How to Grant Access to the NYSSIS State Match System

A SEDDAS QUICK START GUIDE

NEW YORK STATE DEPARTMENT OF EDUCATION, CHILD NUTRITION PRORAM

Contents

Introduction

Effective July 2017, select Direct Certification features of the Child Nutrition Management System (CNMS) will be transitioned to NYSED Business Applications Portal found at: http://portal.nysed.gov. To access the new NYSSIS pages for Child Nutrition Management, users must have a State Education Department Delegated Account System (SEDDAS) username and password. Information on SEDDAS can be found at the SEDDAS Home page found at http://www.p12.nysed.gov/seddas/seddashome.html.

Every LEA across the State has a delegated administrator and it is typically an institution's CEO. In public school districts, access to the NYSSIS application with the new Child Nutrition role must be designated by the superintendent (Super DA) or the district account manager. In nonpublic schools and Charter schools, the CEO entitles access to the NYSSIS application with the new Child Nutrition role to the correct staff member located at the same institutional location as the CEO.

For nonpublic schools that may be unfamiliar with SEDDAS, an email was sent automatically to your school CEO once their DA account was created. Oftentimes since the email is computer generated it can get caught in the spam folder, so it is important your CEO look there first and set the SEDDAS donotreply@nysed.gov and the seddas@nysed.gov email as a safe email address. For users that know their user name but forgot their password they can follow the instructions can be found at http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf

CEO's and Delegated Account Administrators can find complete instructions on using SEDDAS at http://www.p12.nysed.gov/seddas/completeuserguide.pdf

If your CEO does not know their username or needs any other assistance with using SEDDAS, your CEO should contact NYSED at, seddas@nysed.gov .

The following screen shots show Step-by-Step how Superintendents and Principals (CEOs) can set up accounts, assign roles, and grant entitlements for food service staff to gain access to the NYSSIS State Match system. The screenshots provided are generic so the options you see on each screen may be slightly different.

Steps 1-5 for users that already have a SEDDAS username and password

Step 1: CEOs go to the NYSED Application Business Portal to Log In at https://portal.nysed.gov.

Step 2: Click the Link for State Education Department Delegated Account System (SEDDAS).

Step 3: Click the "Search User" button.

Welcome			

Your Account Information

Welcome		Name	Chris Cross	Position/Title
Search User		User ID	chris.cross **(Enabled)**	**Institution**
Advanced Search		**Institution CEO**	PRINCIPAL BRYAN WOOD	
		Institution ID	800000055426	**BEDS Code**
Search Teacher		**Parent Inst ID**	800000055422	**Parent Inst**
		Work Phone	(518) 555-5555 Ext:	**Email**
Create User				
		Administrator Role	Delegated/Entitlement Administrator	
SEDDAS Support		**Applications ***	AIR Growth Reporting System	

Applications *
AIR Growth Reporting System
Institution Master File (BEDS)/VADIR
IRS Data
IRS Portal
L2RPT Level 2 Reporting
SED Monitor & Vendor Performance System

Logged In As
Chris Cross

Step 4: Enter the last name and click the "Search/Update List" button.

User Search

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

[Search/Update List]

User List *

Enter a **User ID** or **Last Name** to search

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

Step 5: Click the radio button next to the you would like to delegate.
         Click the View Selected" button.

User Search

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** [doe   ]

[Search/Update List]

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
◉	Sally	Doe	sally.doe **(Enabled)**	ACCOUNTANT	COHOES HIGH SCHOOL	(518) 555-5555 Ext:	seddas@nysed.gov

* Any account, not in your jurisdiction, will have a grayed-out radio button

** Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

[View Selected]

Steps 1a-5a for users that do not have a SEDDAS username and password

Step 1a: If the user is not found you will need to create one. Click the "Create User" menu choice and enter the first and last name and email of the user you want to create. Then click the search icon in the institution field.

Create User: Enter Information

Welcome	
Search User	**User Information**
Advanced Search	• To create a user account, complete the form below, then click the **Next** button
Search Teacher	• * indicates required
	• To select the current institution for this user, click the 🔍 icon
▶ Create User	First Name *
	Middle Initial
	Last Name *
	Email *
SEDDAS Support	Institution *
Logged In As	Next >>
Chris Cross	

Step 2a: The Search Institution Screen is returned. Enter one of several different search criteria and then click Search.

NYSED - SEDDAS - Internet Explorer

Institution Search

• The beginning portion of any field(s) may be entered to limit the search results

Popular Name	Your School
Institution ID	Or Your Institution ID
BEDS Code	Or Your BEDS Code

Search

Institution List

Enter search criteria

 Step 3a: Your Institution or a list of Institutions will display. Click the button of the Institution you want to choose.

Step 4a: The Create User screen returns with the Institution name filled in. Click Next.

Step 5a: If the User ID does not exist in the system you will see a screen like the below and fill out any remaining fields. Click Create.

Create User: Title and Contact Information

User Information

Name	jane smith	**Position/Title ***	Select Title ⌄
User ID	jane smith	**Institution**	COHOES HIGH SCHOOL **(Active)**
Work Phone *	[ ] **Ext:** [ ]	**Email**	janesmith@school.gov

Identification *

Select a valid and not expired document for identity confirmation

○ Driver's License or ID Card
○ ID Card issued by NY State or a NY local government, agency, or entity
○ ID Card issued by US Federal agency or entity
○ Military Dependent's ID
○ U.S. Passport
○ Social Security Card
○ Voter's Registration

Cancel   Create

Note: If you get the message "User_Name already exists in our system… you may not be able to choose the Reassign Institution option", it is because you cannot reassign the institution of a user that is not in your jurisdiction or district. You will have to select Create User if they are not under your BEDS code.

Steps 6-10 for all users, Entitle Applications

Step 6: The View User screen will now open and it will say: User does not have access to any applications. Click the "Entitle Applications" button.

Step 7: Under Select Applications for Entitlement, check the boxes next to each application you wish to entitle the user to and click Next. For the State Match System, you need to choose, NYSSIS.

Step 8: For each application displayed assign roles as needed, make your selections of applications to entitle and then click Next. For the State Match System, you need to choose, Child Nutrition User.

Application Roles

For each application displayed, make your selection(s)

NYSSIS

Role

Select Role
Child Nutrition User
NYSSIS User
NYSSIS View Only

Next >>

Step 9: Review your selections and then click Grant Access.

Entitle Applications: Grant Access

User Information

Name	Jane Doe	**Position/Title**	N'
User ID	jane.doe (Enabled)	**Institution**	N'
Institution ID	800000055504	**BEDS Code**	0:
RIC Inst ID	800000055504	**RIC**	N'
Work Phone	(518) 473-0845 Ext:	**Email**	gs

NYSSIS

Role   Child Nutrition User

<< Back   Grant Access

Step 10: An email message will be sent to the user with their User ID and password instructions. You will be sent an email confirming the change to your accounts.

Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA
Albany, NY 12234
518-473-8781

http://portal.nysed.gov/

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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