

**A Quick Guide:  
Entitling Users to  
LOHIST Level 0 Historical  
Student View/Update**

**NEW YORK STATE EDUCATION DEPARTMENT  
REVISED JANUARY 2017**

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

<b>Role</b>	<b>Permissions</b>
Delegated Administrator (DA)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> </ul>
Entitlement Administrator (EA)	<ul style="list-style-type: none"> <li>• Entitle users to applications</li> </ul>
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> </ul>
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> </ul>

**Quick Notes:**

- **Entitling “LOHIST Level 0 Historical – Student” to a RIC Staff User account:**
  1. A RIC Staff User account can only get “LOHIST 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 “LOHIST Level 0 Historical – Student” Update privileges to a RIC Staff User account, only after that RIC Staff User account has obtained “LOHIST 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

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

## 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 LOH Student Update access:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, and Reports. The main area displays 'User Information' for Stan Smith, including fields for Name, User ID (stan.smith (Enabled)), Position/Title (ASSISTANT SUPERINTENDENT), Institution (ANYWHERE CSD (Active)), Institution CEO (SUPERINTENDENT JOHN JONES), Institution ID (80000008888), BEDS Code (9999904000), RIC Inst ID (80000050838), RIC (RIC), Work Phone ((315) 555-5555 Ext:), and Email (ssmith@anyw.org). At the bottom, a row of buttons includes '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), 'Entitle Administrator', 'Update', 'Disable', 'Reassign', and 'List Administrators'.

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

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu as the previous screen. The 'User Information' section shows Stan Smith's details. Below this is a section titled 'Select applications for entitlement' with a list of checkboxes: AIR Growth Reporting System, ARRA Reporting System, Examination Request System, IRS Data, IRS Portal, Institution Master File (BEDS)/VADIR, LOHIST Level 0 Historical - Staff Eval, LOHIST Level 0 Historical - Student (checked with a red arrow), SED Monitoring & Vendor Performance System, and State Aid Management System. Below that is a section titled 'Select applications to change/remove access' with checkboxes for L2RPT Level 2 Reporting and Teacher Access and Authorization System (TAA/TSRV/ePMF). At the bottom, buttons include '<< Back', 'Next >>' (highlighted with a red box), and 'Remove Entitlement(s)'.

**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**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

logged In As

**User Information**

Name	Stan Smith	Position/Title	OTHER
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

**Application Roles**

*For each application displayed, make your selection(s)*

LOHIST Level 0 Historical - Student

Student Role: Level 0 Historical - Student View

Student Update Role: Level 0 Historical - Student Update

<< Back      Next >>

**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:

The screenshot shows a web interface titled "Entitle Applications: Grant Access". On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, Reports, and SEDDAS Support. The main content area is titled "User Information" and displays details for Stan Smith: Name (Stan Smith), Position/Title (OTHER), User ID (Stan Smith (Enabled)), Institution (ANYWHERE CSD (Active)), Work Phone ((315) 555-5555 Ext:), and Email (ssmith@anyw.org). Below this, a section titled "LOHIST Level 0 Historical - Student" shows two role options: "Student Role" (Level 0 Historical - Student View) and "Student Update Role" (Level 0 Historical - Student Update). At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter highlighted by a red rectangular box.

**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”:

This is a close-up of the role selection section from the previous screenshot. It shows the heading "LOHIST Level 0 Historical - Student" and two role options: "Student Role" (Level 0 Historical - Student View) and "Student Update Role" (Level 0 Historical - Student Update). The "Student Update Role" is selected. At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter highlighted by a red rectangular box.

**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

**User Search**

Welcome

**Search User**

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

**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 \***

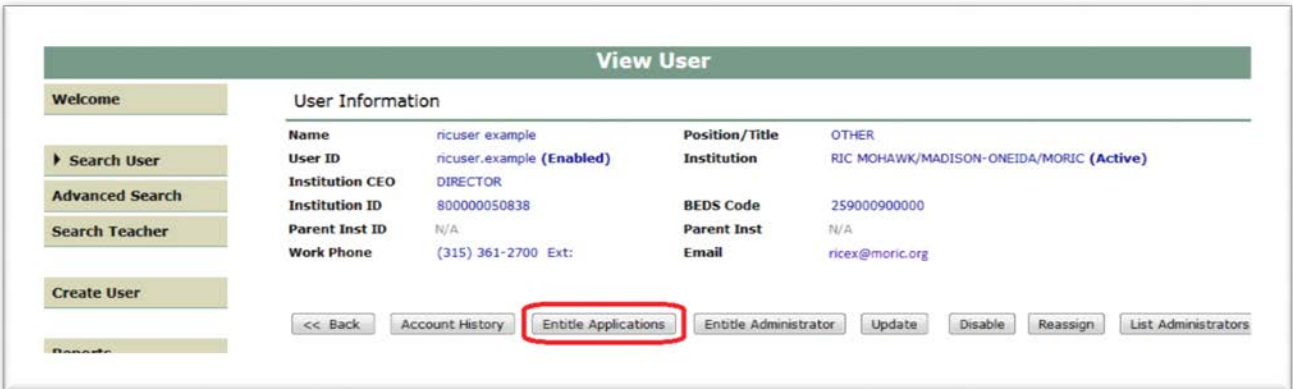
	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	ricuser	example	ricuser.example (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA /MORIC	(315) 361-2700 Ext:	ricex@moric.o

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



## 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 LOH Student View access:



The screenshot shows the 'View User' page. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', and 'Reports'. The main area displays 'User Information' for a user named 'ricuser example'. Below the user information is a row of buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), 'Entitle Administrator', 'Update', 'Disable', 'Reassign', and 'List Administrators'.

User Information			
Name	ricuser example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Institution CEO	DIRECTOR	BEDS Code	259000900000
Institution ID	80000050838	Parent Inst	N/A
Parent Inst ID	N/A	Email	ricex@morice.org
Work Phone	(315) 361-2700 Ext:		

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



The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu and user information as the previous screenshot. Below the user information is a section titled 'Select applications for entitlement' with a list of checkboxes. The checkbox for 'LOHIST Level 0 Historical - Student' is checked and has a red arrow pointing to it. At the bottom, the 'Next >>' button is highlighted with a red box.

Select applications for entitlement			
<input type="checkbox"/>	IRS Portal		
<input type="checkbox"/>	LOHIST Level 0 Historical - Staff Eval		
<input checked="" type="checkbox"/>	LOHIST Level 0 Historical - Student		
<input type="checkbox"/>	L2RPT Level 2 Reporting		
<input type="checkbox"/>	NYSSIS		
<input type="checkbox"/>	PD System		
<input type="checkbox"/>	Teacher Access and Authorization System (TAA/TSRV/ePMF)		

**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”:

**Entitle Applications: Select Roles**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

**User Information**

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org

**Application Roles**

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role

- Student Regional View
- Select Student Role
- Student Institute Specific View
- Student Regional View

<< Back

Next >>

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

**Entitle Applications: Grant Access**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

**User Information**

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org

L0HIST Level 0 Historical - Student

Student Role

Student Regional View

<< Back

Grant Access

## 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:

**Entitle Applications: Select Roles**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

**User Information**

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org

**Application Roles**

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role: Student Institute Specific View

<< Back    Next >>

**Step 8:** Click on the link that says “Click to Select Specific Institutes for Viewing (Student)”:

**Entitle Applications: Grant Access**

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

**User Information**

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org

L0HIST Level 0 Historical - Student

Student Role: Student Institute Specific View

Click to Select Specific Institutes for Viewing (Student)    Refresh

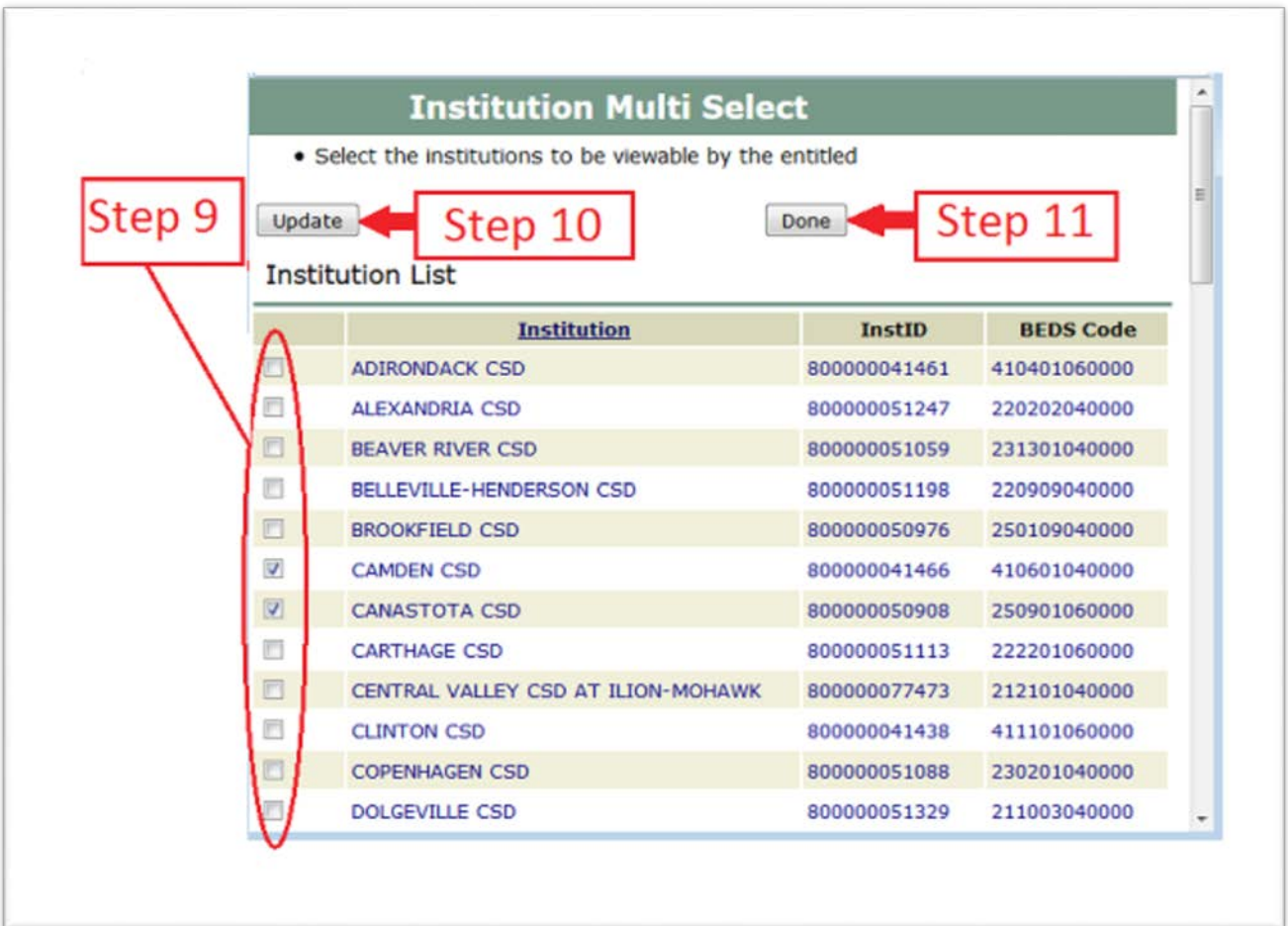
<< Back    Grant Access

**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.

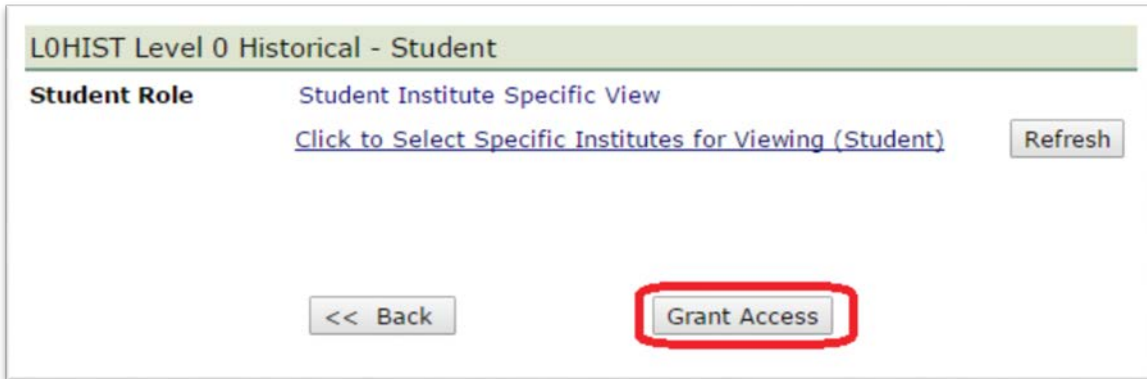
**Step 10:** Click the 'Update' button.

**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:



**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

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State Education Department

### Delegated Account System

#### User Search

Welcome

**Search User**

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

**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"/>	ricuser	example	ricuser.example (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA /MORIC	(315) 361-2700 Ext:	ricex@moric

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

### 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:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Welcome', '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' with fields for Name, User ID, Institution CEO, Institution ID, Parent Inst ID, Work Phone, Position/Title, Institution, BEDS Code, Parent Inst, and Email. Below this information are buttons for '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), and 'List Administrators'. At the bottom, there is a section for 'Application Entitlements' with a table containing one entry: 'LOHIST Level 0 Historical - Student' with a 'Student Role' of 'Student Regional View'.

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

The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu on the left. The main content area is titled 'Entitle Applications: Select Applications' and contains 'User Information' with fields for Name, User ID, Work Phone, Position/Title, Institution, and Email. Below this are two sections: 'Select applications for entitlement' and 'Select applications to change/remove access'. In the second section, the checkbox for 'LOHIST Level 0 Historical - Student' is checked and highlighted with a red arrow. At the bottom are buttons for '<< Back' and 'Next >>' (highlighted with a red box).

### 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:

The screenshot shows the 'Entitle Applications: Select Roles' page. On the left is a navigation menu with items like 'Welcome', 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', and 'SEDDAS Support'. The main content area is titled 'User Information' and contains a table with the following data:

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morc.org

Below this is the 'Application Roles' section, which includes a sub-header 'LOHIST Level 0 Historical - Staff Eval'. Underneath, there is a 'Student Update Role' dropdown menu. The dropdown is open, showing two options: 'Select Student Update Role' and 'Student Institute Specific Update'. The second option is selected. To the right of the dropdown, the 'Next >>' button is highlighted with a red box. A red arrow points to the 'Next >>' button, and another red arrow points to the 'Student Institute Specific Update' option in the dropdown.

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

The screenshot shows the 'Entitle Applications: Grant Access' page. The navigation menu is the same as in the previous screenshot. The main content area is titled 'User Information' and contains the same table as in the previous screenshot. Below this is the 'Application Roles' section, which includes a sub-header 'LOHIST Level 0 Historical - Student'. Underneath, there is a 'Student Update Role' field with the value 'Student Institute Specific Update'. At the bottom of the page, the 'Grant Access' button is highlighted with a red box.



### 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:

Entitle Applications: Grant Access

<div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Welcome</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">▶ Search User</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Advanced Search</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Search Teacher</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Create User</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Reports</div> <div style="background-color: #d9e1f2; padding: 2px;">SEDDAS Support</div>	<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">User Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Name</b></td> <td style="width: 30%;">ricuser example</td> <td style="width: 20%;"><b>Position/Title</b></td> <td style="width: 20%;">OTHER</td> </tr> <tr> <td><b>User ID</b></td> <td>ricuser.example (Enabled)</td> <td><b>Institution</b></td> <td>RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)</td> </tr> <tr> <td><b>Work Phone</b></td> <td>(315) 361-2700 Ext:</td> <td><b>Email</b></td> <td>ricex@moric.org</td> </tr> </table> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-top: 10px;"> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• An email message concerning this update was sent to both you and this user.</li> <li>• If the email address for this user is incorrect, please notify this user of the update.</li> </ul> </div> <div style="border: 1px solid #ccc; background-color: #d9e1f2; padding: 5px; margin-top: 10px;"> <p>LOHIST Level 0 Historical - Student</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Student Update Role</b></td> <td>Student Institute Specific Update</td> </tr> </table> </div>	<b>Name</b>	ricuser example	<b>Position/Title</b>	OTHER	<b>User ID</b>	ricuser.example (Enabled)	<b>Institution</b>	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)	<b>Work Phone</b>	(315) 361-2700 Ext:	<b>Email</b>	ricex@moric.org	<b>Student Update Role</b>	Student Institute Specific Update
<b>Name</b>	ricuser example	<b>Position/Title</b>	OTHER												
<b>User ID</b>	ricuser.example (Enabled)	<b>Institution</b>	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)												
<b>Work Phone</b>	(315) 361-2700 Ext:	<b>Email</b>	ricex@moric.org												
<b>Student Update Role</b>	Student Institute Specific Update														