A Quick Guide:

Entitling Users to

L0HIST Level 0 Historical

Student 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)	• 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 – Student*" **to a RIC Staff User account:**

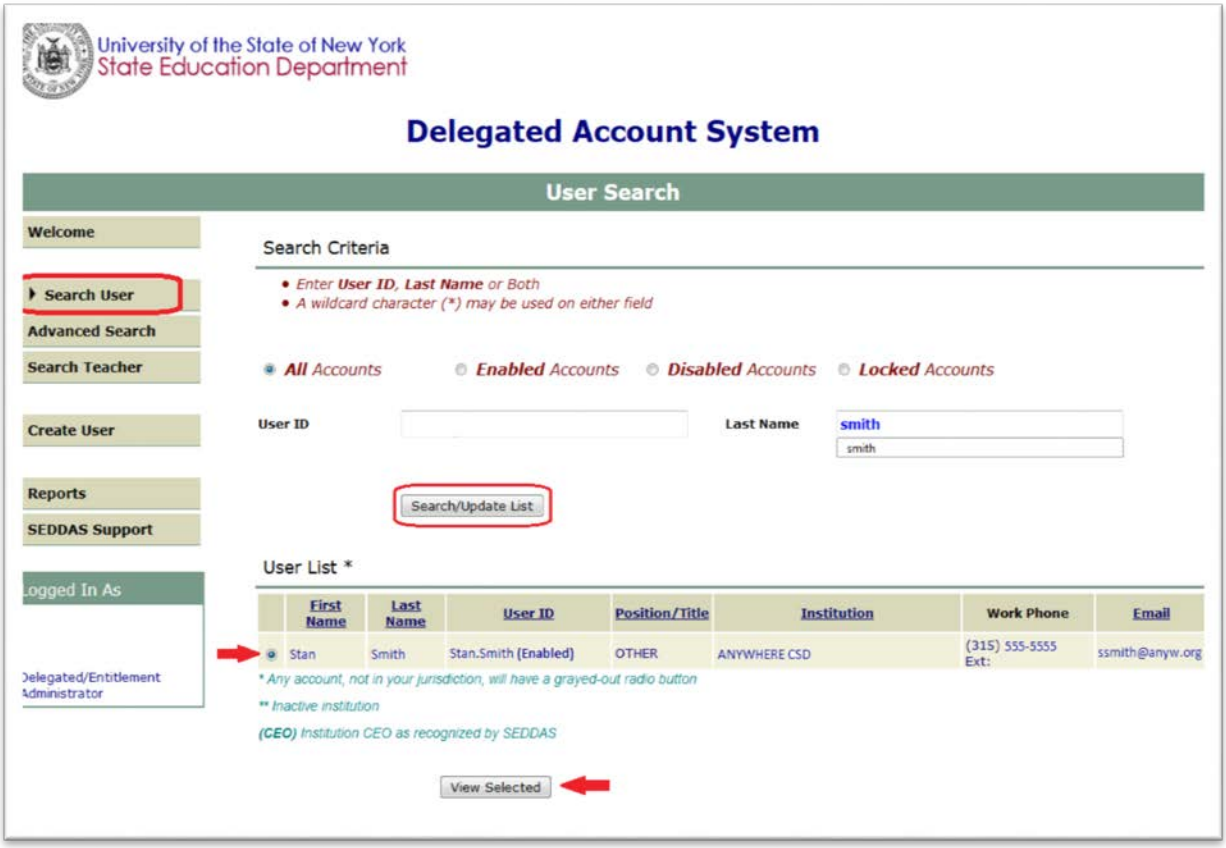
1. A RIC Staff User account can only get "*L0HIST Level 0 Historical – Student*" View privileges from either the EA or DA/EA at their RIC.

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

Step 1: After logging into SEDDAS, use the menu on the left to “Search User”

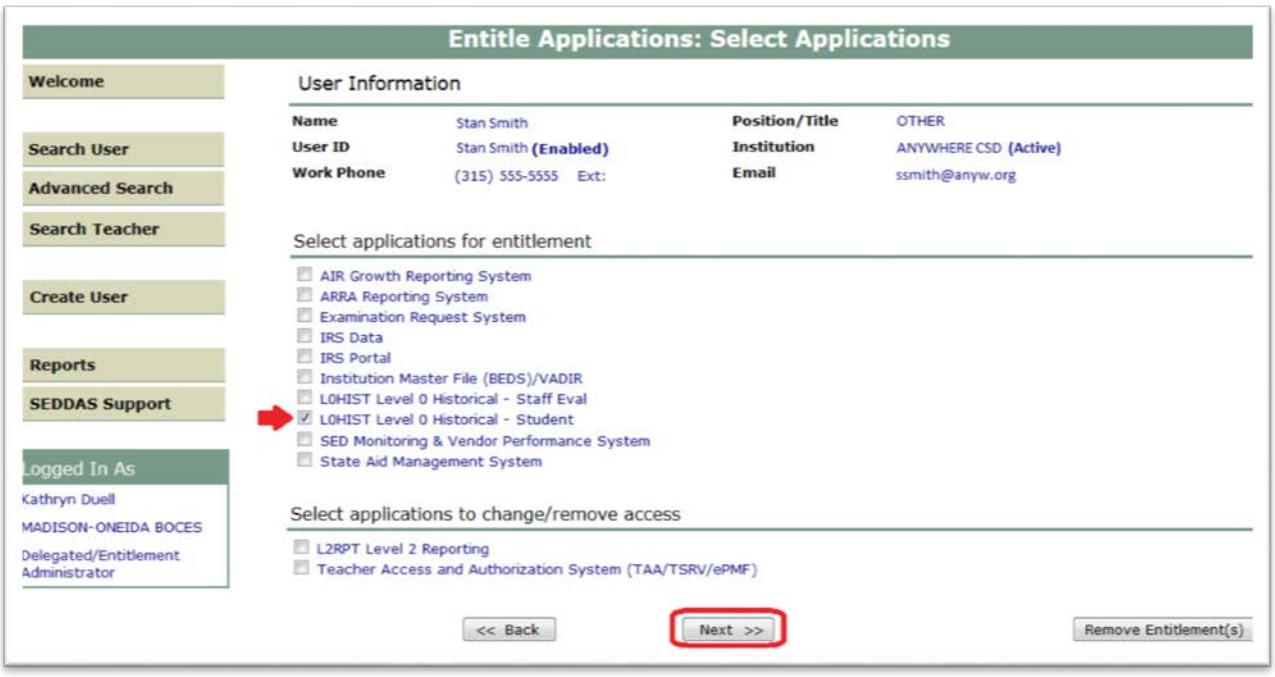
- Enter the User ID or Last Name that you are looking for
- Select the desired user with the “radio button” to the left of their “First Name”
- Click the “View Selected” button to see user details



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

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

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



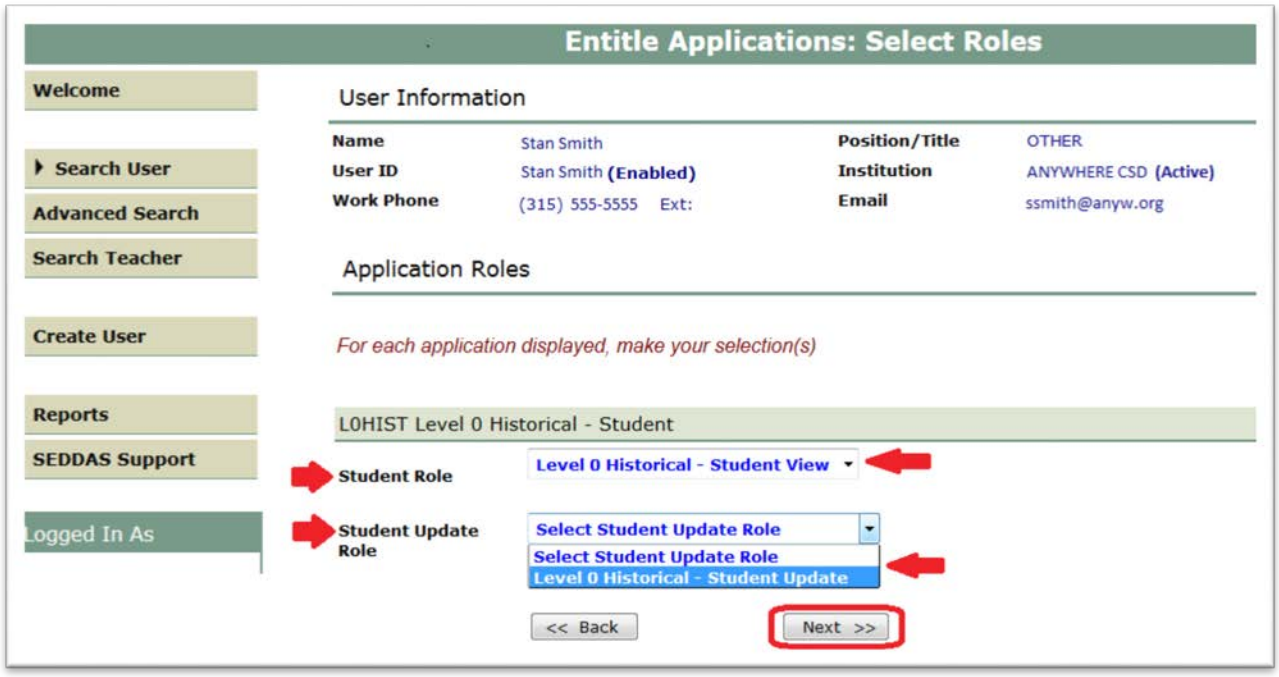
Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Student View/Update (Continued)

Step 4: From the "**Student Role**" drop down

- Select "Level 0 Historical – Student View" to entitle the selected user "view" privileges to L0H Student data for your LEA

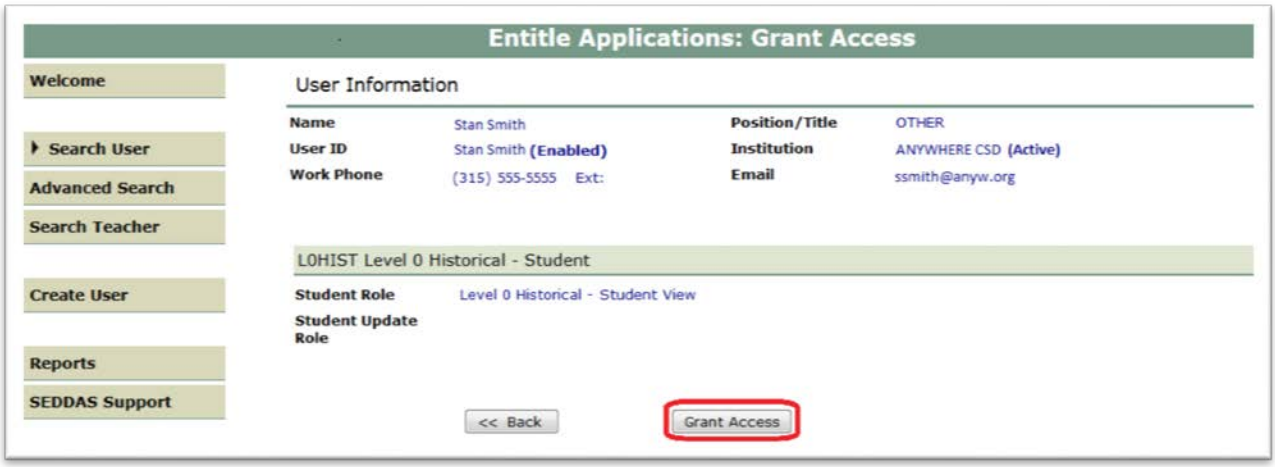
From the "**Student Update Role**" drop down

- Select "Level 0 Historical – Student Update" to entitle the selected user "update" privileges to L0H Student data for your LEA
  - If the selected user should not be able to update
    - Leave the value set to "Select Student Update Role"
- Select "Next":

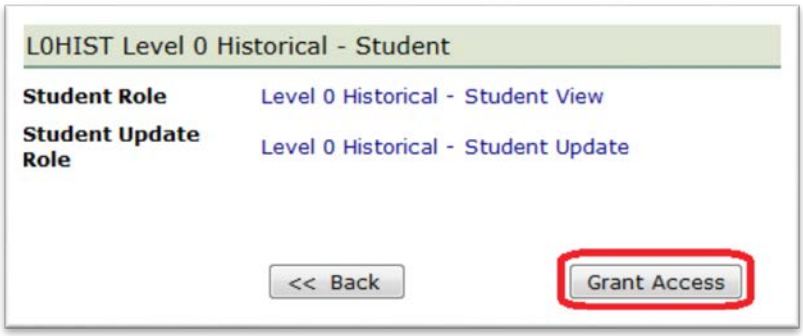


Section 1:
How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Student View/Update
(Continued)

Step 5: Select "Grant Access" to entitle the selected user to L0H *Student View* access for your LEA:



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

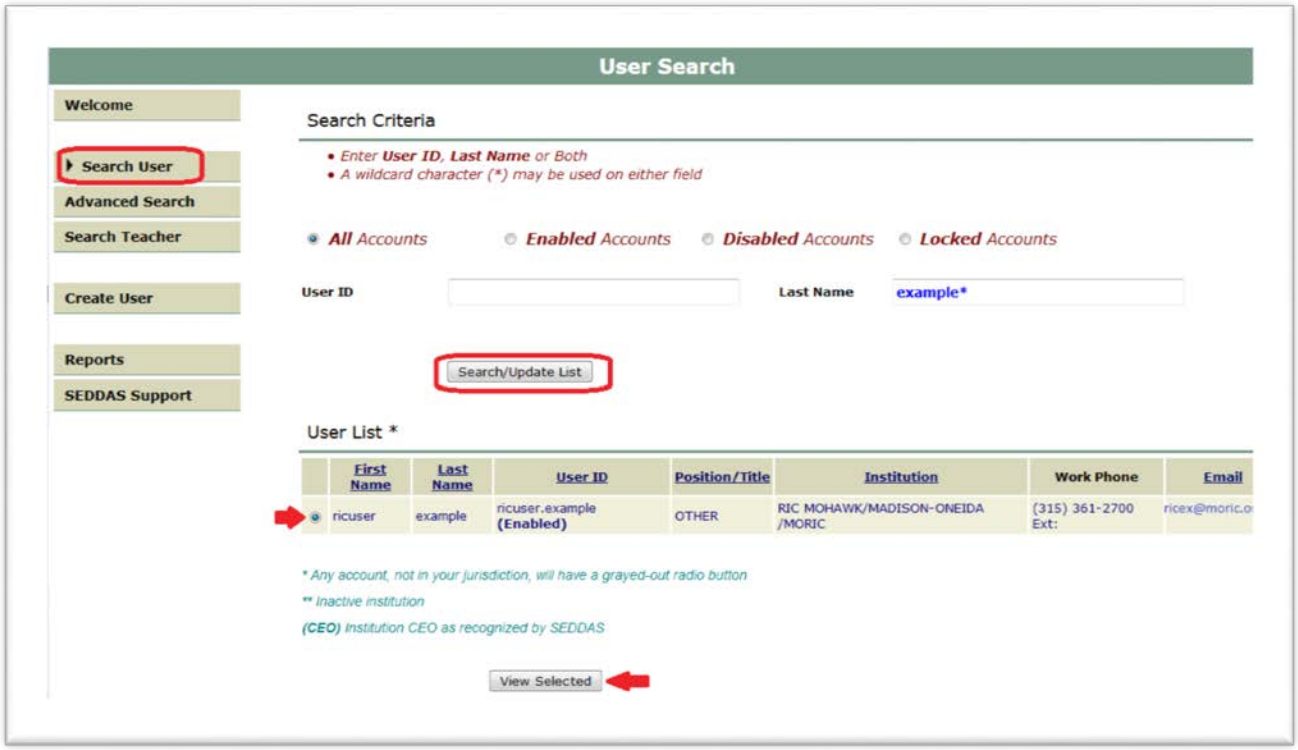


Step 6: Both you and the selected user should receive a confirmation email when entitlement is complete

Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View

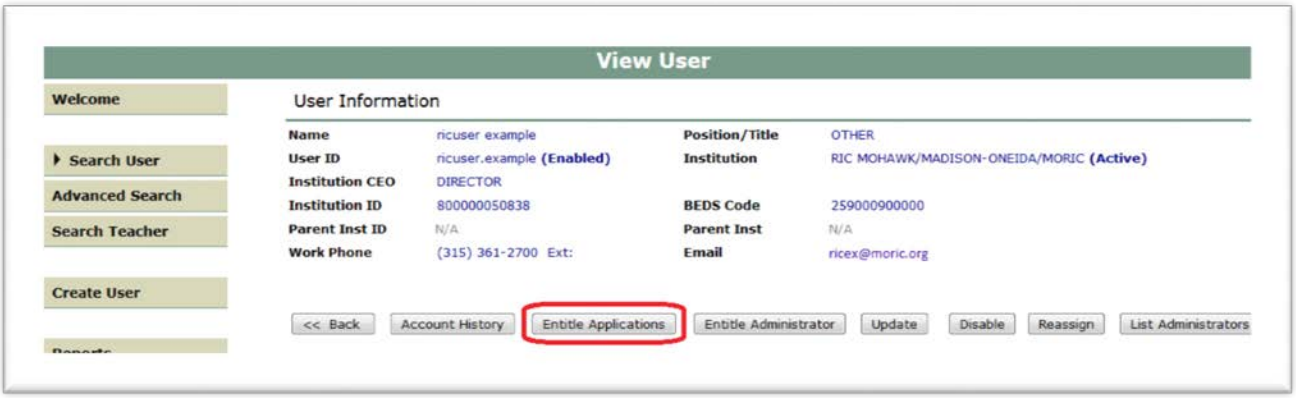
Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

- 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

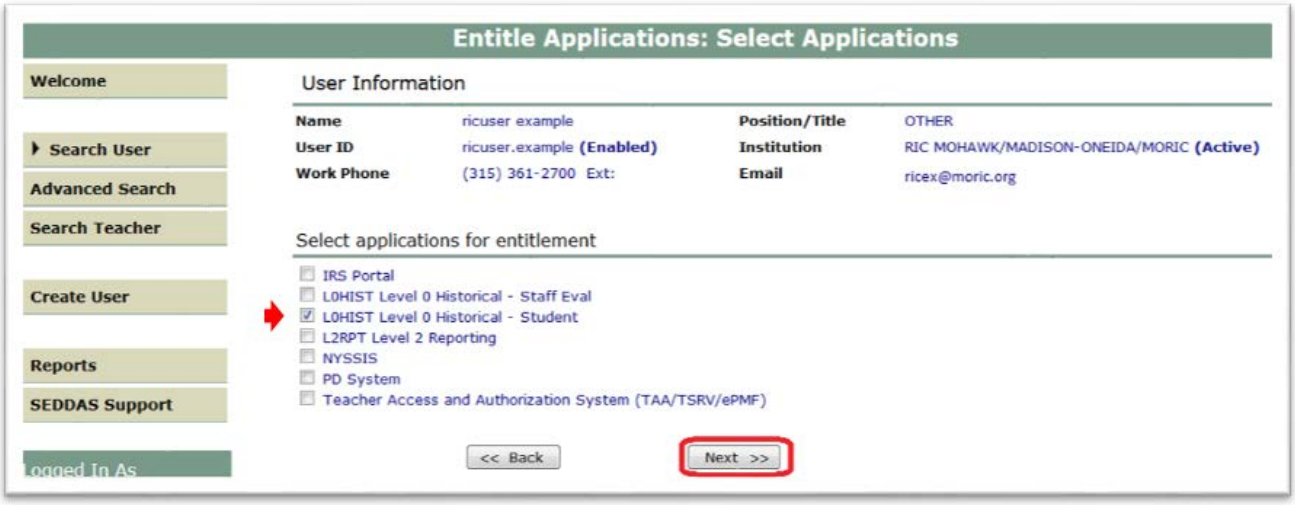


Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View
(Continued)

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



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

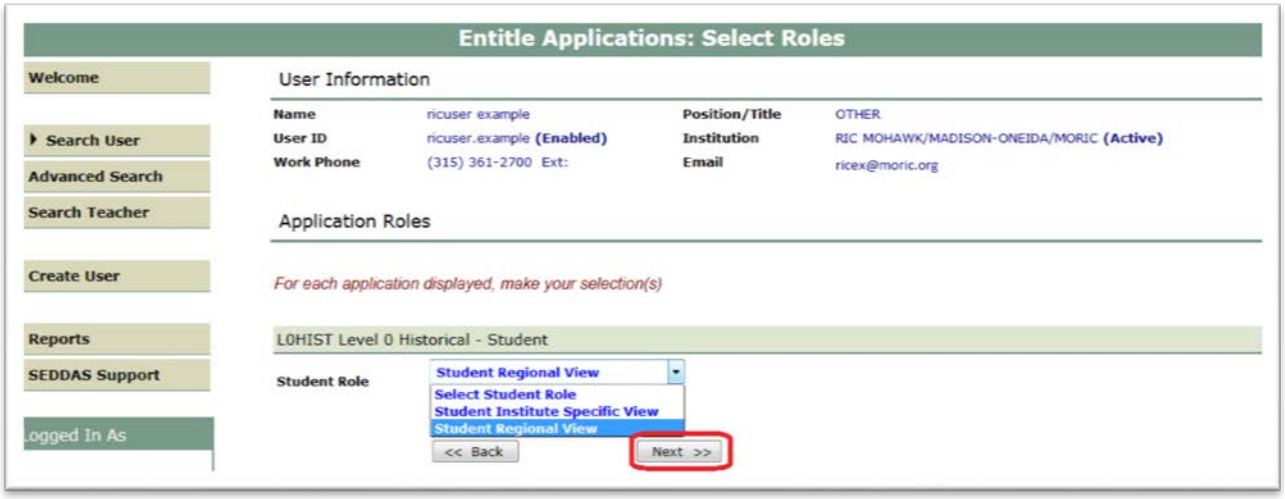


Step 4: Choose a "Student Role" from the dropdown:

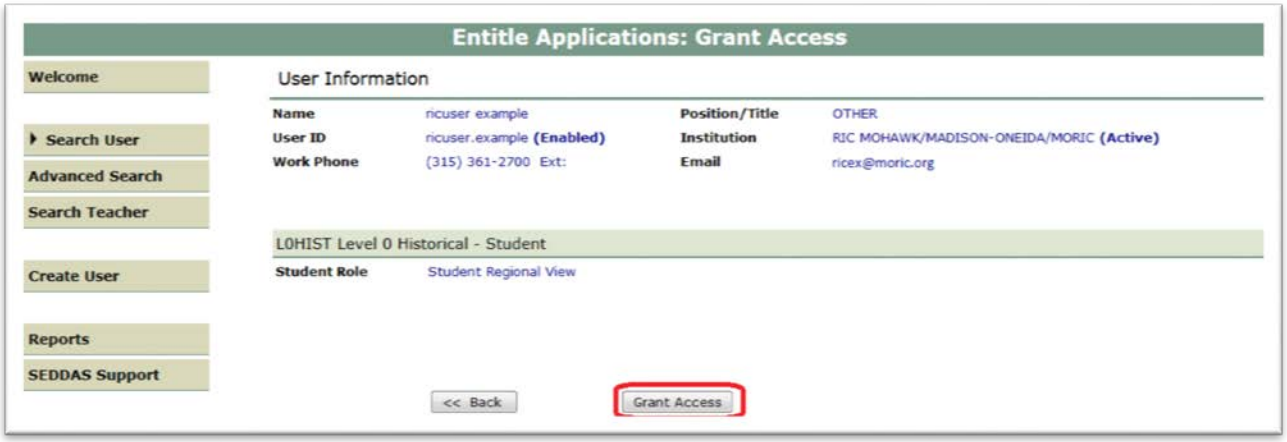
- **For *Regional View*, proceed to Step 5-6 (page 10).**
- **For *Institute Specific View*, skip Steps 5-6 and proceed to Step 7-12 (page 11).**

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

Step 5: For Regional View, select “Student Regional View” from the Student Role drop-down and click “Next”:

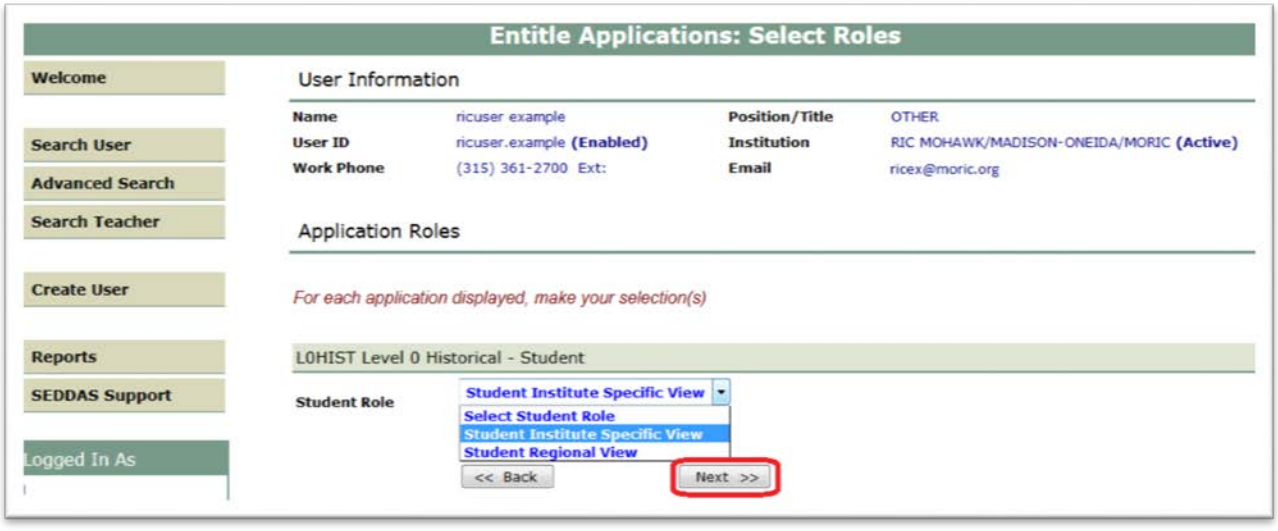


Step 6: To complete the process, click the ‘Grant Access’ button:

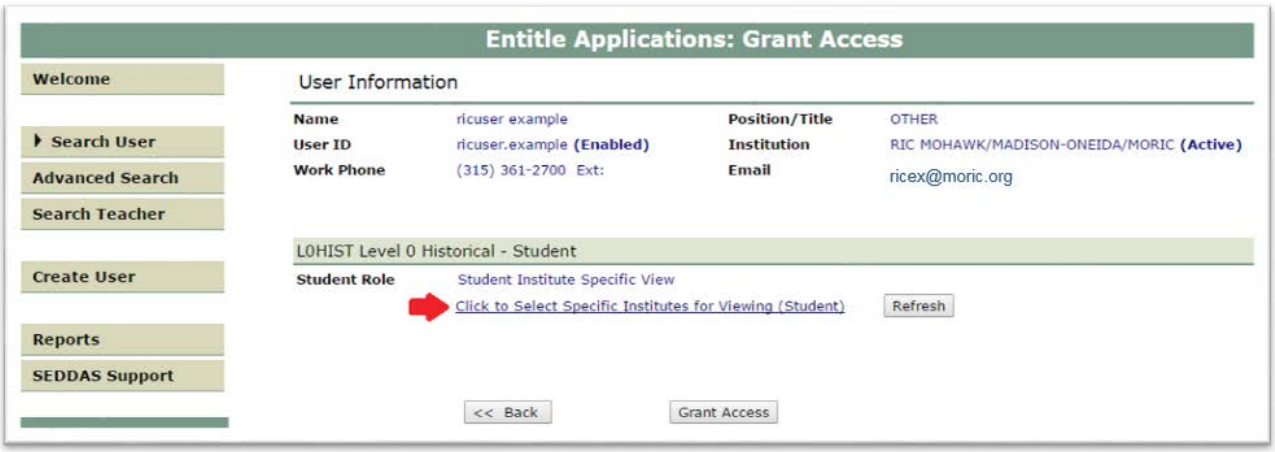


Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View
(Continued)

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



Step 8: Click on the link that says "Click to Select Specific Institutes for Viewing (Student)":

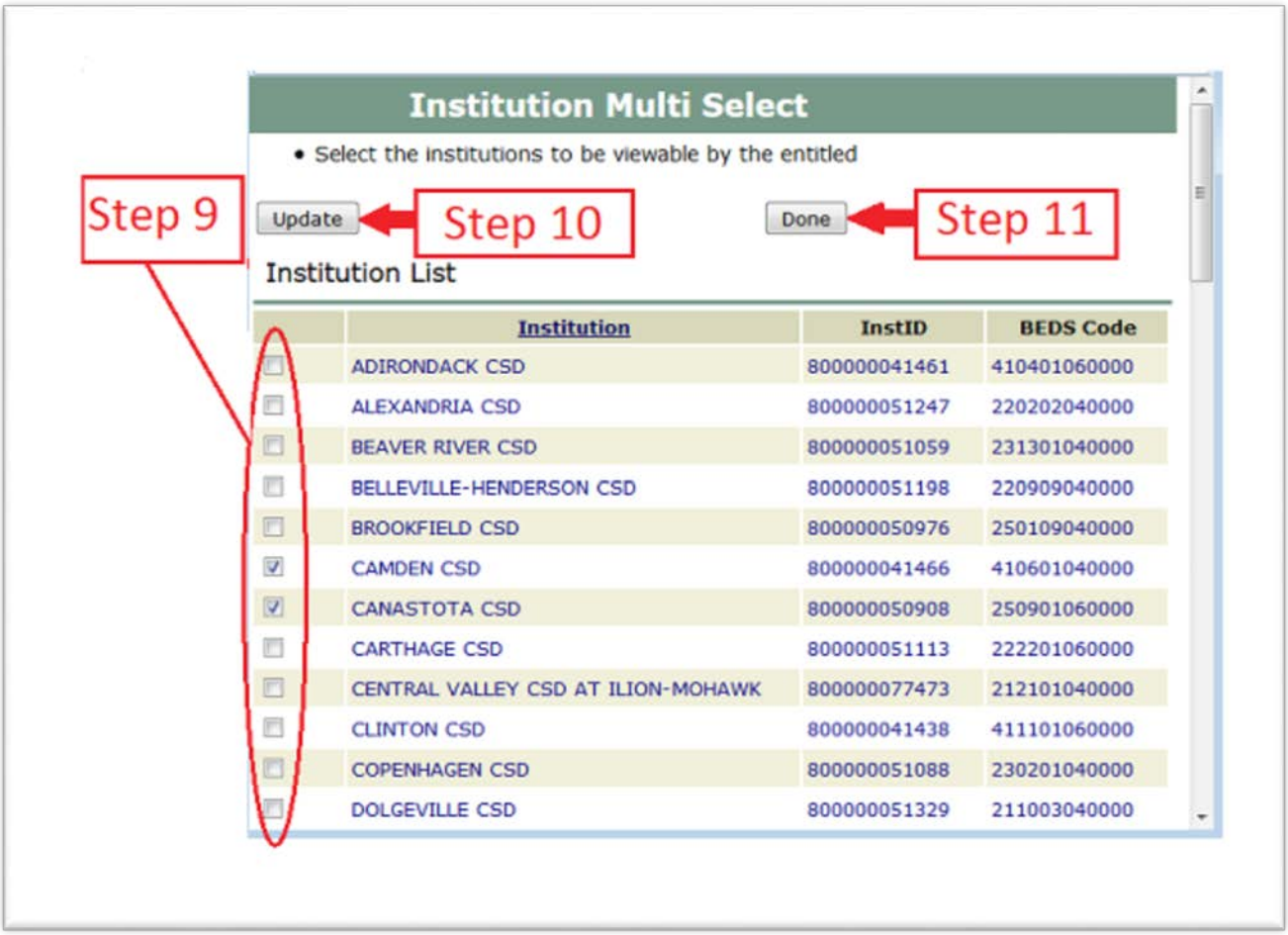


Section 2:
How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View
(Continued)

Step 9: In the pop-up window, check the boxes next to all desired institutions.

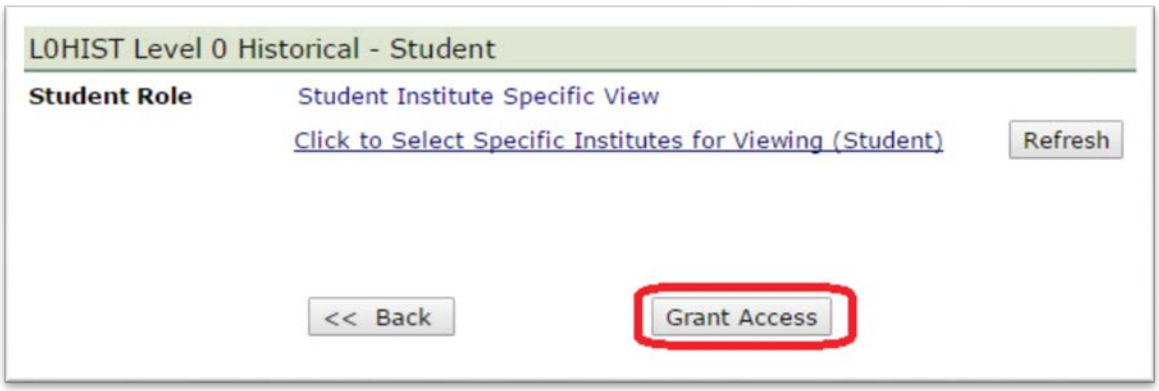
Step 10: Click the 'Update' button.

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 Student 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 Student Update

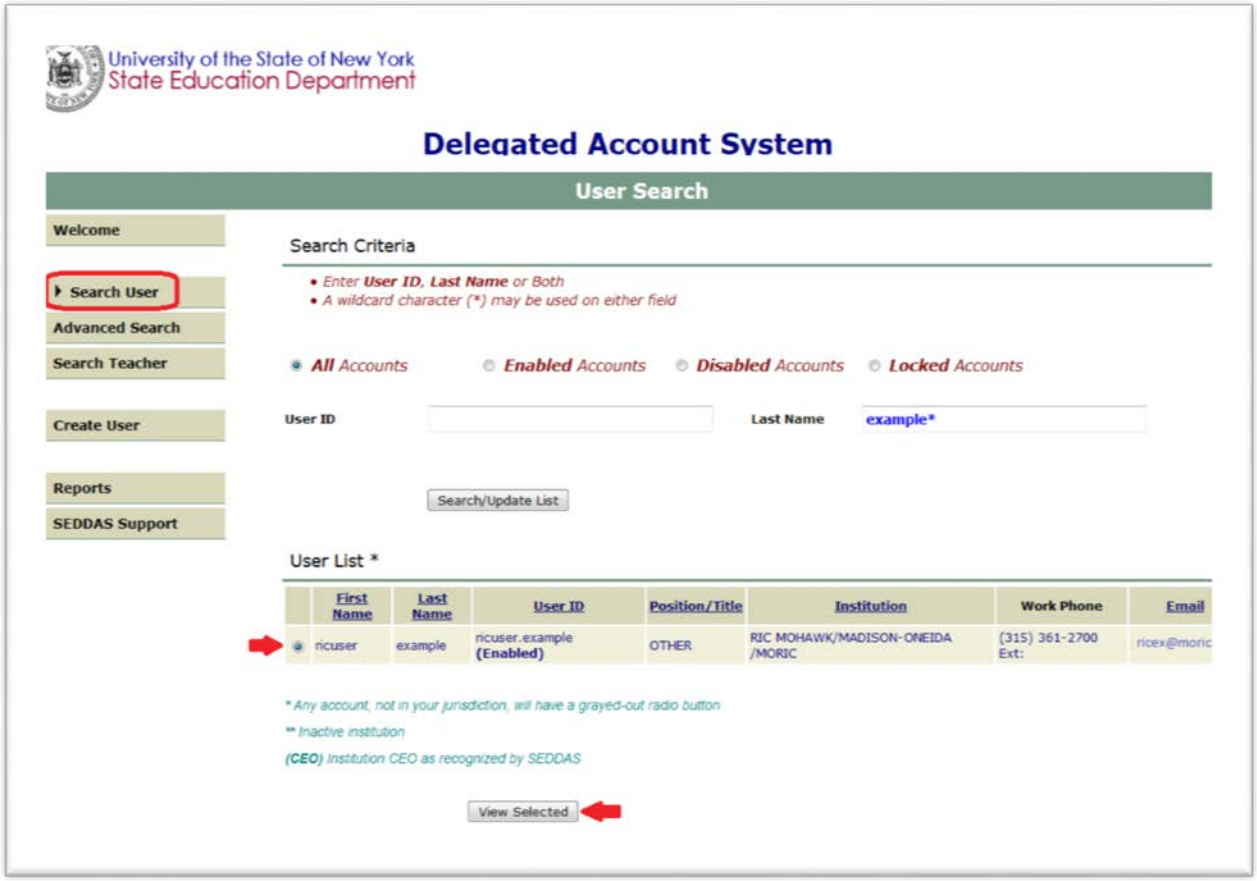
Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

- Enter the User ID or Last Name that you are looking for

*(**Please note** that the RIC user must already have L0 Student View privileges that were granted by their own RIC administrator. See Section 2 of this guide for instructions.)*

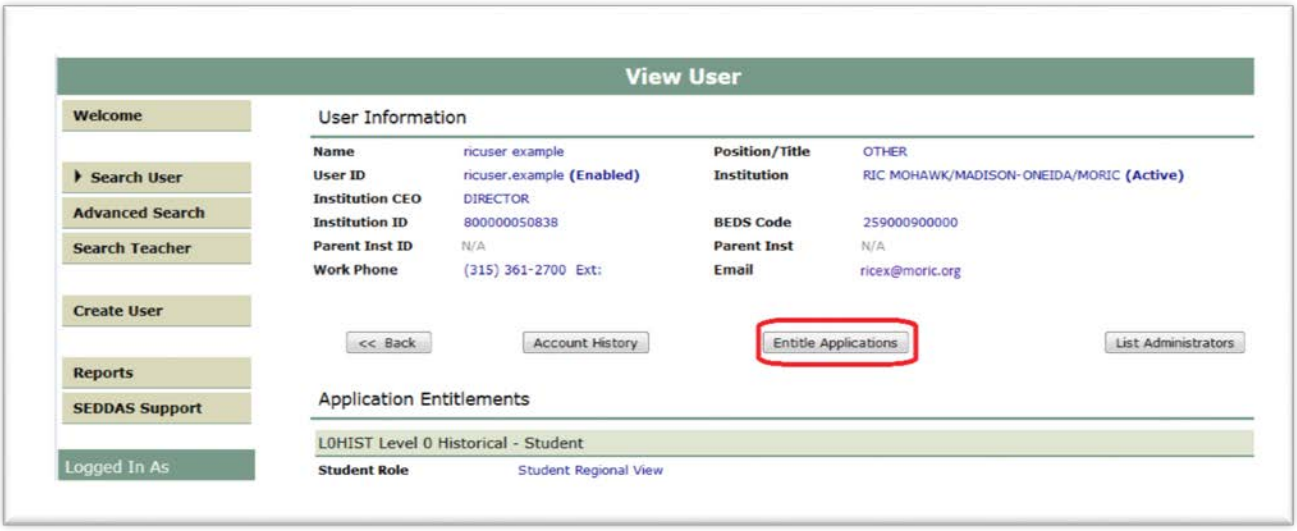
- Select the desired user with the "radio button" to the left of their "First Name"

- Click the "View Selected" button to see user details

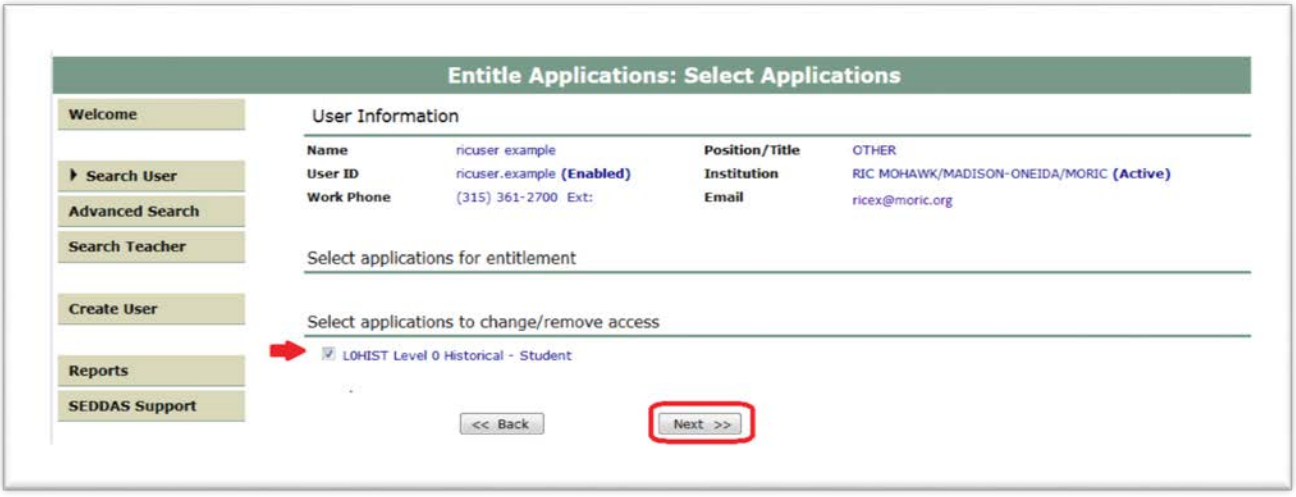


Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update
(Continued)

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

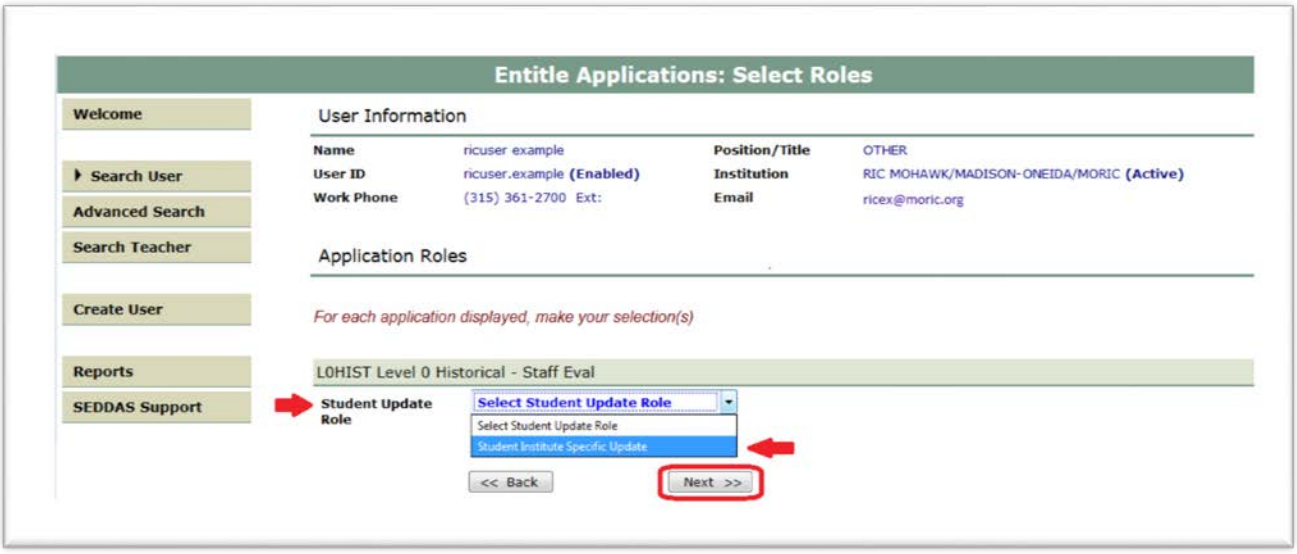


Step 3: Select the "L0HIST Level 0 Historical – Student" check box and click on the "Next" button:

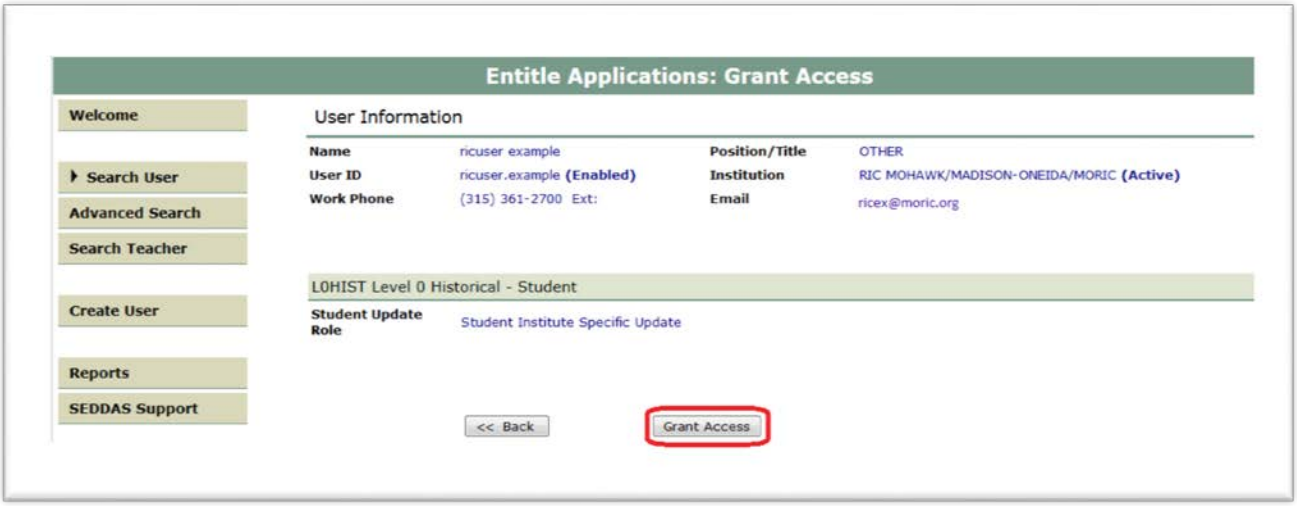


Section 3:
How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update
(Continued)

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



Step 5: Select "Grant Access" to finish entitling the selected user to L0H *Student Update* access for your LEA:



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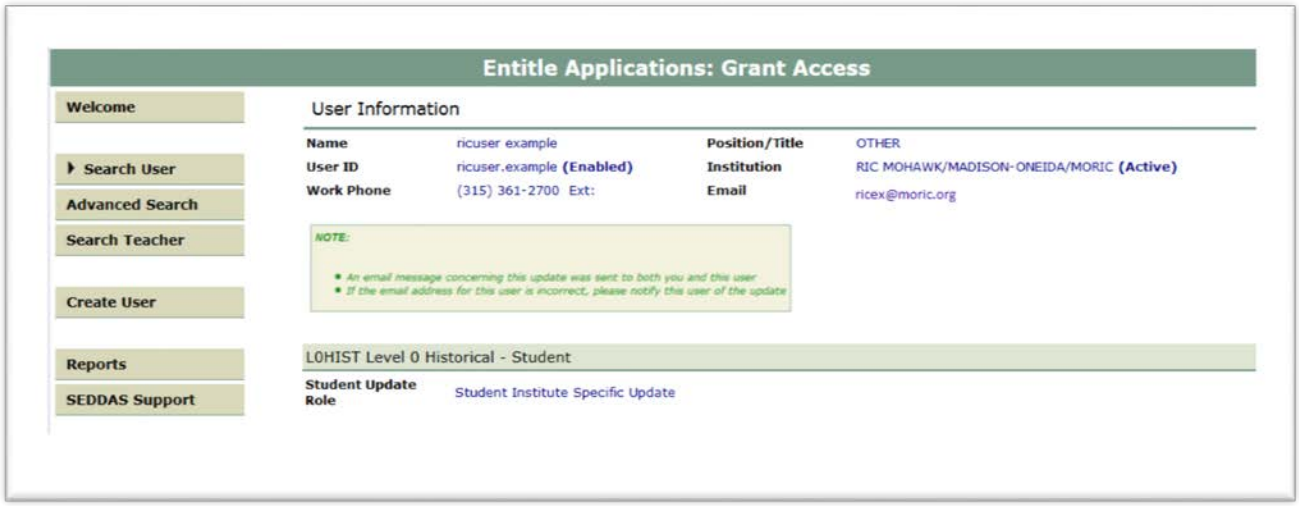
(Continued)

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