A Quick Guide: Entitling Users to L0HIST L0Hist Summer Cleanup View/Update

This Summer Cleanup application will be used by select users to view/update NYS Vendor scored current school year assessments (NYSTP 3-8 ELA & math & NYSESLAT) to wrap-up end of year reporting.

New York State Education Department September 2016

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

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

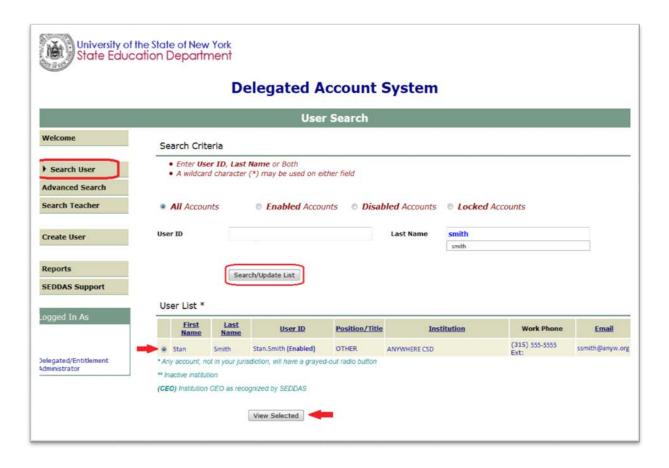
Quick Notes about entitling L0HIST Summer Cleanup View/Update:

A user can only get L0HIST Summer Cleanup View/Update privileges from either the EA or DA/EA at their institution.

How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update

Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

- Enter the User ID or Last Name that you are looking for
- > Select the desired user with the "radio button" to the left of their "First Name"
- Click the "View Selected" button to see user details

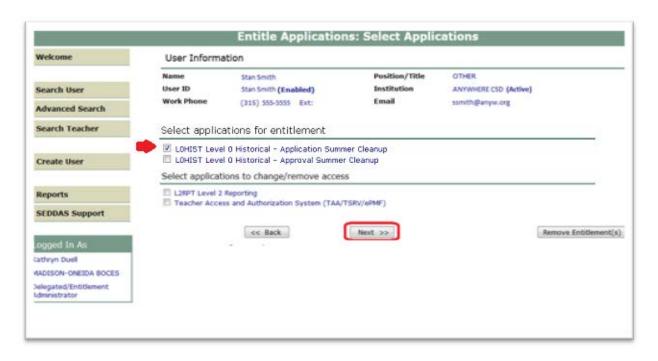


How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

Step 2: Select "Entitle Applications" to entitle this user to L0HIST Application Summer Cleanup View/Update access.



Step 3: Select the "L0HIST – Application Summer Cleanup" check box and click on the "Next" button:



How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

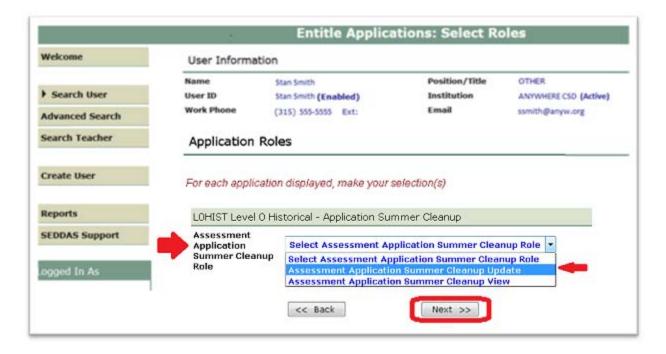
Step 4: From the "Assessment Application Summer Cleanup Role" drop down

Select "Assessment Application Summer Cleanup <u>View</u>" to entitle the selected user "view" privileges to LOH Summer Cleanup data for your institution

<u>OR</u>

From the "Assessment Application Summer Cleanup Role" drop down

- Select "Assessment Application Summer Cleanup <u>Update</u>" to entitle the selected user "update" privileges to L0H Summer Cleanup data for your institution If the selected user should not be able to update
- > Select the "view" option above
- Select "Next"



How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

Step 5: Select "Grant Access" to entitle the selected user to L0HIST Application Summer Cleanup View/Update access for your institution:



Step 6: Both you and the selected user should receive a confirmation email when entitlement is complete:

Note

NOTE:

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

LOHIST Level O Historical - Application Summer Cleanup

Assessment Application Summer Cleanup Role

Assessment Application Summer Cleanup Update