



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

ESSA-Funded Programs Online Application Process

Accessing the Business Portal and Assigning User Rights

The new online reporting system, called the Business Portal, improves NYSED's capacity to collect and analyze school and/or district data in a timely manner, and then utilize that data to provide targeted support to LEAs as part of shared continuous improvement efforts.

Prior to an application or survey being published, it is important that school/district staff visit the NYSED Business Portal at <http://portal.nysed.gov> to ensure that user accounts and user roles are up-to-date. The information provided in this document is intended to help district staff access the Business Portal and establish user rights necessary for completing and submitting NYSED surveys and applications.

As the Department transitions to its new online process, your input will be valuable in ensuring that the tools and resources created effectively support the programming and planning needs of LEAs across New York State. Additional guidance material will be issued by the Office of ESSA-Funded Programs to provide on-going support and technical assistance. Please visit our web-site at: <http://www.nysed.gov/essa/schools/consolidated-application>.

NYSED Support

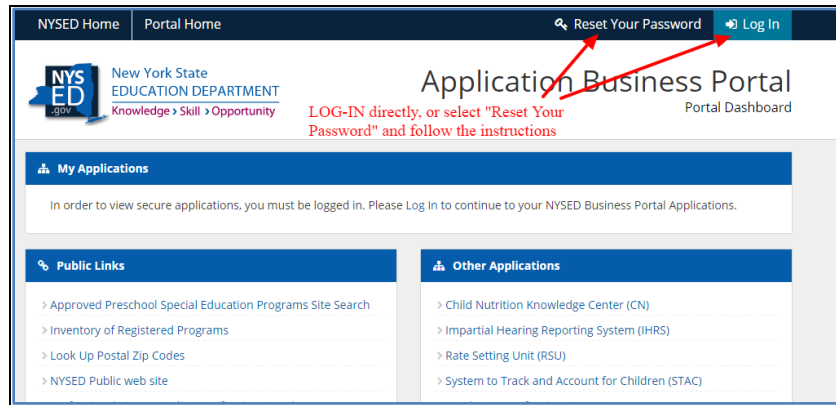
Technical Support

Please contact the SEDDAS Help Desk at SEDDAS@nysed.gov to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.

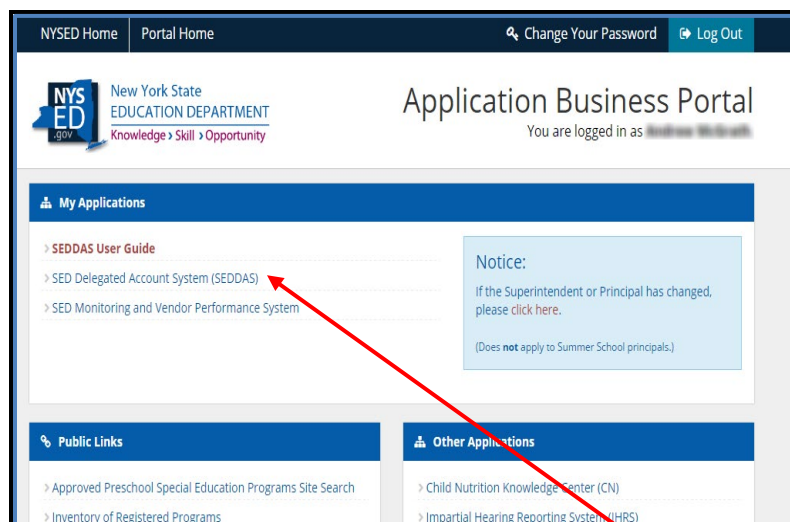
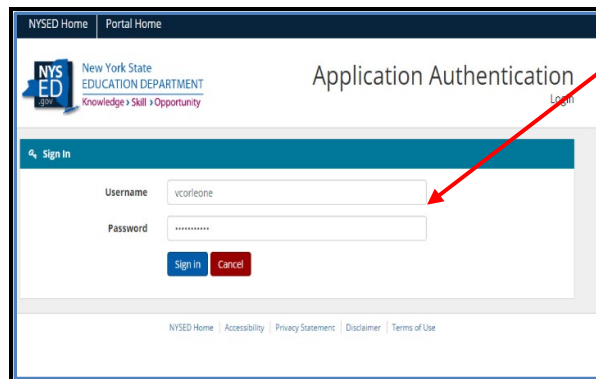
Survey Content Support

Additionally, please contact the Office of ESSA-Funded Programs at (518) 473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of a application/survey.

Access to Portal and User Rights



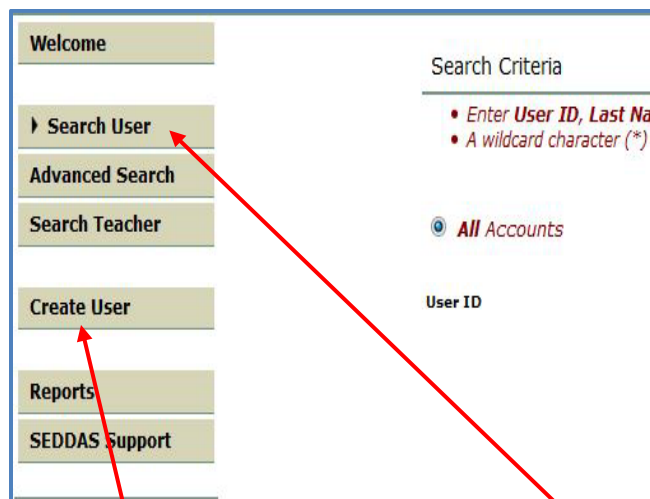
The NYSED Business Portal may be accessed at <http://portal.nysed.gov>. If necessary, users should select “*Reset Your Password*”, and then follow the instructions to restore access. Otherwise, users may click on “*Log In*” to sign-in directly to enter the portal and view applications/surveys.



The Superintendent or CEO should click on the “*SED Delegated Account System (SEDDAS)*” link to create, update and/or assign user rights for staff.

Super Delegated Administrator (SDA)	<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 ✓ Create other DA, EA, and DA/EA accounts
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
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
Entitled Administrator	<ul style="list-style-type: none"> ✓ Entitle users to applications

The chart above identifies the permissions given to each of the other administrator roles. Please note, only the superintendent has all available permissions. Additionally, *the superintendent is the only user with the ability to submit/certify a completed application.*



After logging into SEDDAS, use the menu on the left and choose “Search User” to find the user you want to entitle. *Or*, click on “Create User” to add a new user to the system.

Access to Portal and User Rights

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:

Search vendor accounts

User List *

<input type="radio"/>	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	McCheese	mayor.mccheese (Enabled)	OTHER	RIC ERIE/WESTERN/WNYRIC	(518) 555-5555 Ext:	mmccheese@xyz.com

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

Then, search for the desired user by last name, select the user you want to entitle, and click “View Selected”.

Welcome

Search User

Advanced Search

Create User

Reports

SEDDAS Support

User Information

Name	Mayor McCheese	Position/Title	OTHER
User ID	mayor.mccheese (Enabled)	Institution	RIC ERIE/WESTERN/WNYRIC (Active)
Institution CEO	DIRECTOR ROSANNE HUFFCUT		
Institution ID	800000051899	BEDS Code	149100900000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(518) 555-5555 Ext:	Email	mmccheese@xyz.com

Click on “Entitle Applications” to give rights to users for specific applications. Select “Entitle Administrator” to provide a user with an administrator role. Click on “List Administrators” to view current administrators in your institution and their roles.

Welcome

Search User

Advanced Search

Create User

Reports

SEDDAS Support

User Information

Name	Mayor McCheese
User ID	mayor.mccheese (Enabled)
Institution ID	800000051899
Parent Inst ID	N/A
Work Phone	(518) 555-5555 Ext:

Select applications for entitlement

Facilities Planning/Fire Safety

IRS Portal

LEAD Level 2 Reporting

SED Monitor & Vendor Performance System

Logged In As: Mary Gardy

Check the box “SED Monitor & Vendor Performance System” and then click “Next”.

Access to Portal and User Rights

Application Roles

For each application displayed, make your selection(s)

SED Monitoring & Vendor Performance System

Role: **Data Access**

Data Entry

Data View

- N/A
- APPR
- Charter School Office
- Ed Tech
- Education Management Services
- Facilities
- IDEA
- MVPS
- NY State Library
- Office of Access Equity & Community Services
- Office of Audit Services
- Office of Bilingual Education and World Languages
- Office of ESSA-Funded Programs
- Office of Early Learning
- Office of Religious & Independent Schools
- Office of Special Education
- Race to the Top
- Rate Setting Unit
- Safe Schools
- Smart Schools Bond Act
- State Aid
- Student Support Services

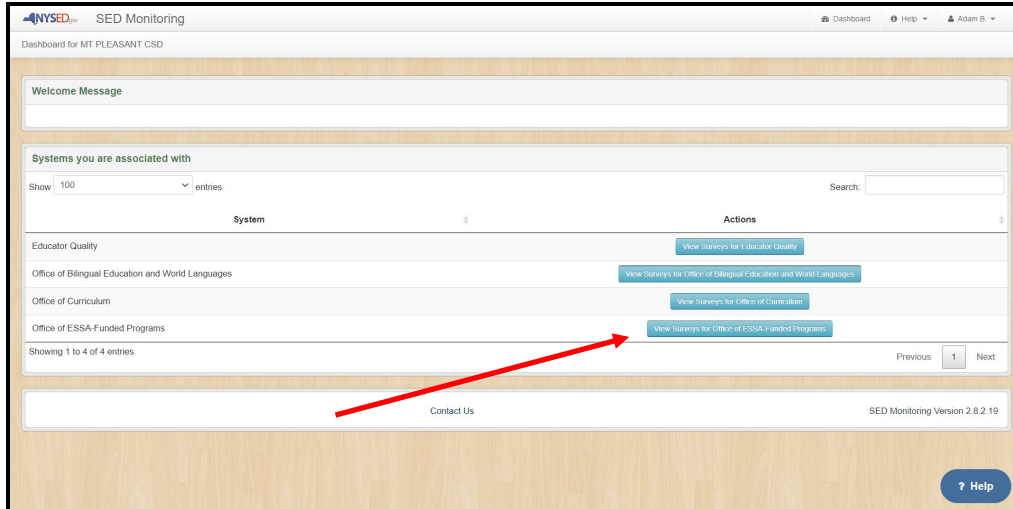
<< Back Next >>

Choose the role “Data Access” from the drop-down menu and check “Office of ESSA-Funded Programs” next to either “Data Entry” or “Data View”. Check “N/A” if either the Data View or Data Entry option is not desired. When finished, click on “Next”. To complete the process, click on “Grant Access” on the next page.

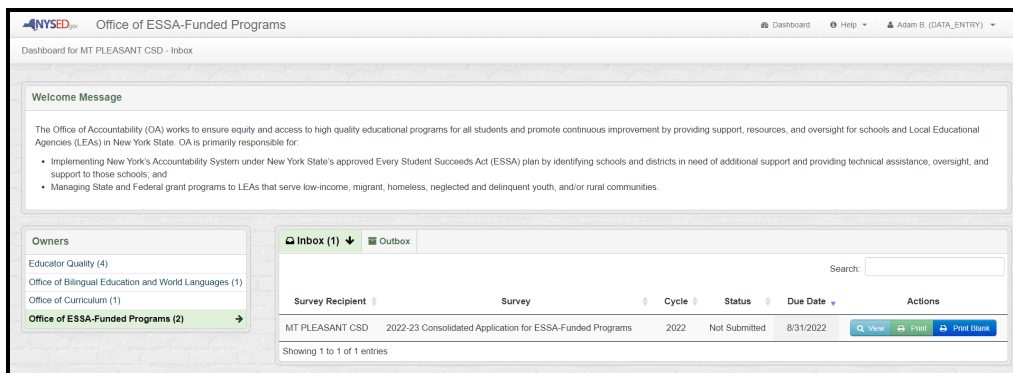


A new or existing user may verify access to the application by logging in and selecting “SED Monitoring and Vendor Performance System”.

Access to Portal and User Rights



Then, look for *“View Surveys for Office of ESSA-Funded Programs”* to access surveys issued from our office.



When a survey or application has been published, it will be found within the Office of ESSA-Funded Programs area of the user’s *Inbox*. Click on *“View”* to access the application directly and begin/continue work. After an application has been submitted, it may be found in the user’s *Outbox*.

Thank You for Your Continued Support!

For Additional Guidance and Support, please visit our web-site at:
<http://www.p12.nysed.gov/accountability/fundingopp.html>