

A Quick Guide: Entitling Users to SED Monitoring & Vendor Performance System

**New York State Education Department
July 2017**

Table of Contents

	Page
Roles in SEDDAS.....	3
Section 1: How a district EA or DA/EA can entitle another district user for: SED Monitoring & Vendor Performance System.....	4

User Roles in that are 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 • Create other DA, EA, and DA/EA accounts

Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

Step 1: After logging into SEDDAS, use the menu on the left to select 'Entitlements'.

Welcome

- Welcome
- Search User**
- Advanced Search
- Create User
- Reports
- SEDDAS Support

Logged In As

NYS DEPT OF EDUCATION
NYSED Database Unit
Administrator

Your Account Information

Name	Position/Title
User ID (Enabled)	Institution
Institution CEO	COMMISSIONER OF EDUCATION MARYELLEN ELIA
Institution ID	800000055504 BEDS Code
RIC Inst ID	800000055504 RIC
Work Phone Ext:	Email
Administrator Role	NYSED Database Unit Administrator
Applications *	SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts

* for which you are an Entitlement Administrator
** inactive application

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'View Selected' button.

User List *

	<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>	<u>Position/Title</u>
<input checked="" type="radio"/>	Mayor	McCheese	mayor.mccheese (Enabled)	OTHER

** 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 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 4: Select the “Entitle Applications” button

User Information

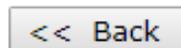
Name	Mayor McCheese
User ID	mayor.mccheese (Enabled)
Institution CEO	
Institution ID	
Parent Inst ID	N/A
Work Phone	(518) 555-5555 Ext:



Step 5: Check the box next to “SED Monitor & Vendor Performance System”

Select applications for entitlement

SED Monitor & Vendor Performance System



Step 6: Click the ‘Next’ button.

Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 7: Choose a Role – Select ‘Data Access’ from the drop-down menu next to “Role”
Grant Access To Applications

For each application displayed, make your selections

SED Monitoring & Vendor Performance System

Role

Data Access ▼

Data Entry

- N/A
- APPR
- Charter School Office
- MVPS

Data View

- N/A
- APPR
- Charter School Office
- MVPS

<< Back

Next >>

Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 8: Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System	
Role	Data Access ▼
Data Entry	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
Data View	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

Step 9: Select Data View access for each survey owner by selecting all appropriate boxes under the Data View section. If no Data View option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System	
Role	Data Access ▼
Data Entry	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
Data View	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

**Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)**

Step 10: Once appropriate selections are made in all sections, Click 'Next'

SED Monitoring & Vendor Performance System

Role	Data Access ▼
Data Entry	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
Data View	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

Step 11: Click 'Grant Access'

SED Monitoring & Vendor Performance System

Role	Data Access
Data Entry	MVPS
Data View	MVPS