A Quick Guide:

Entitling Users to

L0HIST Level 0 Historical

Student View/Update

NEW YORK STATE EDUCATION DEPARTMENT
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Quick Notes:

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

  1. A RIC Staff User account can only get “L0HIST Level 0 Historical – Student” **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 – Student” **Update** privileges to a RIC Staff User account, only after that RIC Staff User account has obtained “L0HIST Level 0 Historical – Student” **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 Student 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 Student View/Update
(Continued)

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

Step 3: Select the “L0HIST Level 0 Historical – Student” check box and click on the “Next” button:
Section 1: How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Student View/Update
(Continued)

Step 4: From the “Student Role” drop down

- Select “Level 0 Historical – Student View” to entitle the selected user “view” privileges to L0H Student data for your LEA

From the “Student Update Role” drop down

- Select “Level 0 Historical – Student Update” to entitle the selected user “update” privileges to L0H Student data for your LEA
  - If the selected user should not be able to update
    - Leave the value set to “Select Student Update Role”
- Select “Next”: 

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

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

![Entitle Applications: Grant Access]

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

![L0HIST Level 0 Historical - Student]

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 Student 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 Student View (Continued)

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

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

Step 4: Choose a “Student 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 Student View
(Continued)

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

Step 6: To complete the process, click the ‘Grant Access’ button:
Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View
(Continued)

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

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

Step 12: To complete the process, click the ‘Grant Access’ Button:

![Image of L0HIST Level 0 Historical - Student interface]

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 Student 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 Student 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
Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update (Continued)

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

![Step 2 Image]

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

![Step 3 Image]
Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update
(Continued)

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

![Image of Entitle Applications: Select Roles]

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

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

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