

Entitle District Level Administrator Account to Exam Request System

- 1) Locate the account of the user you would like to entitle by clicking on **Search Users**
- 2) Search their First Name and Last Name then click **Search/Update List**
Users with that name will appear, there may be more than one if there is check the **Institution** name for your district to decide which one you need to entitle
- 3) Select the radio button next to the account name for your district then scroll to the bottom of the screen and click the **View Selected** button

User Search

Welcome

Search

Search Users

Admin(s) for Building

List All Users

Create User

Reports

SEDDAS Support

Logged In As

Patricia Krouse

NYS DEPT OF EDUCATION

NYS ED Database Unit Administrator

1 user account found

Search Criteria

Enter your search criteria into one or more of the following:

- Enter additional search criteria to limit the number of matches
- The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits

All Accounts Enabled Accounts Disabled Accounts Locked Accounts SED Locked Accounts

First Name: Jane Last Name: smith

User ID: Institution Name: Inst ID / BEDS Code:

Search/Update List

User List

First Name	Last Name	User ID	Enabled	Email	Title	Admin Position	SEDDAS Admin	CEO in SEDREF	CEO in SEDDAS	Institution	Active
Jane	Smith	jane.smith	<input checked="" type="checkbox"/>	seddas@nysed.gov	INSTITUTION STAFF	N/A	N/A	N/A	N/A	CSD	<input checked="" type="checkbox"/>

View Selected

- 4) Click Entitle Applications

View User

Welcome

Search

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Logged In As

User Information

Name: Jane Smith

Institution: SKANEATELES CSD (Active)

Admin Position: N/A

Institution CEO: CHIEF EXECUTIVE OFFICER ERIC KNUTH

Institution ID: 800000040919

RIC Inst ID: 800000040626

Work Phone: (518) 555-5555 Ext:

Password Changed: May 28, 2024 (0 days ago)

User ID: jane.smith (Enabled)

Program Office: INFORMATION AND REPORTING SERVICES

SEDDAS Title: INSTITUTION STAFF

SEDDAS Admin Role: N/A

BEDS Code: 421601060000

RIC: RIC CENTRAL/OCM/CNYRIC

Email: seddas@nysed.gov

<< Back Account History Entitle Applications Entitle Administrator Update Disable SED Lock Reassign List Administrators

Application Entitlements

User does not have access to any applications

- 5) Check the box next to **Exam Request System** and click **Next**

Entitle Applications: Select Applications

User Information

Name: Jane Smith

Institution: SKANEATELES CSD (Active)

Admin Position: N/A

Institution CEO: CHIEF EXECUTIVE OFFICER ERIC KNUTH

Institution ID: 800000040919

RIC Inst ID: 800000040626

Work Phone: (518) 555-5555 Ext:

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BEDS Code: 421601060000

RIC: RIC CENTRAL/OCM/CNYRIC

Email: seddas@nysed.gov

Select applications for entitlement

ARRA Reporting System

Academic Intervention Services

August Graduation Rate (AGR)

ESSA Financial Transparency (EFT)

Examination Request System

<< Back Next >>

6) The **Application Roles** screen will appear with a **drop down to Select a Role**

For each application displayed, make your selection(s)

Examination Request System

Role

7) Click the **Role** dropdown and select **View Only** from the choices

Application Roles

For each applicati

Examination Req

Role

- Select Role
- Principal - Submit and Certify
- Summer School Principal - Submit and Certify
- Superintendent - Read Only
- Test Coordinator
- View Only**

<< Back Next >>

8) Click **Next**

9) Review and click **Grant Update Access**

Application Roles

For each application displayed, review your selection(s)

Examination Request System

Role View Only

<< Back Grant/Update Access

10) A confirmation page will display

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

Access Granted to Applications

For each application displayed, access has been granted as follows:

Examination Request System

Role View Only

11) They can now log into the Business Portal and the Exam Request System.

For questions about the Exam Request System and how to use it you can email EXAMREQUEST@nysed.gov
For technical support with the above process please email SEDDAS@nysed.gov