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

New York State Education Department
Revised for use with
**2014-2015 Child Count: Statewide Universal
Full-Day Prekindergarten and Priority Pre-K
Programs
January 2015**

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User Roles in that are available in the State Education Department Delegated Account System (SEDDAS):

Role	Permissions
Delegated Administrator (DA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords
Entitlement Administrator (EA)	• Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	• 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)	• 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

**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	
Entitlements	
SEDDAS Support	

About Your Delegated Administration Account

🆕 Click Here for New Features! (May 27, 2009)

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

Logged In As
Zane Example
RIC SUFFOLK/EASTERN SUFFOLK
Entitlement Administrator Only

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	
◉	andy.example	Andy	Example	A

Select to Entitle

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

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
- ☐ L0HIST Level 0 Historical - Staff Eval
- ☐ L0HIST 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
	☐ Ed Tech
	☐ MVPS
	☐ Office of Early Learning
	☐ Race to the Top
	☐ School Turnaround Office

Data View	
	☐ N/A
	☐ APPR
	☐ Charter School Office
	☐ Ed Tech
	☐ MVPS
	☐ Office of Early Learning
	☐ Race to the Top
	☐ School Turnaround Office

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

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	☐ N/A
	☐ APPR
	☐ Charter School Office
	☐ Ed Tech
	☐ MVPS
	☑ Office of Early Learning
	☐ Race to the Top
	☐ School Turnaround Office
Data View	☐ N/A
	☐ APPR
	☐ Charter School Office
	☐ Ed Tech
	☐ MVPS
	☑ Office of Early Learning
	☐ Race to the Top
	☐ School Turnaround Office

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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 Office of Early Learning survey.

If you have any questions please do not hesitate to contact us at oel@nysed.gov or by phone at (518) 474-5807.