

# SEDDAS REPORTS QUICK GUIDE

Complete Instructions on using the SEDDAS Reports Feature

2018

# SEDDAS REPORTS

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## **Notes About SEDDAS Reports:**

SEDDAS Reports provides a means for the administrators of schools and institutions to have access to review all users in their jurisdiction.

Whenever a change is made to a user account in your jurisdiction, you will receive an automated email with an attached Excel document. Instructions on how to read the Excel document are in Section 3 of this guide. You may also receive this email if there are minor changes made by the system for maintenance reasons. If there was a significant change made to an account, the user affected would be notified via email of what that change is.

Schools or Institutions with new SEDDAS accounts will not have access to Reports until accounts have been created and then modified.

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## Section 1: Obtain a PDF Version of SEDDAS Account Report

**Step 1:** After logging into SEDDAS, in the menu on the left, click on the Reports button.

**Step 2:** A new window will open then click the 'Get Report' button.



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## Delegated Account System

A screenshot of the 'Delegated Account System' interface. At the top, there is a green header bar with the word 'Reports' in white. Below this, on the left side, is a vertical navigation menu with several buttons: 'Welcome', 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports' (with a right-pointing arrow), 'SEDDAS Support', and 'Logged In As'. The main content area is titled 'SEDDAS Account Report' and contains a form with a 'District' label and a text input field. Below the input field are two buttons: 'Get Report' and 'Get Workbook'.

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

**Step 4:** Click 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'.



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### Delegated Account System

A screenshot of the SEDDAS Account Report interface. On the left is a vertical navigation menu with items: Welcome, Search User, Advanced Search, Search Teacher, Create User, Reports (highlighted with a right-pointing arrow), SEDDAS Support, and Logged In As. The main content area is titled 'SEDIDAS Account Report' and contains a 'District' label, a search input field, and two buttons: 'Get Report' and 'Get Workbook'.

**Step 3:** Click the 'Get Workbook' button.

**Step 4:** The EXCEL report will be downloaded to your computer.

**Step 5:** Click the downloaded file to view the report.

## Section 3: Modification Email and Excel Workbook

After a modification or change has been made to accounts in your jurisdiction, you will receive an automated email with an attached Excel workbook, below is a sample of the email. If you do not know what change has been made based on the email, then open and review the Excel workbook attached to the email titled LDAPworkBooks\_Mods.

### Modification Email

From: SEDDAS [mailto:donotreply@nysed.gov]  
Sent: Wednesday, March 13, 2018 7:22 AM  
To: xxxxxx@schoolname.k12.org  
Subject: New York State Education Department Notification.

#### User Name

N.Y.S.E.D. SEDDAS accounts for which you are responsible (listed below) have been modified during the past day and, as a result, a new Accounts Report has been generated for your institution.

You can view this report online through the SEDDAS portal application.

jane.example - (Mod)  
charles.example - (D&D)

#### Legend:

(New) --> New user.(D&D) --> Account Dis-Entitled and Disabled.

(Mod) --> Changes made to existing account. (Att) --> New Attribute.

School District Name CSD (800000000000)

If you need further assistance, [Click Here](#).

Thank you,

Michael T. Gunderson.  
New York State Education Department

## Excel Workbook

**Step 1:** Expand the cells as needed to allow for full viewing, disregard columns B, F, J, as these are internal codes.

**Step 2:** There could be as many as three worksheets to a workbook. Click on the tab of the worksheet you want to review.

**a.** D&DAccounts:

These are accounts listing the names of User ID's that have been disintitled and disabled.

**b.** NewAccounts:

These are accounts listing the names of the new User ID's that have been created.

**c.** AccountMods

These are existing accounts that have been modified.

- Compare the first row of the USERNAME to the second row USERNAME.
- The first row contains the original information and the second row contains what it has been modified to.