

A Quick Guide: Entitling Users to LOHIST LOHist Summer Cleanup View/Update

This Summer Cleanup application will be used by select users to view/update NYS Vendor scored current school year assessments (NYSTP 3-8 ELA & math & NYSESLAT) to wrap-up end of year reporting.

**New York State Education Department
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User Roles 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 |

Quick Notes about entitling L0HIST Summer Cleanup View/Update:

A user can only get L0HIST Summer Cleanup View/Update privileges from either the EA or DA/EA at their institution.

How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update

Step 1: After logging into SEDDAS, use the menu on the left to “Search User”

- Enter the User ID or Last Name that you are looking for
- Select the desired user with the “radio button” to the left of their “First Name”
- Click the “View Selected” button to see user details

University of the State of New York
State Education Department

Delegated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Delegated/Entitlement Administrator

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) may be used on either field

All Accounts Enabled Accounts Disabled Accounts Locked Accounts

User ID: Last Name:

User List *

| | First Name | Last Name | User ID | Position/Title | Institution | Work Phone | Email |
|----------------------------------|------------|-----------|----------------------|----------------|--------------|------------------------|-----------------|
| <input checked="" type="radio"/> | Stan | Smith | Stan.Smith (Enabled) | OTHER | ANYWHERE CSD | (315) 555-5555 Ext: | ssmith@anyw.org |

* Any account, not in your jurisdiction, will have a grayed-out radio button
** Inactive institution
(CEO) Institution CEO as recognized by SEDDAS

How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0HIST Application Summer Cleanup View/Update access.

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', 'SEDDAS Support', and 'logged In As'. The main content area is titled 'View User' and contains 'User Information' for Stan Smith, an Assistant Superintendent at ANYWHERE CSD. Below this is a row of buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), 'Entitle Administrator', 'Update', 'Disable', and 'List Administrators'. Underneath is the 'Application Entitlements' section, which includes 'L2RPT Level 2 Reporting' and 'Teacher Access and Authorization System (TAA/TSRV/ePMF)'.

Step 3: Select the “L0HIST – Application Summer Cleanup” check box and click on the “Next” button:

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu on the left. The main content area shows 'User Information' for Stan Smith with a 'Position/Title' of 'OTHER'. Below this is the 'Select applications for entitlement' section, where the checkbox for 'L0HIST Level 0 Historical - Application Summer Cleanup' is checked (indicated by a red arrow), and the checkbox for 'L0HIST Level 0 Historical - Approval Summer Cleanup' is unchecked. The 'Select applications to change/remove access' section has two unchecked checkboxes: 'L2RPT Level 2 Reporting' and 'Teacher Access and Authorization System (TAA/TSRV/ePMF)'. At the bottom, there are three buttons: '<< Back', 'Next >>' (highlighted with a red box), and 'Remove Entitlement(s)'.

How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

Step 4: From the “Assessment Application Summer Cleanup Role” drop down

- Select “Assessment Application Summer Cleanup View” to entitle the selected user “view” privileges to L0H Summer Cleanup data for your institution

OR

From the “Assessment Application Summer Cleanup Role” drop down

- Select “Assessment Application Summer Cleanup Update” to entitle the selected user “update” privileges to L0H Summer Cleanup data for your institution
If the selected user should not be able to update
- Select the “view” option above
- Select “Next”

The screenshot displays the 'Entitle Applications: Select Roles' interface. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', 'SEDDAS Support', and 'logged In As'. The main content area shows 'User Information' for Stan Smith, including Name, User ID (Stan Smith (Enabled)), Position/Title (OTHER), Institution (ANYWHERE CSO (Active)), Work Phone, and Email (ssmith@anyw.org). Below this is the 'Application Roles' section with the instruction 'For each application displayed, make your selection(s)'. A table lists 'LOHIST Level 0 Historical - Application Summer Cleanup' with a dropdown menu for 'Assessment Application Summer Cleanup Role'. The dropdown menu is open, showing three options: 'Select Assessment Application Summer Cleanup Role', 'Assessment Application Summer Cleanup Update', and 'Assessment Application Summer Cleanup View'. A red arrow points to the dropdown menu, and another red arrow points to the 'Assessment Application Summer Cleanup Update' option. At the bottom, there are '<< Back' and 'Next >>' buttons, with the 'Next >>' button highlighted by a red box.

How an administrator (EA, DA/EA, or SDA) can entitle another user to LOHist Summer Cleanup View/Update (Continued)

Step 5: Select “Grant Access” to entitle the selected user to LOHIST Application Summer Cleanup View/Update access for your institution:

The screenshot shows a web interface titled "Entitle Applications: Grant Access". On the left is a navigation menu with options like "Search User", "Advanced Search", "Search Teacher", "Create User", "Reports", and "SEDDAS Support". The main content area is titled "User Information" and displays details for a user named Stan Smith. Below this is a table of roles, with the "Grant Access" button highlighted in red.

| Entitle Applications: Grant Access | | | |
|--|--|------------------------------|-----------------------|
| Welcome | | | |
| User Information | | | |
| Name | Stan Smith | Position/Title | OTHER |
| User ID | Stan Smith (Enabled) | Institution | ANYWHERE CSD (Active) |
| Work Phone | (315) 555-5555 Ext: | Email | smith@anyw.org |
| LOHIST Level 0 Historical - Application Summer Cleanup | | | |
| Assessment Application Summer Cleanup Role | Assessment Application Summer Cleanup Update | | |
| << Back | | Grant Access | |

Step 6: Both you and the selected user should receive a confirmation email when entitlement is complete:

Note

NOTE:

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

LOHIST Level 0 Historical - Application Summer Cleanup

Assessment Application Summer Cleanup Role

Assessment Application Summer Cleanup Update