

**A Quick Guide:
Entitling Users to
LOHIST Level 0 Historical
Student View/Update**

**New York State Education Department
Revised August 2016**

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

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

Quick Notes about entitling L0HIST Level 0 Historical Student Update:

1. A RIC user **must** have L0HIST Level 0 Historical Student View privileges **before** they can be given L0HIST Level 0 Historical Student Update privileges.
2. A RIC user can only get L0HIST Level 0 Historical Student View privileges from either the EA or DA/EA at their RIC before they can be granted L0HIST Level 0 Historical Student Update privileges from a specific district.
3. A district administrator (EA, DA/EA or SDA) can grant L0HIST Level 0 Historical Student Update privileges to a RIC user only after that user has obtained L0HIST Level 0 Historical Student View privileges from their RIC EA or DA/EA.

Section 1: How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Student 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

Delegated Account System

User Search

Welcome

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) may be used on either field

All Accounts
 Enabled Accounts
 Disabled Accounts
 Locked Accounts

User ID:
 Last Name:

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	Stan	Smith	Stan.Smith (Enabled)	OTHER	ANYWHERE CSD	(315) 555-5555 Ext:	ssmith@anyw.org

** Any account, not in your jurisdiction, will have a grayed-out radio button*
*** Inactive institution*
(CEO) Institution CEO as recognized by SEDDAS

Section 1: How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Student View/Update (Continued)

Step 2: Select “Entitle Applications” to entitle this user to LOH *Student Update* access:

View User

Welcome

User Information

Name	Stan Smith	Position/Title	ASSISTANT SUPERINTENDENT
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Institution CEO	SUPERINTENDENT JOHN JONES	BEDS Code	999999040000
Institution ID	80000888888	Parent Inst	N/A
Parent Inst ID	N/A	Work Phone	(315) 555-5555 Ext:
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Application Entitlements

L2RPT Level 2 Reporting

Role(s) Staff Data - Other
Staff Human Resource Data

Teacher Access and Authorization System (TAA/TSRV/ePMF)

Role TAA/TSRV/PMF

Step 3: Select the “LOHIST Level 0 Historical – Student” check box and click on the “Next” button:

Entitle Applications: Select Applications

Welcome

User Information

Name	Stan Smith	Position/Title	OTHER
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Select applications for entitlement

- AIR Growth Reporting System
- ARRA Reporting System
- Examination Request System
- IRS Data
- IRS Portal
- Institution Master File (BEDS)/VADIR
- LOHIST Level 0 Historical - Staff Eval
- LOHIST Level 0 Historical - Student
- SED Monitoring & Vendor Performance System
- State Aid Management System

Select applications to change/remove access

- L2RPT Level 2 Reporting
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

Section 1:
How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Student View/Update (Continued)

Step 4: From the “**Student Role**” drop down

- Select “Level 0 Historical – Student View” to entitle the selected user “view” privileges to L0H Student data for your LEA

From the “**Student Update Role**” drop down

- Select “Level 0 Historical – Student Update” to entitle the selected user “update” privileges to L0H Student data for your LEA
 - If the selected user should not be able to update
 - Leave the value set to “Select Student Update Role”
- Select “Next”

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

User Information

Name	Stan Smith	Position/Title	OTHER
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Student

➤ Student Role: Level 0 Historical - Student View

➤ Student Update Role: Select Student Update Role, Select Student Update Role, Level 0 Historical - Student Update

<< Back Next >>

Section 1:
How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Student View/Update (Continued)

Step 5: Select “Grant Access” to entitle the selected user to L0H Student View access for your LEA:

The screenshot shows a web interface titled "Entitle Applications: Grant Access". On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, Reports, and SEDDAS Support. The main content area is titled "User Information" and displays details for Stan Smith, including his name, ID, work phone, position, institution, and email. Below this, a section titled "LOHIST Level 0 Historical - Student" shows the selected "Student Role" as "Level 0 Historical - Student View". At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter being highlighted by a red rectangular box.

Note: If “Level 0 Historical – Student Update” had been selected from the “Student Update Role”, then the screen would indicate “Level 0 Historical – Student Update”

This is a close-up of the "LOHIST Level 0 Historical - Student" section from the previous screenshot. It displays the "Student Role" as "Level 0 Historical - Student View" and the "Student Update Role" as "Level 0 Historical - Student Update". At the bottom, the "<< Back" and "Grant Access" buttons are visible, with the "Grant Access" button highlighted by a red rectangular box.

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

Section 2: How a RIC EA or DA/EA can entitle another RIC user for Level 0 Historical Student View

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

Delegated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
athryn Duell
IC MOHAWK/MADISON-ONEIDA/MORIC
delegated/Entitlement administrator

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) may be used on either field

All Accounts
 Enabled Accounts
 Disabled Accounts
 Locked Accounts

User ID: Last Name:

Search/Update List

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	ricuser	example	ricuser.example (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA/MORIC	(315) 361-2700 Ext:	ricex@moric.org

* Any account, not in your jurisdiction, will have a grayed-out radio button
** Inactive institution
(CEO) Institution CEO as recognized by SEDDAS

View Selected

Step 2: Select “Entitle Applications” to entitle this user to L0H Student Update access:

View User

Welcome

Search User
Advanced Search
Search Teacher

Create User

Reports
SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Institution CEO	DIRECTOR	BEDS Code	259000900000
Institution ID	800000050838	Parent Inst	N/A
Parent Inst ID	N/A	Email	ricex@morc.org
Work Phone	(315) 361-2700 Ext:		

<< Back Account History **Entitle Applications** Entitle Administrator Update Disable Reassign List Administrator

Application Entitlements

User does not have access to any applications

Step 3: Check the box next to “LOHIST Level 0 Historical – Student” and click “Next”

Entitle Applications: Select Applications

Welcome

Search User
Advanced Search
Search Teacher

Create User

Reports
SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morc.org

Select applications for entitlement

- IRS Portal
- LOHIST Level 0 Historical - Staff Eval
- LOHIST Level 0 Historical - Student
- L2RPT Level 2 Reporting
- NYSSIS
- PD System
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

logged In As << Back **Next >>**

Step 4: Choose a “Student Role” from the dropdown

For Regional View, **proceed to Step 5-6.**

For Institute Specific View, **skip Steps 5-6 and proceed to Step 7-12 (page 11).**

Section 2: How a RIC EA or DA/EA can entitle another RIC user for Level 0 Historical Student View (Continued)

Step 5: For Regional View, select “Student Regional View” from the Student Role drop-down and click “Next”

Entitle Applications: Select Roles

Welcome

Search User
Advanced Search
Search Teacher
Create User
Reports
SEDDAS Support
logged In As

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morice.org

Application Roles

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role: Student Regional View

<< Back Next >>

Step 6: To complete the process, click the ‘Grant Access’ button

Entitle Applications: Grant Access

Welcome

Search User
Advanced Search
Search Teacher
Create User
Reports
SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morice.org

L0HIST Level 0 Historical - Student

Student Role: Student Regional View

<< Back Grant Access

Section 2: How a RIC EA or DA/EA can entitle another RIC user for Level 0 Historical Student View (Continued)

Step 7: For Institute Specific View, select “Student Institute Specific View” from the Student Role drop-down and click the “Next” button:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org

Application Roles

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role

- Student Institute Specific View
- Select Student Role
- Student Institute Specific View
- Student Regional View

<< Back Next >>

Step 8: Click on the link that says “Click to Select Specific Institutes for Viewing (Student)”.

Entitle Applications: Grant Access

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	kduell@moric.org

L0HIST Level 0 Historical - Student

Student Role

Student Institute Specific View

Click to Select Specific Institutes for Viewing (Student) Refresh

<< Back Grant Access

Section 2:
How a RIC EA or DA/EA can entitle another RIC user for Level 0 Historical Student View
(Continued)

Step 9: In the pop-up window, check the boxes next to all desired institutions.

Step 10: Click the 'Update' button.

Step 11: Click the 'Done' button.

	Institution	InstID	BEDS Code
<input type="checkbox"/>	ADIRONDACK CSD	800000041461	410401060000
<input type="checkbox"/>	ALEXANDRIA CSD	800000051247	220202040000
<input type="checkbox"/>	BEAVER RIVER CSD	800000051059	231301040000
<input type="checkbox"/>	BELLEVILLE HENDERSON CSD	800000051198	220909040000
<input type="checkbox"/>	BROOKFIELD CSD	800000050976	250109040000
<input type="checkbox"/>	CAMDEN CSD	800000041466	410601040000
<input type="checkbox"/>	CANASTOTA CSD	800000050908	250901060000
<input type="checkbox"/>	CARTHAGE CSD	800000051113	222201060000
<input type="checkbox"/>	CENTRAL VALLEY CSD AT ILION-MOHAWK	800000077473	212101040000
<input type="checkbox"/>	CLINTON CSD	800000041438	411101060000
<input type="checkbox"/>	COPENHAGEN CSD	800000051088	230201040000
<input type="checkbox"/>	DOLGEVILLE CSD	800000051329	211003040000

Step 12: To complete the process, click the 'Grant Access' Button

LOHIST Level 0 Historical - Student

Student Role Student Institute Specific View

[Click to Select Specific Institutes for Viewing \(Student\)](#) Refresh

<< Back Grant Access

Note: The "Refresh" button updates the link with Specific Institutions that were selected. "Mouse over" the link to view the selected institutions. To change your selections, go back to Step 7.

Section 3: How a district administrator (EA, DA/EA, or SDA) can entitle RIC user to Level 0 Historical Student 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
(Please note that the RIC user must already have L0 Student View privileges that were granted by their own RIC administrator. See Section 2 of this guide for instructions.)
- Select the desired user with the “radio button” to the left of their “First Name”
- Click the “View Selected” button to see user details

Delegated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Delegated/Entitlement Administrator

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) may be used on either field

All Accounts
 Enabled Accounts
 Disabled Accounts
 Locked Accounts

User ID: Last Name:

Search/Update List

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	John	Joy	John.Joy (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA /MORIC	(315) 361-2700 Ext:	jjoy@moric.org

* Any account, not in your jurisdiction, will have a grayed-out radio button
 ** inactive institution
 (CEO) Institution CEO as recognized by SEDDAS

View Selected

Section 3: How a district administrator (EA, DA/EA, or SDA) can entitle RIC user to Level 0 Historical Student Update (Continued)

Step 2: Select “Entitle Applications” to entitle this user to LOH *Student Update* access:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', 'SEDDAS Support', and 'Logged In As'. The main content area is titled 'View User' and contains 'User Information' for John Joy, including fields for Name, User ID, Institution CEO, Institution ID, Parent Inst ID, Work Phone, Position/Title, Institution, BEDS Code, Parent Inst, and Email. Below this information are four buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), and 'List Administrators'. At the bottom, there is a section for 'Application Entitlements' with a single entry: 'LOHIST Level 0 Historical - Student' with a link for 'Student Role' and 'Student Regional View'.

Step 3: Select the “LOHIST Level 0 Historical – Student” check box and click on the “Next” button:

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu on the left. The main content area is titled 'Entitle Applications: Select Applications' and contains 'User Information' for John Joy. Below this is a section titled 'Select applications to change/remove access' with a single checkbox labeled 'LOHIST Level 0 Historical - Student' which is checked. A red arrow points to this checkbox. At the bottom are three buttons: '<< Back', 'Next >>' (highlighted with a red box), and 'Remove Entitlement(s)'.

Section 3: How a district administrator (EA, DA/EA, or SDA) can entitle RIC user to Level 0 Historical Student Update (Continued)

Step 4: From the “Student Update Role” drop down, select “Student Institute Specific Update” and click on the “Next” button:

Entitle Applications: Select Roles

Welcome

Search User
Advanced Search
Search Teacher

Create User

Reports
SEDDAS Support

Logged In As

User Information

Name	John Joy	Position/Title	OTHER
User ID	john.joy (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	john.joy@moric.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Student

Student Update Role: Student Institute Specific Update

<< Back Next >>

Step 5: Select “Grant Access” to finish entitling the selected user to L0H Student Update access for your LEA:

Entitle Applications: Grant Access

Welcome

Search User
Advanced Search
Search Teacher

Create User

Reports
SEDDAS Support

User Information

Name	John Joy	Position/Title	OTHER
User ID	john.joy (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	john.joy@moric.org

LOHIST Level 0 Historical - Student

Student Update Role: Student Institute Specific Update

<< Back Grant Access

Section 3: How a district administrator (EA, DA/EA, or SDA) can entitle RIC user to Level 0 Historical Student Update (Continued)

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

Entitle Applications: Success

<p>Welcome</p> <hr/> <p>Search User</p> <hr/> <p>Advanced Search</p> <hr/> <p>Search Teacher</p> <hr/> <p>Create User</p> <hr/> <p>Reports</p> <hr/> <p>SEDDAS Support</p> <hr/>	<p>User Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;">John Joy</td> <td style="width: 20%;">Position/Title</td> <td style="width: 20%;">OTHER</td> </tr> <tr> <td>User ID</td> <td>john.joy (Enabled)</td> <td>Institution</td> <td>RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)</td> </tr> <tr> <td>Work Phone</td> <td>(315) 361-2700 Ext:</td> <td>Email</td> <td>john.joy@morik.org</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>NOTE:</p> <ul style="list-style-type: none"> 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 </div> <div style="background-color: #e6f2e6; padding: 5px; margin-top: 10px;"> <p>LOHIST Level 0 Historical - Student</p> <p>{Student Update Role} Student Institute Specific Update</p> </div>	Name	John Joy	Position/Title	OTHER	User ID	john.joy (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)	Work Phone	(315) 361-2700 Ext:	Email	john.joy@morik.org
Name	John Joy	Position/Title	OTHER										
User ID	john.joy (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)										
Work Phone	(315) 361-2700 Ext:	Email	john.joy@morik.org										