

**A Quick Guide:
Entitling Users to
LOHIST Level 0 Historical
Staff Eval View/Update**

**New York State Education Department
Revised January 2017**

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

Role	Permissions
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
Entitlement Administrator (EA)	<ul style="list-style-type: none"> • Entitle users to applications
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
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	<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

Quick Notes:

➤ **Entitling “LOHIST Level 0 Historical – Staff Eval” to a RIC Staff User account:**

1. A RIC Staff User account can only get “LOHIST Level 0 Historical – Staff Eval” View privileges from either the EA or DA/EA at their RIC.
2. A School District Administrator (EA, DA/EA or SDA) may grant “LOHIST Level 0 Historical – Staff Eval” Update privileges to a RIC Staff User account, only after that RIC Staff User account has obtained “LOHIST Level 0 Historical – Staff Eval” View 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

University of the State of New York
State Education Department

Delegated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Delegated/Entitlement Administrator

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 *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	Stan	Smith	Stan.Smith [Enabled]	OTHER	ANYWHERE CSD	(315) 555-5555 Ext:	ssmith@anyw.org

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

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 2: Select “Entitle Applications” to entitle this user to LOH Staff Eval Update access:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, and Reports. The main area displays 'User Information' for Stan Smith, including fields for Name, User ID (stan.smith (Enabled)), Position/Title (ASSISTANT SUPERINTENDENT), Institution (ANYWHERE CSD (Active)), Institution CEO (SUPERINTENDENT JOHN JONES), Institution ID (80000008888), BEDS Code (9999904000), RIC Inst ID (80000050838), RIC (RIC), Work Phone ((315) 555-5555 Ext:), and Email (ssmith@anyw.org). At the bottom, there is a row of buttons: << Back, Account History, Entitle Applications (highlighted with a red box), Entitle Administrator, Update, Disable, Reassign, and List Administrators.

Step 3: Select the “LOHIST 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.

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu on the left. The main area displays 'User Information' for Stan Smith with fields for Name, User ID (stan.smith (Enabled)), Position/Title (OTHER), Institution (ANYWHERE CSD (Active)), and Email (ssmith@anyw.org). Below this is a section titled 'Select applications for entitlement' with a list of checkboxes: ARRA Reporting System, Examination Request System, IRS Data, Institution Master File (BEDS)/VADIR, SED Monitoring & Vendor Performance System, State Aid Management System, LOHIST Level 0 Historical - Staff Eval (checked with a red checkmark), and LOHIST Level 0 Historical - Student. A red arrow points to the radio button to the left of the user name. Below this is another section titled 'Select applications to change/remove access' with checkboxes for AIR Growth Reporting System, IRS Portal, L2RPT Level 2 Reporting, NYSSIS, and Teacher Access and Authorization System (TAA/TSRV/ePMF). At the bottom, there are three buttons: << Back, Next >> (highlighted with a red box), and Remove Entitlement(s).

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
 - If the selected user should not be able to update
 - Leave the value set to “Select Staff Eval Update Role”
- Select “Next”:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	Stan Smith	Position/Title	OTHER
User ID	stan.smith (Enabled)	Institution	ANYWHERE CSD (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Staff Eval

Staff Eval Role: Level 0 Historical - Staff Eval View

Staff Eval Update Role: Select Staff Eval Update Role

Select Staff Eval Update Role

Level 0 historical - Staff Eval Update

<< Back

Next >>

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 5: Select “Grant Access” to entitle the selected user to L0H Staff Eval View access for your LEA:

The screenshot shows a web interface titled "Entitle Applications: Grant Access". On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, Reports, and SEDDAS Support. The main content area is titled "User Information" and displays details for Stan Smith, including his User ID (stan.smith), Work Phone, Position/Title (OTHER), Institution (ANYWHERE CSD), and Email (ssmith@anyw.org). Below this, a section titled "LOHIST Level 0 Historical - Staff Eval" shows the "Staff Eval Role" as "Level 0 Historical - Staff Eval View" and the "Staff Eval Update Role" as blank. At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter highlighted by a red rectangular box.

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”:

This is a close-up of the application details section from the previous screenshot. It shows the title "LOHIST Level 0 Historical - Staff Eval" and two rows of information: "Staff Eval Role" with the value "Level 0 Historical - Staff Eval View" and "Staff Eval Update Role" with the value "Level 0 historical - Staff Eval Update". At the bottom, the "Grant Access" button is highlighted with a red rectangular box.

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

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

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 *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	ricuser	example	ricuser.example (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA /MORIC	(315) 361-2700 Ext:	ricex@morico

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

View Selected

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:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', and 'Reports'. The main area displays 'User Information' for a user named 'ricuser.example'. The information includes User ID, Institution CEO, Institution ID, Parent Inst ID, Work Phone, Position/Title, Institution, BEDS Code, Parent Inst, and Email. At the bottom of the user information section, there is a row of buttons: '<< Back', 'Account History', 'Entitle Applications', 'Entitle Administrator', 'Update', 'Disable', 'Reassign', and 'List Administrators'. The 'Entitle Applications' button is highlighted with a red rectangular box.

Step 3: Check the box next to “LOHIST Level 0 Historical – Staff Eval” and click “Next”

The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu on the left. The main area displays 'User Information' for the same user. Below that is a section titled 'Select applications for entitlement' with a list of applications and checkboxes. The applications are: 'IRS Portal', 'LOHIST Level 0 Historical - Staff Eval', 'LOHIST Level 0 Historical - Student', 'L2RPT Level 2 Reporting', 'NYSSIS', 'PD System', and 'Teacher Access and Authorization System (TAA/TSRV/ePMF)'. The checkbox for 'LOHIST Level 0 Historical - Staff Eval' is checked, and a red arrow points to it. At the bottom of the application selection section, there are two buttons: '<< Back' and 'Next >>'. The 'Next >>' button is highlighted with a red rectangular box.

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”:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morix.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Staff Eval

Staff Eval Role Staff Eval Regional View

- Select Staff Eval Role
- Staff Eval Institute Specific View
- Staff Eval Regional View

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

Entitle Applications: Grant Access

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morix.org

LOHIST Level 0 Historical - Staff Eval

Staff Eval Role Staff Eval Regional View

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

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

The screenshot shows the 'Entitle Applications: Select Roles' interface. On the left is a navigation menu with options like 'Welcome', 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', and 'SEDDAS Support'. The main area displays 'User Information' for 'ricuser.example' and 'Application Roles' for 'LOHIST Level 0 Historical - Staff Eval'. The 'Staff Eval Role' dropdown is open, with 'Staff Eval Institute Specific View' selected. A red box highlights 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

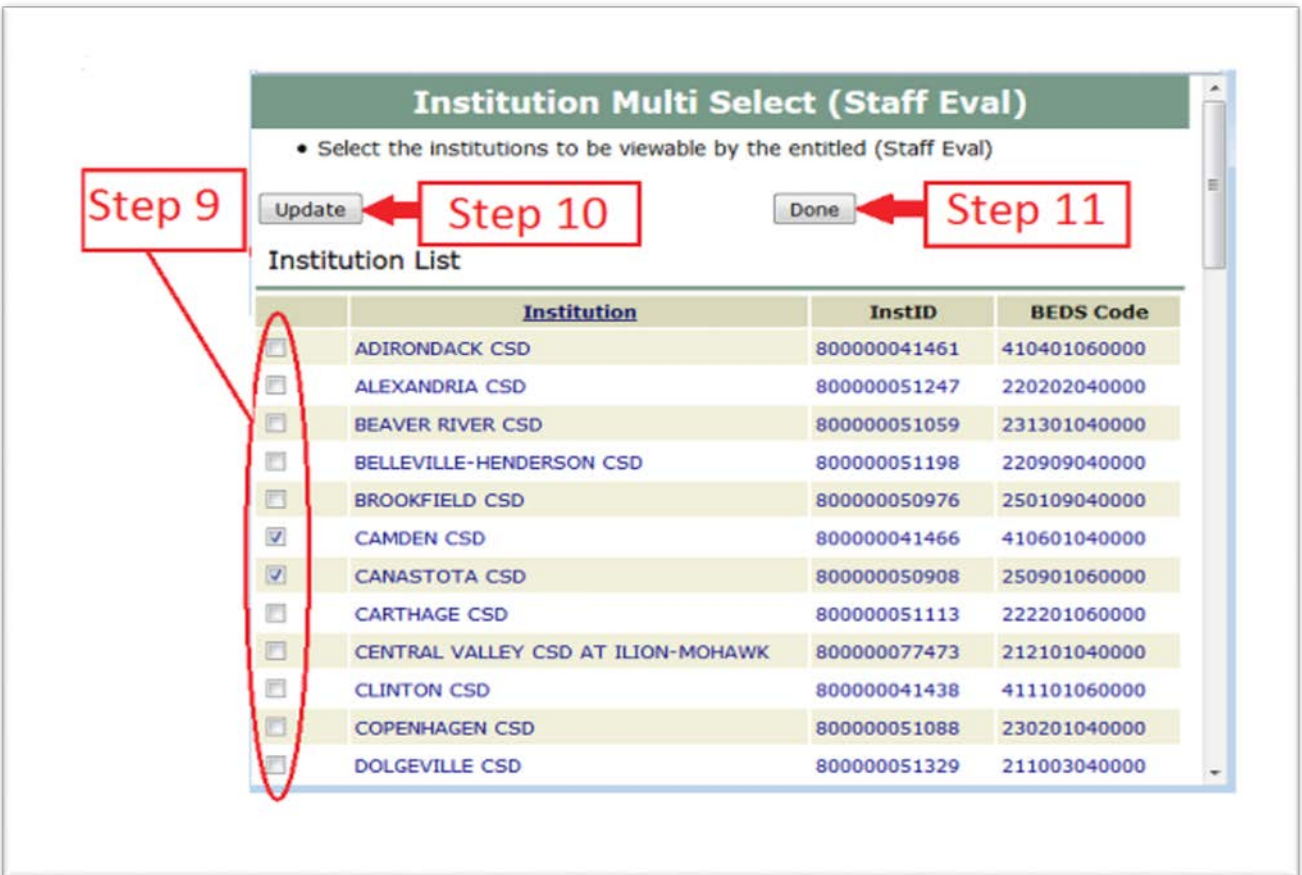
The screenshot shows the 'Entitle Applications: Grant Access' interface. It features the same navigation menu and user information as the previous screen. Under 'Application Roles', the 'Staff Eval Role' is set to 'Staff Eval Institute Specific View'. A red arrow points to the link 'Click to Select Specific Institutes for Viewing (Staff Eval)'. A 'Refresh' button is next to it. At the bottom, there are '<< Back' and 'Grant Access' buttons.

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:



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

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

University of the State of New York
State Education Department

Deleagated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

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

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	ricuser	example	ricuser.example (Enabled)	OTHER	RIC MOHAWK/MADISON-ONEIDA /MORIC	(315) 361-2700 Ext:	ricex@moric

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

Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update (Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0H Staff Eval Update access:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Search User', 'Create User', and 'Reports'. The main content area is titled 'View User' and contains 'User Information' for a user named 'ricuser.example'. Below this information are four buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), and 'List Administrators'. At the bottom, there is a section for 'Application Entitlements' with a table containing one row: 'LOHIST Level 0 Historical - Staff Eval' with a 'Staff Eval Role' of 'Staff Eval Regional View'.

User Information			
Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Institution CEO	DIRECTOR	BEDS Code	259000900000
Institution ID	800000050838	Parent Inst	N/A
Parent Inst ID	N/A	Email	ricex@moric.org
Work Phone	(315) 361-2700 Ext:		

Application Entitlements	
LOHIST Level 0 Historical - Staff Eval	Staff Eval Role
	Staff Eval Regional View

Step 3: Select the “LOHIST Level 0 Historical – Staff Eval” check box and click on the “Next” button:

The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu and user information as the previous screenshot. Below the user information, there are two sections: 'Select applications for entitlement' and 'Select applications to change/remove access'. In the second section, the checkbox for 'LOHIST Level 0 Historical - Staff Eval' is checked, indicated by a red arrow. At the bottom, there are two buttons: '<< Back' and 'Next >>' (highlighted with a red box).

Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update (Continued)

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

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morix.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Staff Eval

Staff Eval Update Role

Select Staff Eval Update Role

Select Staff Eval Update Role

Staff Eval Institute Specific Update

<< Back

Next >>

Step 5: Select “Grant Access” to finish entitling the selected user to L0H Staff Eval Update access for your LEA:

Entitle Applications: Grant Access

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

Name	ricuser.example	Position/Title	OTHER
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)
Work Phone	(315) 361-2700 Ext:	Email	ricex@morix.org

LOHIST Level 0 Historical - Staff Eval

Staff Eval Update Role

Staff Eval Institute Specific Update

<< Back

Grant Access

Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Staff Eval Update (Continued)

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

Entitle Applications: Grant Access

<div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Welcome</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">▶ Search User</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Advanced Search</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Search Teacher</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Create User</div> <div style="background-color: #d9e1f2; padding: 2px; margin-bottom: 5px;">Reports</div> <div style="background-color: #d9e1f2; padding: 2px;">SEDDAS Support</div>	<div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <p>User Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;">ricuser example</td> <td style="width: 20%;">Position/Title</td> <td style="width: 20%;">OTHER</td> </tr> <tr> <td>User ID</td> <td>ricuser.example (Enabled)</td> <td>Institution</td> <td>RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)</td> </tr> <tr> <td>Work Phone</td> <td>(315) 361-2700 Ext:</td> <td>Email</td> <td>ricex@moric.org</td> </tr> </table> </div> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p>NOTE:</p> <ul style="list-style-type: none"> 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. </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <p>L0HIST Level 0 Historical - Staff Eval</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Staff Eval Update Role</td> <td>Staff Eval Institute Specific Update</td> </tr> </table> </div>	Name	ricuser example	Position/Title	OTHER	User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)	Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org	Staff Eval Update Role	Staff Eval Institute Specific Update
Name	ricuser example	Position/Title	OTHER												
User ID	ricuser.example (Enabled)	Institution	RIC MOHAWK/MADISON-ONEIDA/MORIC (Active)												
Work Phone	(315) 361-2700 Ext:	Email	ricex@moric.org												
Staff Eval Update Role	Staff Eval Institute Specific Update														