A Quick Guide: SEDDAS Account Reports

New York State Education Department May 2013

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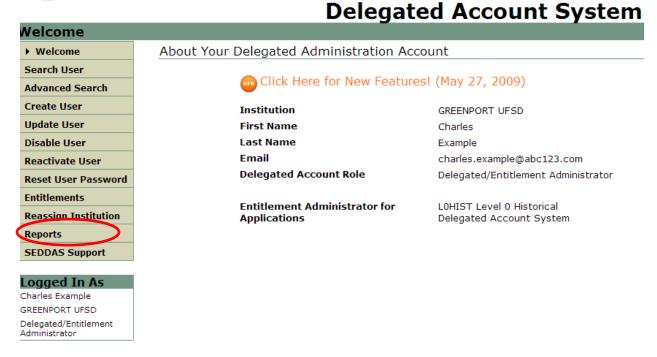
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Quick Notes About SEDDAS Reports:

Please be advised that the reports in SEDDAS will be refreshed on a daily basis.	Based on the
volume of SEDDAS changes from the previous day, the refreshed reports could be	oe available as
early as 10am the next morning or as late as 5pm the next afternoon.	

Section 1: Obtain a PDF Version of SEDDAS Account Report

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



Step 2: Click on the 'Get Report' button.

Delegated Account System Reports Welcome SEDDAS Account Report Search User **Advanced Search** Create User Get Report Get Workbook **Update User** Disable User Reactivate User **Reset User Password Entitlements Reassign Institution** ▶ Reports **SEDDAS Support**

Step 3: The PDF report will be downloaded to your computer.

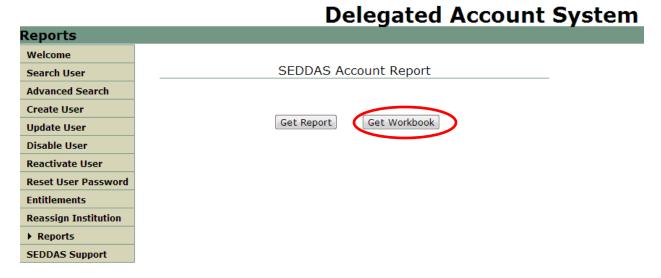
Step 4: Open the downloaded file to view the report.

Section 2: Obtain an Excel Version of SEDDAS Account Report

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



Step 2: Click on the 'Get Workbook' button.



Step 3: The Excel report will be downloaded to your computer.

Step 4: Open the downloaded file to view the report.