A Quick Guide:

Entitling Users to

L0HIST Level 0 Historical

Staff Eval View/Update

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

Role	Permissions
Delegated Administrator (DA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords
Entitlement Administrator (EA)	• Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords • Entitle users to applications
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords • Entitle users to applications

Quick Notes:

  ➢ **Entitling** "*L0HIST Level 0 Historical – Staff Eval"* **to a RIC Staff User account:**

   1. A RIC Staff User account can only get "*L0HIST Level 0 Historical – Staff Eval"* <u>View</u> privileges from either the EA or DA/EA at their RIC.

   2. A School District Administrator (EA, DA/EA or SDA) may grant "*L0HIST Level 0 Historical – Staff Eval"* <u>Update</u> privileges to a RIC Staff User account, only after that RIC Staff User account has obtained "*L0HIST Level 0 Historical – Staff Eval"* <u>View</u> 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 Staff Eval 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

Step 2: Select "Entitle Applications" to entitle this user to L0H *Staff Eval Update* access:

Step 3: Select the "L0HIST Level 0 Historical – Staff Eval" check box and click on the "Next" button:

An arrow pointing to the radio button to the left of the user name and pointing to View Selected.

Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0
Historical Staff Eval View/Update
(Continued)

Step 4: From the "**Staff Eval Role**" drop down
  ➤ Select "Level 0 Historical – Staff Eval View" to entitle the selected user "view"
     privileges to L0H Staff Eval data for your LEA

   From the "**Staff Eval Update Role**" drop down
  ➤ Select "Level 0 Historical – Staff Eval Update" to entitle the selected user "update"
     privileges to L0H Staff Eval data for your LEA
      o If the selected user should not be able to update
         ▪ Leave the value set to "Select Staff Eval Update Role"
  ➤ Select "Next":

Step 5: Select "Grant Access" to entitle the selected user to L0H _Staff Eval View_ access for your LEA:

**Note**: If "Level 0 Historical – Staff Eval Update" had been selected from the "Staff Eval Update Role", then the screen would indicate "Level 0 Historical – Staff Eval Update":

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 Staff Eval 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

Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval View
(Continued)

Step 2: Select "Entitle Applications" to entitle this user to L0H *Staff Eval View* access:

Step 3: Check the box next to "L0HIST Level 0 Historical – Staff Eval" and click "Next"

Step 4: Choose a "Staff Eval 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
Staff Eval View
(Continued)

Step 5: For Regional View, select "Staff Eval Regional View" from the Staff Eval Role drop-down and click "Next":

Step 6: To complete the process, click the 'Grant Access' button:

Step 7: For Institute Specific View, select "Staff Eval Institute Specific View" from the Staff Eval Role drop-down and click the "Next" button:

Step 8: Click on the link that says "Click to Select Specific Institutes for Viewing (Staff Eval)": Entitle Applications Grant Access screen

Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Staff Eval 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:
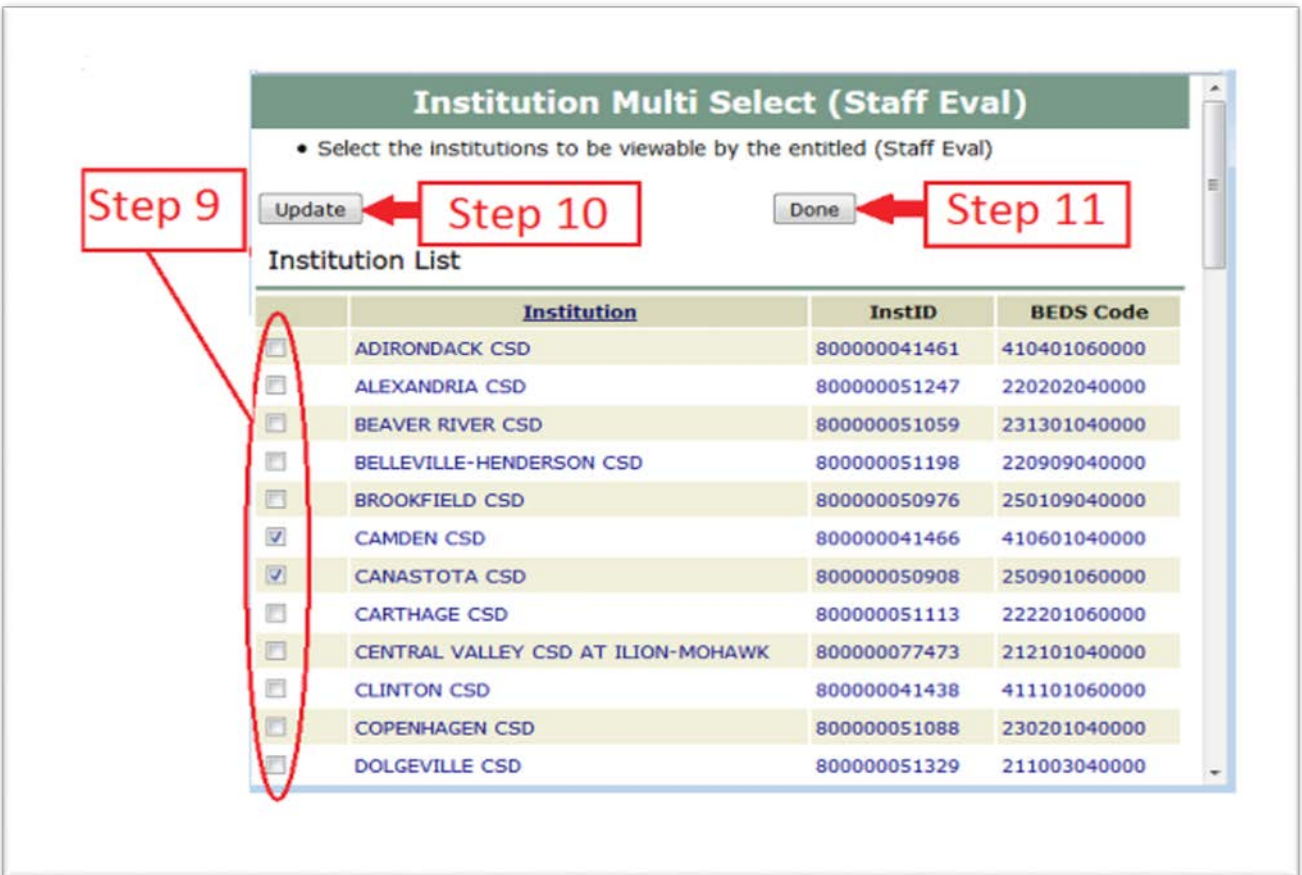
Step 12: To complete the process, click the 'Grant Access' Button:

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 Staff Eval 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 Staff Eval 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

Step 2: Select "Entitle Applications" to entitle this user to L0H *Staff Eval Update* access:

Step 3: Select the "L0HIST Level 0 Historical – Staff Eval" check box and click on the "Next" button:

Step 4: From the "Staff Eval Update Role" drop down, select "Staff Eval Institute Specific Update" and click on the "Next" button:

Step 5: Select "Grant Access" to finish entitling the selected user to L0H _Staff Eval Update_ access for your LEA:

Step 6: Both you and the selected user should receive a confirmation email when entitlement is complete: