

**A Quick Guide:
Entitling Users to
LOHIST 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) | <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 – Student” to a RIC Staff User account:**
 1. A RIC Staff User account can only get “LOHIST 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 “LOHIST Level 0 Historical – Student” Update privileges to a RIC Staff User account, only after that RIC Staff User account has obtained “LOHIST 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

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:

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

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 LOH Student 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, a row of buttons includes '<< 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 – Student” check box and click on the “Next” button:

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu as the previous screen. The 'User Information' section shows Stan Smith with Position/Title 'OTHER'. Below this is a section titled 'Select applications for entitlement' with a list of checkboxes: AIR Growth Reporting System, ARRA Reporting System, Examination Request System, IRS Data, IRS Portal, Institution Master File (BEDS)/VADIR, LOHIST Level 0 Historical - Staff Eval, LOHIST Level 0 Historical - Student (checked with a red arrow), SED Monitoring & Vendor Performance System, and State Aid Management System. Below that is a section titled 'Select applications to change/remove access' with checkboxes for L2RPT Level 2 Reporting and Teacher Access and Authorization System (TAA/TSRV/ePMF). At the bottom, buttons include '<< 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 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”:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

logged In As

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 - Student

Student Role Level 0 Historical - Student View

Student Update Role Select Student Update Role
Select Student Update Role
Level 0 Historical - Student Update

<< Back 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:

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: Name (Stan Smith), Position/Title (OTHER), User ID (Stan Smith (Enabled)), Institution (ANYWHERE CSD (Active)), Work Phone ((315) 555-5555 Ext:), and Email (ssmith@anyw.org). Below this, a section titled "LOHIST Level 0 Historical - Student" shows two role options: "Student Role" (Level 0 Historical - Student View) and "Student Update Role" (Level 0 Historical - Student Update). 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 – Student Update” had been selected from the “Student Update Role”, then the screen would indicate “Level 0 Historical – Student Update”:

This is a close-up of the role selection section from the previous screenshot. It shows the heading "LOHIST Level 0 Historical - Student" and two options: "Student Role" (Level 0 Historical - Student View) and "Student Update Role" (Level 0 Historical - Student Update). The "Student Update Role" option is selected. At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter highlighted by 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 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

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

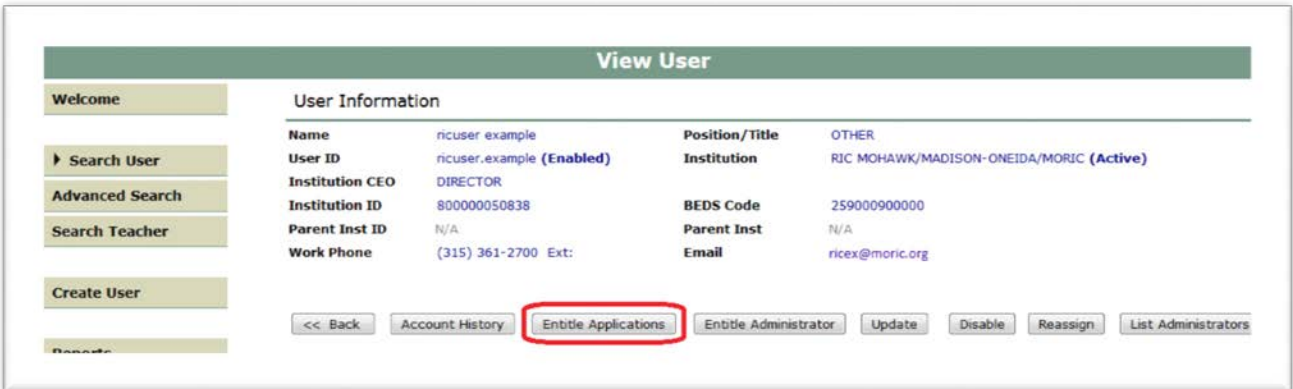
User List *

| | 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.o |

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

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 LOH Student View access:



The screenshot shows the 'View User' page. 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'. Below this information 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 – Student” and click “Next”



The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu on the left and user information at the top. Below the user information is a section titled 'Select applications for entitlement' with a list of checkboxes. The checkbox for 'LOHIST Level 0 Historical - Student' is checked, and a red arrow points to it. At the bottom of the page, the 'Next >>' button is highlighted with a red rectangular box.

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”:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

logged In As

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@moric.org |

Application Roles

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role

- Student Regional View
- Select Student Role
- Student Institute Specific View
- Student Regional View

<< Back Next >>

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@moric.org |

L0HIST Level 0 Historical - Student

Student Role Student Regional View

<< Back Grant Access

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:

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As

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@moric.org |

Application Roles

For each application displayed, make your selection(s)

L0HIST Level 0 Historical - Student

Student Role: Student Institute Specific View

<< Back **Next >>**

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

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@moric.org |

L0HIST Level 0 Historical - Student

Student Role: Student Institute Specific View

Click to Select Specific Institutes for Viewing (Student) Refresh

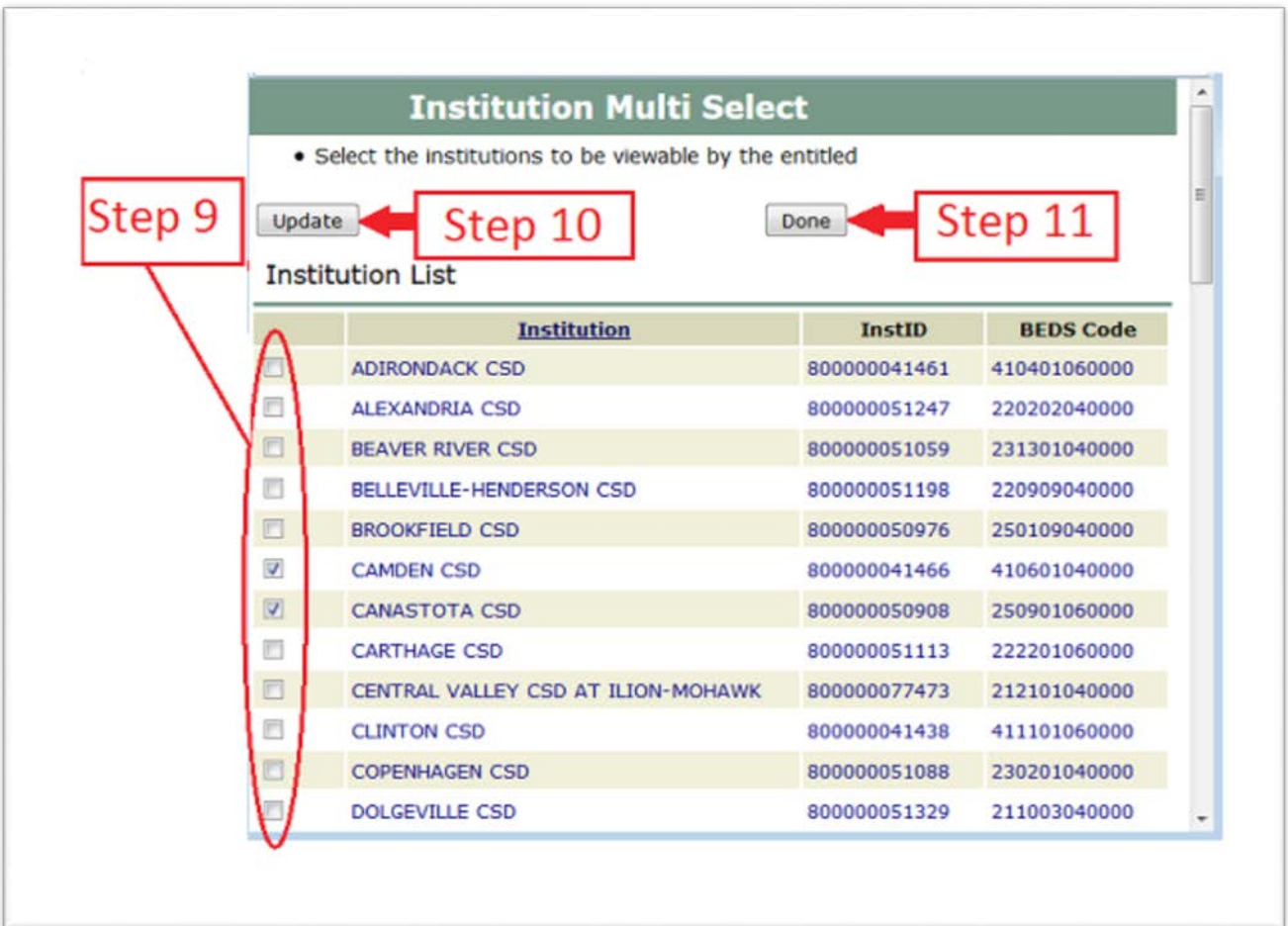
<< Back Grant Access

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.

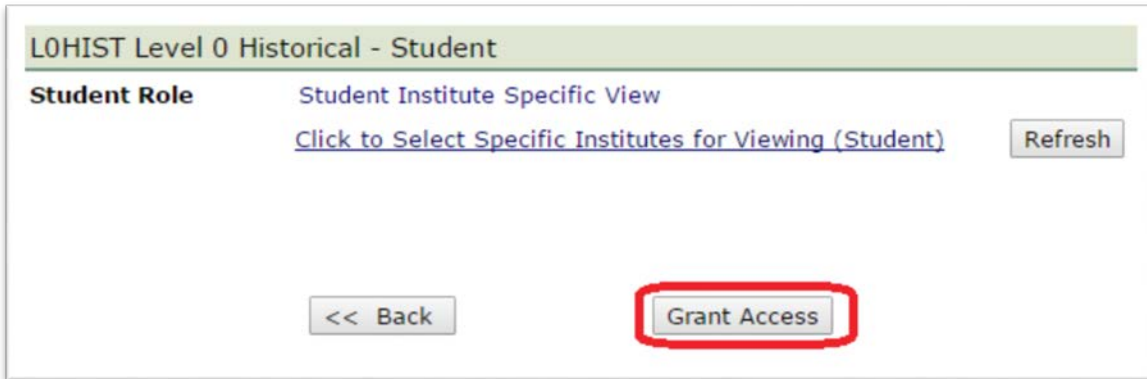
Step 10: Click the 'Update' button.

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

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

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 Student Update (Continued)

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

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Welcome', 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', 'SEDDAS Support', and 'Logged In As'. The main content area is titled 'View User' and contains 'User Information' for 'ricuser.example'. Below this is a table of 'Application Entitlements' with one entry: 'LOHIST Level 0 Historical - Student'. At the bottom of the page, there are four buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), and 'List Administrators'.

| 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 - Student | <input type="checkbox"/> |

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

The screenshot shows the 'Entitle Applications: Select Applications' page. It features the same navigation menu as the previous page. The main content area is titled 'Entitle Applications: Select Applications' and contains 'User Information' for 'ricuser.example'. Below this is a section titled 'Select applications for entitlement' with a table of application entitlements. The first entry, 'LOHIST Level 0 Historical - Student', has its checkbox checked and is highlighted with a red arrow. At the bottom of the page, there are two buttons: '<< Back' and 'Next >>' (highlighted with a red box).

| 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@moric.org |

| Select applications for entitlement | |
|-------------------------------------|-------------------------------------|
| LOHIST Level 0 Historical - Student | <input checked="" type="checkbox"/> |

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:

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@morc.org |

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Staff Eval

Student Update Role

Select Student Update Role

Select Student Update Role

Student Institute Specific Update

<< Back

Next >>

Step 5: Select “Grant Access” to finish entitling the selected user to L0H Student 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@morc.org |

LOHIST Level 0 Historical - Student

Student Update Role

Student Institute Specific Update

<< Back

Grant Access

Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student 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: 5px;">User Information</div> <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 style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; margin-top: 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: 1px solid #ccc; background-color: #d9e1f2; padding: 2px; margin-top: 10px;">LOHIST Level 0 Historical - Student</div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">Student Update Role</td> <td>Student Institute Specific Update</td> </tr> </table> | 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 | Student Update Role | Student 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 | | | | | | | | | | | | |
| Student Update Role | Student Institute Specific Update | | | | | | | | | | | | | | |