

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

**New York State Education Department
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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'.

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 'NEW' badge and a link to 'Click Here for New Features! (May 27, 2009)'. Below this, there is a table of account details:

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	LOHIST 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

Select to Entitle

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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.

Step 6: 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

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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'.

SED Monitoring & Vendor Performance System

Role

Data Entry

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

Data View

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

Step 8: 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 Entry

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

Data View

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

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Step 9: 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 10: Click 'Grant Access'

SED Monitoring & Vendor Performance System

Role	Data Access
Data Entry	MVPS
Data View	MVPS