A Quick Guide:
Entitling Users to
SED Monitoring & Vendor
Performance System

New York State Education Department
July 2017

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User Roles in that are 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 • Create other DA, EA, and DA/EA accounts

Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System

Step 1: After logging into SEDDAS, use the menu on the left to select 'Entitlements'.

	Welcome
▸ Welcome	**Your Account Information**
	Name / **Position/Title**
Search User	**User ID** (Enabled) / **Institution**
Advanced Search	**Institution CEO** COMMISSIONER OF EDUCATION MARYELLEN ELIA
	Institution ID 800000055504 / **BEDS Code**
Create User	**RIC Inst ID** 800000055504 / **RIC**
	Work Phone Ext: / **Email**
Reports	**Administrator Role** NYSED Database Unit Administrator
SEDDAS Support	
	Applications * SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts
Logged In As	
NYS DEPT OF EDUCATION NYSED Database Unit Administrator	*** for which you are an Entitlement Administrator** ***** inactive application*

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'View Selected' button.

User List *

	First Name	**Last Name**	**User ID**	**Position/Title**
⦿	Mayor	McCheese	mayor.mccheese (Enabled)	OTHER

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

** Inactive institution
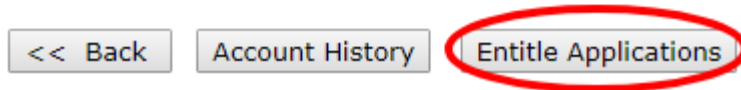
(CEO) Institution CEO as recognized by SEDDAS

[View Selected]

Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 4: Select the "Entitle Applications" button

User Information

Name	Mayor McCheese
User ID	mayor.mccheese **(Enabled)**
Institution CEO	
Institution ID	
Parent Inst ID	N/A
Work Phone	(518) 555-5555 Ext:

[<< Back] [Account History] [Entitle Applications]

Step 5: Check the box next to "SED Monitor & Vendor Performance System"

Select applications for entitlement

☐ SED Monitor & Vendor Performance System

[<< Back]   [Next >>]

Step 6: Click the 'Next' button.

Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 7: Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"

Grant Access To Applications

For each application displayed, make your selections

SED Monitoring & Vendor Performance System

Role   Data Access ▼

Data Entry   ☐ N/A
                        ☐ APPR
                        ☐ Charter School Office
                        ☐ MVPS

Data View   ☐ N/A
                        ☐ APPR
                        ☐ Charter School Office
                        ☐ MVPS

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Step 8: Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

Role   Data Access ▼

Data Entry
☐ N/A
☐ APPR
☐ Charter School Office
☐ MVPS

Data View
☐ N/A
☐ APPR
☐ Charter School Office
☐ MVPS

Step 9: Select Data View access for each survey owner by selecting all appropriate boxes under the Data View section. If no Data View option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

Role   Data Access ▼

Data Entry
☐ N/A
☐ APPR
☐ Charter School Office
☐ MVPS

Data View
☐ N/A
☐ APPR
☐ Charter School Office
☐ MVPS

Section 1:
How a district EA or DA/EA can entitle another district user
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(Continued)

Step 10: Once appropriate selections are made in all sections, Click 'Next'

SED Monitoring & Vendor Performance System

Role	Data Access ▾
Data Entry	☐ N/A
	☐ APPR
	☐ Charter School Office
	☐ MVPS
Data View	☐ N/A
	☐ APPR
	☐ Charter School Office
	☐ MVPS

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Step 11: Click 'Grant Access'

SED Monitoring & Vendor Performance System

Role	Data Access
Data Entry	MVPS
Data View	MVPS

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