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## 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:

- **Entitling “L0HIST Level 0 Historical – Staff Eval” to a RIC Staff User account:**

  1. A RIC Staff User account can only get “L0HIST Level 0 Historical – Staff Eval” View privileges from either the EA or DA/EA at their RIC.

  2. A School District Administrator (EA, DA/EA or SDA) may grant “L0HIST Level 0 Historical – Staff Eval” Update privileges to a RIC Staff User account, only after that RIC Staff User account has obtained “L0HIST Level 0 Historical – Staff Eval” View privileges from their RIC EA or DA/EA.
Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0
Historical Staff Eval 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
Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Staff Eval View/Update
(Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0H Staff Eval Update access:

![Entitle Applications](image1)

Step 3: Select the “L0HIST Level 0 Historical – Staff Eval” check box and click on the “Next” button:

An arrow pointing to the radio button to the left of the user name and pointing to View Selected.

![Entitle Applications: Select Applications](image2)
Section 1: How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Staff Eval View/Update (Continued)

Step 4: From the “Staff Eval Role” drop down
  ➢ Select “Level 0 Historical – Staff Eval View” to entitle the selected user “view” privileges to L0H Staff Eval data for your LEA

  From the “Staff Eval Update Role” drop down
  ➢ Select “Level 0 Historical – Staff Eval Update” to entitle the selected user “update” privileges to L0H Staff Eval data for your LEA
    o If the selected user should not be able to update
      ▪ Leave the value set to “Select Staff Eval Update Role”
    ➢ Select “Next”:
Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Staff Eval View/Update
(Continued)

Step 5: Select “Grant Access” to entitle the selected user to L0H Staff Eval View access for your LEA:

![Image of Entitle Applications: Grant Access]

**Note:** If “Level 0 Historical – Staff Eval Update” had been selected from the “Staff Eval Update Role”, then the screen would indicate “Level 0 Historical – Staff Eval Update”:

![Image of Level 0 Historical - Staff Eval]

Step 6: Both you and the selected user should receive a confirmation email when entitlement is complete.
Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval View

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
Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval View (Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0H Staff Eval View access:

![Image of Entitle Applications screen]

Step 3: Check the box next to “L0HIST Level 0 Historical – Staff Eval” and click “Next”

![Image of Entitle Applications: Select Applications screen]

Step 4: Choose a “Staff Eval Role” from the dropdown:

- For **Regional View**, proceed to Step 5-6 (page 10).
- For **Institute Specific View**, skip Steps 5-6 and proceed to Step 7-12 (page 11).
Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval View (Continued)

Step 5: For Regional View, select “Staff Eval Regional View” from the Staff Eval Role drop-down and click "Next":

![Staff Eval Regional View](image)

Step 6: To complete the process, click the ‘Grant Access’ button:

![Grant Access](image)
Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical
Staff Eval View
(Continued)

Step 7: For Institute Specific View, select “Staff Eval Institute Specific View” from the Staff Eval Role drop-down and click the “Next” button:

Step 8: Click on the link that says “Click to Select Specific Institutes for Viewing (Staff Eval)”: Entitle Applications Grant Access screen
Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval View (Continued)

Step 9: In the pop-up window, check the boxes next to all desired institutions.

Step 10: Click the ‘Update’ button.

Step 11: Click the ‘Done’ button:
Step 12: To complete the process, click the ‘Grant Access’ Button:

Note: The “Refresh” button updates the link with Specific Institutions that were selected. “Mouse over” the link to view the selected institutions. To change your selections, go back to Step 7.
Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval 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

  *(Please note that the RIC user must already have L0 Staff Eval View privileges that were granted by their own RIC administrator. See Section 2 of this guide for instructions.)*

- Select the desired user with the “radio button” to the left of their “First Name”

- Click the “View Selected” button to see user details

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![Image of Delegated Account System](image-url)
Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update
(Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0H Staff Eval Update access:

Step 3: Select the “L0HIST Level 0 Historical – Staff Eval” check box and click on the “Next” button:
Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update
(Continued)

Step 4: From the “Staff Eval Update Role” drop down, select “Staff Eval Institute Specific Update” and click on the “Next” button:

![Entitle Applications: Select Roles](image)

Step 5: Select “Grant Access” to finish entitling the selected user to L0H Staff Eval Update access for your LEA:

![Entitle Applications: Grant Access](image)
Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update
(Continued)

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