A Quick Guide: Entitling Users to L0HIST L0Hist
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
September 2016
Table of Contents

Roles in SEDDAS ................................................................. 3
Quick Notes about entitling L0HIST Summer Cleanup .......................... 3

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

View/Update ......................................................................................................................... 4
### User Roles available in the State Education Department Delegated Account System (SEDDAS):

<table>
<thead>
<tr>
<th>Role</th>
<th>Permissions</th>
</tr>
</thead>
</table>
| 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  |

### 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
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.

**Step 3:** Select the “L0HIST – Application Summer Cleanup” check box and click on the “Next” button:
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”
How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update 
(Continued)

**Step 5:** Select “Grant Access” to entitle the selected user to L0HIST Application Summer Cleanup View/Update access for your institution:

![Image of Entitle Applications: Grant Access](image)

**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