

## 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> <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)	Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	<ul> <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> <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: <u>http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf</u>.

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

weicome						
• Welcome	Your Account Inf	Your Account Information				
	Name		Position/Title	SUPERINTENDENT (CEO)		
Search User	User ID		Institution	(Active)		
Advanced Search Institution CEO	Institution CEO	SUPERINTENDENT /				
	Institution ID		BEDS Code			
	RIC Inst ID		RIC	RIC ALBANY/NORTHEASTERN/NERIC		
Create User	Work Phone		Email	seddas@nysed.gov		
Reports	Administrator Role	Delegated/Entitlement Administra	tor			
SEDDAS Support	Applications *	SED Monitor & Vendor Performano Delegated Account System	e System			
Logged In As	* for which you are ar ** inactive application	Entitlement Administrator				
Administrator						

### **Delegated Account System**

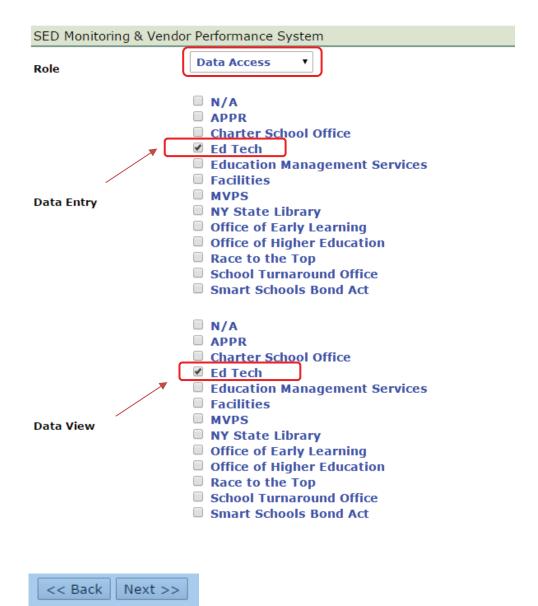
- b. Click the radio button next to user you want to entitle
- c. Click View Selected

	User Search
Welcome	1 user account found
Search User	Search Criteria
Advanced Search	
Create User	Enter User ID, Last Name or Both
create osci	All Accounts     C Enabled Accounts     O Disabled Accounts     O Locked Accounts
Reports	
SEDDAS Support	User ID Last Name
Logged In As Aaron Bochniak SCHENECTADY CITY SD Delegated/Entitlement Administrator	Search/Update List User List *
	First Name         Last Name         User ID         Position/Title         Institution         Work Phone         Email
	View Selected
d. Click Ent	itle Applications
<< Back	Account History     Entitle Applications     Entitle Administrator     Update     Disable     Reassign     List Administrators
Applicatio	n Entitlements
F	

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



- k. Click Next
- I. 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 <u>http://portal.nysed.gov</u> 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 <u>seddas@nysed.gov</u> You can find more information about SEDDAS by going to the SEDDAS home page at: <u>http://www.p12.nysed.gov/seddas/seddashome.html</u>

If you have questions about the Ed Tech survey, please do not hesitate to contact the program office at NYSED by emailing: <a href="mailto:edtech@nysed.gov">edtech@nysed.gov</a>