How to Grant PD Data System Entitlements

Effective April 28, 2016, access to the PD Data system will transition to the NYSED Business Portal (http://portal.nysed.gov/portal/page/portal/PortalApp). This means current PD user names and passwords will not work. In order to access the PD system, users must have a State Education Department Delegated Account System (SEDDAS) username and password. Information on SEDDAS can be found at http://www.p12.nysed.gov/seddas/seddashome.html.

Superintendents and Charter School Leaders already have SEDDAS usernames and passwords and will need to set up Delegated/Entitlement Administrator (DA/EA) accounts for Special Education Directors and designated staff in order for these folks to access the PD Data system and submit data.   Superintendents and Charter School Leaders are able to create or modify existing delegated accounts for those staff members who are responsible for submitting data.

For the PD Data System, the entitlement is "PD System" and there are **up to** two specific level of access:

- **PD Contact:** This delegation allows the user full access within the PD Data System. This user can see all data, drill down to student level data, enter data and certify reports within the system.
- **CIO:** This delegation allows read only access to all forms within the PD Data System. This user can view all data and drill down for student level data. They cannot enter data or certify reports.

The levels of access available are based on the type of institution. Additional detail on how to set up SEDDAS DA/EA accounts can be found in the current SEDDAS user guide, available at SEDDAS User Guide.

By default all Superintendents and Charter School Leaders will have "PD Contact" access, which entitles them to full access within the PD Data System and the ability to enter data and certify reports.

RICs have been automatically entitled and do not need to take any action.

Accounts can be created or entitled in SEDDAS for the PD Data System beginning on April 21, 2016 in advance of the April 28th effective date for access to PD.

The following screen shots show how Superintendents and Charter School Leaders set up the Delegated/Entitlement Administrator (DA/EA) accounts.

Step 1: Superintendents and Charter School Leaders go to NYSED Business Portal to Log On
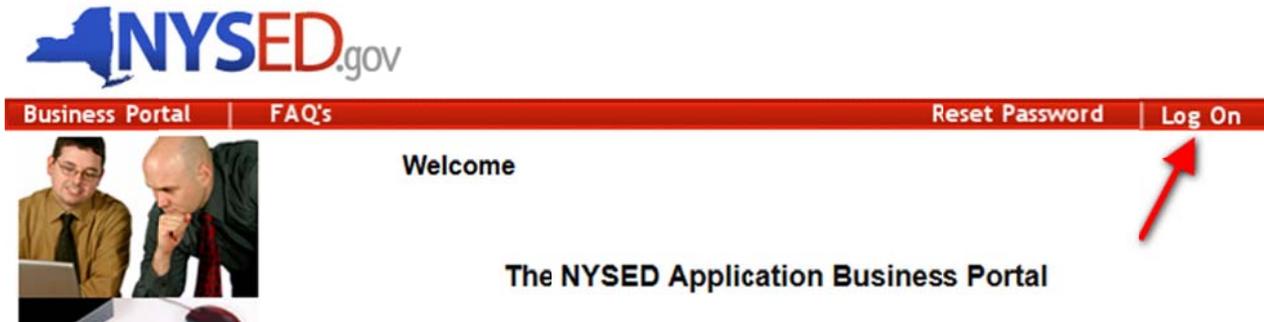
http://portal.nysed.gov/portal/page/portal/PortalApp

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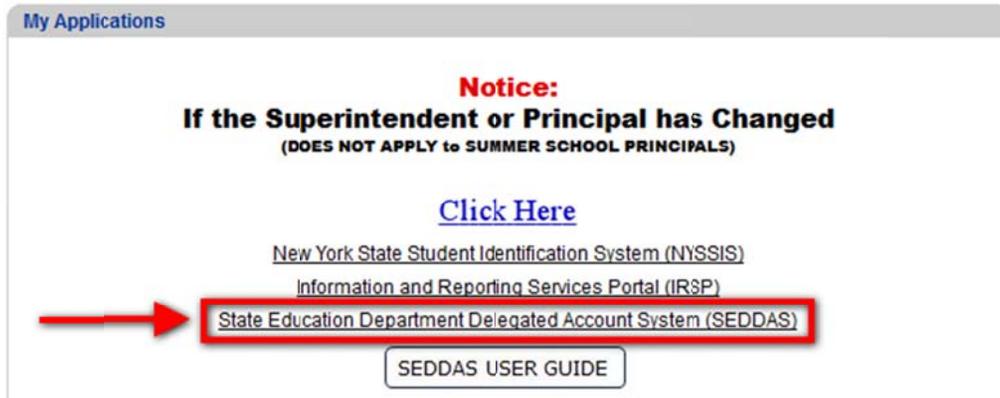
My Applications

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)

Click Here

New York State Student Identification System (NYSSIS)

Information and Reporting Services Portal (IRSP)

➡ State Education Department Delegated Account System (SEDDAS)

SEDDAS USER GUIDE

Step 3: Click "Search User" button

▸ Welcome

Search User ⬅

Advanced Search

SEDDAS Support

Your Account Information

Name

User ID

Institution CEO

Institution ID

RIC Inst ID

Work Phone

Step 4: Click "Search/Update List" button

User Search

Welcome

▶ Search User

Advanced Search

SEDDAS Support

Logged In As

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/Update List]

User List *

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

Step 5: Click the "View Selected" button of the user you would like to delegate

User ID [   ]   **Last Name** [   ]

Search/Update List

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
⊙			(Enabled)			Ext:	

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

** Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

View Selected

Step 6: Click the "Entitle Applications" button

Step 7: Click the box next to "PD System" under "Select applications to change/remove access"

Entitle Applications: Select Applications

User Information

Name		**Position/Title**	
User ID		**Institution**	
Institution ID		**BEDS Code**	
RIC Inst ID		**RIC**	
Work Phone		**Email**	

Select applications for entitlement

☑ PD System

Select applications to change/remove access

☐ IRS Portal

[<< Back] [Next >>] [Remove Entitlement(s)]

Step 8: Select the type of access to assign the_{user}

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Step 9: Click the "Grant Access" button