	ALBANY CITY SD
Name	Andy Example	Position/Title	ASSISTANT SUPERINTENDENT
Work Phone	555-555-5555	Email	andyx@point.net
Institution ID	800000055729	BEDS Code	010100010000

Below the user information, the "Application Entitlements" section is displayed:

AIR Growth Reporting System	
Role	District Staff

Title I	
Role	Data Entry

## Accessing AIR Growth Reporting System

Once a user account has been provisioned to the AIR Growth Reporting System, the user should be directed to the engageNY website (<http://engageny.org>) to access the AIR Growth Reporting System.

