



Quick Guide: Entitling Users to  
SED Monitoring System  
Ed Tech

Instructional Technology Plan 2020

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**User Roles that exist in the State Education Department Delegated Account System (SEDDAS):**

Role	Permissions
Delegated Administrator (DA)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account (within their jurisdiction)</li> <li>• Reset user passwords</li> </ul>
Entitlement Administrator (EA)	<ul style="list-style-type: none"> <li>• Entitle users to applications</li> </ul>
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> </ul>
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> <li>• Create other DA, EA, and DA/EA accounts</li> </ul>

✚ Only Public School Districts have a Superintendent (**SUPERDA: CEO**), they can create accounts and assign the roles of **DA, EA, or DA/EA** for one or more persons working at the district.

## The steps to follow when providing access to the survey:

1) The Superintendent as the Super Delegated Administrator (**SUPERDA: CEO**), or **DA/EA** will create a user account if the person who will enter the plan into the portal does not already have a SEDDAS account.

Complete instructions on creating User Accounts can be found in the SEDDAS User Guide located at: <http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf>.

2) The Superintendent (**SUPERDA: CEO**) or assigned **DA/EA** will entitle the new user account or an existing account.

- ✚ **Important note:** For the user to be able to access the **Ed Tech** survey the user account must be created under the district level BEDS code, not school building level BEDS code.

a. Click **Search User** and search by the last name or User ID

## Delegated Account System

**Welcome**

<p>▸ Welcome</p> <p><b>Search User</b></p> <p>Advanced Search</p> <p>Create User</p> <p>Reports</p> <p>SEDDAS Support</p> <p>Logged In As</p> <p>██████████</p> <p>██████████</p> <p>Delegated/Entitlement Administrator</p>	<p>Your Account Information</p> <table><tr><td><b>Name</b></td><td>██████████</td><td><b>Position/Title</b></td><td>SUPERINTENDENT (CEO)</td></tr><tr><td><b>User ID</b></td><td>██████████</td><td><b>Institution</b></td><td>██████████ (Active)</td></tr><tr><td><b>Institution CEO</b></td><td>SUPERINTENDENT ██████████</td><td><b>BEDS Code</b></td><td>██████████</td></tr><tr><td><b>Institution ID</b></td><td>██████████</td><td><b>RIC</b></td><td>RIC ALBANY/NORTHEASTERN/NERIC</td></tr><tr><td><b>RIC Inst ID</b></td><td>██████████</td><td><b>Email</b></td><td>seddas@nysed.gov</td></tr><tr><td><b>Work Phone</b></td><td>██████████:</td><td></td><td></td></tr><tr><td><b>Administrator Role</b></td><td colspan="3">Delegated/Entitlement Administrator</td></tr><tr><td><b>Applications *</b></td><td colspan="3">SED Monitor &amp; Vendor Performance System Delegated Account System</td></tr></table> <p><i>* for which you are an Entitlement Administrator</i> <i>** inactive application</i></p>	<b>Name</b>	██████████	<b>Position/Title</b>	SUPERINTENDENT (CEO)	<b>User ID</b>	██████████	<b>Institution</b>	██████████ (Active)	<b>Institution CEO</b>	SUPERINTENDENT ██████████	<b>BEDS Code</b>	██████████	<b>Institution ID</b>	██████████	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC	<b>RIC Inst ID</b>	██████████	<b>Email</b>	seddas@nysed.gov	<b>Work Phone</b>	██████████:			<b>Administrator Role</b>	Delegated/Entitlement Administrator			<b>Applications *</b>	SED Monitor & Vendor Performance System Delegated Account System		
<b>Name</b>	██████████	<b>Position/Title</b>	SUPERINTENDENT (CEO)																														
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- b. Click the **radio button** next to user you want to entitle
- c. Click **View Selected**

- d. Click **Entitle Applications**

- e. Click to check the box next to **SED Monitoring & Vendor Performance System**

Select applications for entitlement

- ARRA Reporting System
- August Graduation Rate (AGR)
- Examination Request System
- Facilities Planning/Fire Safety
- High School Equivalency TASC
- IDEX Highered
- IRS Portal
- Impartial Hearing Reporting System
- Institution Master File (BEDS)
- LOHIST Level 0 Historical - Approval Summer Cleanup
- L2RPT Level 2 Reporting
- Mandated Services Aid
- NYSSIS
- OSA Report Generator
- PD System
- Race to the Top
- SED Monitoring & Vendor Performance System

- f. Click **Next**
- g. Select "**Data Access**" from the **Role** drop down
- h. Check **Ed Tech** in the **Data Entry** section to give the user the ability to view data and fill out the Tech Plan
- i. Check **Ed Tech** in the **Data View** section to give them read only rights
- j. Check both **Data Entry** and **Data View** if they will be responsible for both functions

SED Monitoring & Vendor Performance System

**Role** Data Access ▼

**Data Entry**

- N/A
- APPR
- Charter School Office
- Ed Tech
- Education Management Services
- Facilities
- MVPS
- NY State Library
- Office of Early Learning
- Office of Higher Education
- Race to the Top
- School Turnaround Office
- Smart Schools Bond Act

**Data View**

- N/A
- APPR
- Charter School Office
- Ed Tech
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- NY State Library
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- k. Click **Next**
- l. Click **Grant/Update Access**

An email concerning the update will be sent to both the DA/EA and the user informing them of the granting and or updating access

**IMPORTANT:**

You can verify the access granted right away by asking the person assigned to log on to the business portal at <http://portal.nysed.gov> to verify and confirm that they have access to the SED Monitoring and Vendor Performance application and the Ed Tech survey.

If you have any questions regarding how to create and entitle SEDDAS accounts, please email [seddas@nysed.gov](mailto:seddas@nysed.gov) You can find more information about SEDDAS by going to the SEDDAS home page at: <http://www.p12.nysed.gov/seddas/seddashome.html>

If you have questions about the Ed Tech survey, please do not hesitate to contact the program office at NYSED by emailing: [edtech@nysed.gov](mailto:edtech@nysed.gov)