



A Quick Guide: Entitling Users to SED Monitoring System Ed Tech

**Instructional Technology Plan
Survey**



**New York State Education Department
For use with
Instructional Technology Plan Survey**

July 28, 2015

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User Roles that exist 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

All public school districts have a Super Delegated Administrator (SDA). They may or may not have assigned the roles of DA, EA, or DA/EA to one or more persons working at the district.

These are the steps to follow when providing access to the survey:

The DA/EA will create a user account if the person who will enter the plan into the portal does not have SEDDAS permissions. **Important note:** The user account must be at the district, not school level in order for the user to be able to access the Ed Tech survey.

Once a user has SEDDAS permissions, the EA or DA/EA will entitle the user to the SED Monitoring application. The user will then be assigned the role of Data Access for Data View and Data Entry.

1. Click "Entitlements"
2. Search for the desired user by last name or user name
3. Select the desired user and click "Select to Entitle"
4. Select "SED Monitoring & Vendor Performance System" and click "Start Entitling"
5. Select "Data Access" in the Role drop down, if it not already selected
6. Select Ed Tech in the Data Entry section to give the user the ability to view data and fill out the Tech Plan or in the Data View section to give them read only
7. Click "Next"

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'.

The screenshot shows the SEDDAS user interface. On the left, there is a navigation menu with the following items: Welcome, Search User, Advanced Search, Entitlements (circled in red), and SEDDAS Support. Below the menu is a 'Logged In As' section showing the user's name (Zane Example), institution (RIC SUFFOLK/EASTERN SUFFOLK), and role (Entitlement Administrator Only). The main content area is titled 'About Your Delegated Administration Account' and includes a 'Click Here for New Features! (May 27, 2009)' link. Below this, there is a table of user information:

Institution	RIC SUFFOLK/EASTERN SUFFOLK
First Name	Zane
Last Name	Example
Email	zany@yahoo.gov
Delegated Account Role	Entitlement Administrator Only
Entitlement Administrator for Applications	L0HIST Level 0 Historical

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'Select to Entitle User Account' button.

User List

	User ID	First Name	Last Name	
<input checked="" type="radio"/>	andy.example	Andy	Example	A

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Step 4: Check the box next to “SED Monitor & Vendor Performance System”

Application Choices

Select applications for entitlement

- Examination Request System
- Institution Master File (BEDS)/VADIR
- LOHIST Level 0 Historical - Staff Eval
- LOHIST Level 0 Historical - Student
- L2RPT Level 2 Reporting
- Mandated Services Aid
- NYSSIS
- SED Monitor & Vendor Performance System

Remove Entitlement(s)

Start Entitling

Step 5: Click the ‘Start Entitling’ button.

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Step 6: Choose a Role – **Select ‘Data Access’** from the drop-down menu next to “Role”

SED Monitoring & Vendor Performance System

Role	<input type="text" value="Data Access"/>
Data Entry	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input checked="" type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input type="checkbox"/> NY State Library <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Office of Higher Education <input type="checkbox"/> Race to the Top <input type="checkbox"/> School Turnaround Office <input type="checkbox"/> Smart Schools Bond Act
Data View	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input checked="" type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input type="checkbox"/> NY State Library <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Office of Higher Education <input type="checkbox"/> Race to the Top <input type="checkbox"/> School Turnaround Office <input type="checkbox"/> Smart Schools Bond Act

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Step 7: 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'.

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'.

Grant Access to Applications

For each application displayed, make your selections.

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 checked="" type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input type="checkbox"/> NY State Library <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Office of Higher Education <input type="checkbox"/> Race to the Top <input type="checkbox"/> School Turnaround Office <input type="checkbox"/> Smart Schools Bond Act
Data View	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input checked="" type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input type="checkbox"/> NY State Library <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Office of Higher Education <input type="checkbox"/> Race to the Top <input type="checkbox"/> School Turnaround Office <input type="checkbox"/> Smart Schools Bond Act
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 5px;" type="button" value=" << Back "/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" Next >> "/>	

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Completing the process:

Once appropriate selections are made in all sections, click Next. You will then be able to click Grant Access. The process will then be complete.

IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the business portal at <http://portal.nysed.gov> to verify and confirm that they have access to the Ed Tech survey.

If you have any questions, please do not hesitate to contact your Regional Information Center's certified reviewer. The Big 5 school districts should contact NYSED at: edtech@nysed.gov or by phone at (518) 474-5461.