

# THE SEDDAS USER GUIDE

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Complete Instructions on using the SEDDAS Application in the New  
York State Education Application Business Portal

2017

# THE SEDDAS USER GUIDE

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## Section 1: Overview

The following is a brief description of the functions in SEDDAS and suggestions for how to get started.

### Main functions of SEDDAS

- Account Administration
  - Create, update, disable and re-activate authorized users within schools, districts, BOCES, Regional Information Centers (RICs) and other NYSED Institutions and to manage user ID's and passwords.
- Entitlement Administration
  - Grant access to protected web applications found on SED web portal to specified school administrators.
    - Example: School Business Administrator needs access to SAMS.

**SEDDAS Account Administration:** The functions that a SEDDAS user can perform is determined by their Role. The Roles available for an institution are determined by the institution type (public school, public school district, nonpublic school, charter, etc.).

SEDDAS Roles are as follows:

#### ❖ Super Delegated Administrator – Super DA (System Generated)

- Is Available for **public school districts only**, and must be the school superintendent who is the CEO. School buildings and other institutions do not have a Super DA.
- The Super DA SEDDAS account is automatically created based on the CEO of record in SEDREF via an overnight process.
- Changes to CEO in SEDREF will close the SEDDAS account for the former CEO and create a SEDDAS account for the new CEO with all the entitlements of the former CEO.
- Can create other roles to assist in the administration of SEDDAS (DA, EA and DA/EA) at both the building and district level.
- Can perform all the functions within SEDDAS as allowed for the institution.
- Is the only role able to Submit and Certify for the district.

#### ❖ CEO Delegated Account/Entitlement Administrator – CEO DA/EA (System Generated)

- Available for CEO's of nonpublic schools, charter schools and public school buildings (principals).
- Is automatically created based on the CEO that has been recorded in SEDREF via an overnight process.
- Changes to CEO in SEDREF will close the SEDDAS account for the former CEO and create a SEDDAS account for the new CEO with all the entitlements of the former CEO.
- Can perform the functions within SEDDAS as allowed for the institution.

- Is the only role able to Submit and Certify for public school buildings (principals), nonpublic schools and charter schools.
- Can create other roles to assist in the administration of SEDDAS as allowed for the institution.

❖ **Delegated Administrator – DA**

- Can perform the function of account administration.
- Can create, update, disable and re-activate user accounts.
- Can create an account for Entitlement Administrator(s) (EA) who will grant access to applications.
- Cannot Entitle access to applications.
- In public school districts, this role can and must be designated to school CEO's by the superintendent (Super DA).
- Can be designated by either the Super DA or CEO DA/EA or designee of the principal/superintendent (DA or DA/EA).

❖ **Entitlement Administrator – EA**

- Perform the function of Entitlement Administration.
- Entitle access to applications to school staff as assigned by CEO.
- Has no authority over account administration (cannot create User ID/password).
- Can be designated by the either the Super DA or CEO DA/EA or designee of the principal/superintendent (DA/EA).

❖ **Delegated Account/Entitlement Administrator – DA/EA**

- Is created by the CEO.
- A combined DA/EA role which allows one person to perform duties of both DA and EA.

**The Superintendent/CEO must determine:**

“Will I alone manage the Business Portal accounts and have sole access to the SED applications?” NOTE: If the Superintendent (Super DA) chooses not to assign the functions to other staff, the superintendent must perform all the functions in SEDDAS.

OR

“Will I assign the responsibilities of DA and EA to one or more district staff?” CEO accounts or individual accounts do not belong to the school generically, accounts should be used only by the person who the account was created for.

NOTE: When there is a change in a CEO for any SED Institution, the NYSED's Office of Information and Reporting Services must be formally notified so the SED Reference File (SEDREF) can be updated. An email must be sent to [datasupport@nysed.gov](mailto:datasupport@nysed.gov) .

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## Section 2: Search for User

### Purpose

It is necessary to search for a person's User ID and other related information to determine if the person is or may have been a past user of the NYSED Portal.

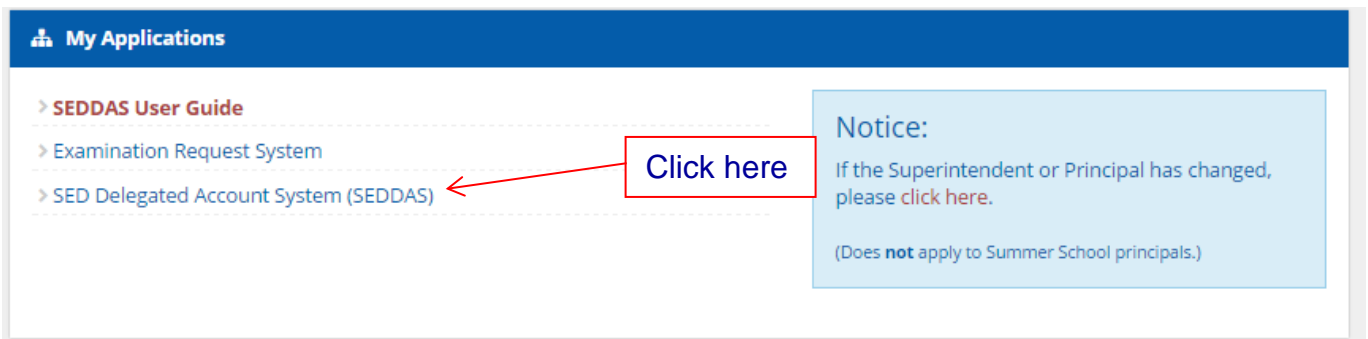
**Note: your search is limited to your jurisdiction.**

### Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA), and the Entitlement Administrator (EA) using the SEDDAS application.

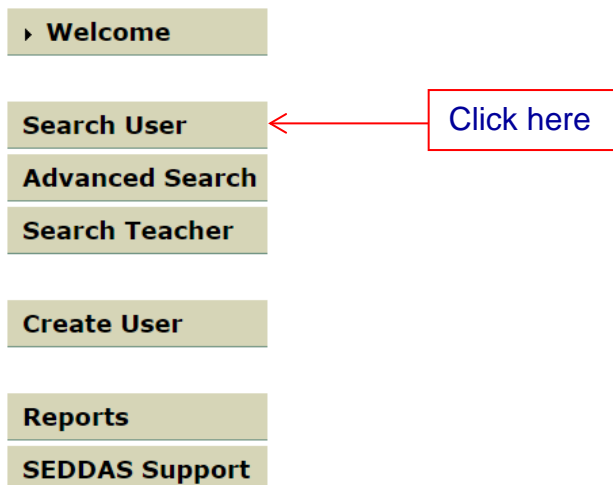
### Step # 1

The Super DA/DA/EA should log in to portal.nysed.gov, and then select the State Education Department Delegated Account System (SEDDAS).



### Step # 2

Click [Search User](#) menu choice found on the left side of the web page.



### Step # 3

Enter either the User ID (or a minimum of the first 3 letters of the User ID with a \* wildcard character) or enter the Last Name (or a minimum of the first 3 letters of the last name).

You can select from:

- All Accounts
- Enabled Accounts
- Disabled Accounts
- Locked Accounts

All matching User Names or ID's in your jurisdiction will be displayed with a radio button column along the left side that will allow you to select the correct user. NOTE: If the user already has an ID but the user is not within your jurisdiction, you may not be able to see that User ID. (If the user has no existing ID in your jurisdiction stop here and go to [Create User ID.](#))

### Step # 4

Click [View Selected.](#)

#### 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**
     
  **SED Locked Accounts**

User ID  Last Name

Search/Update List

#### User List \*

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	Daenerys	Targaryen	daenerys.targaryen (Enabled)	ASSISTANT SUPERINTENDENT	HARMONY HILL SCHOOL	(707) 555-5555 Ext:	Daenerys.Targaryen@xxx.k12.ny.us
<input type="radio"/>	Fay	Taranto	fay.taranto (Enabled)	DIRECTOR	**	(718) 967-2424 Ext:	tanglewood@si.rr.com
<input type="radio"/>	Frederick	Tarolli	frederick.tarolli (Enabled)		GREENE CSD	(607) 656-4161 Ext:	ftarolli@greenecsd.org
<input type="radio"/>	Pamela	Taranto	pamela.taranto (Enabled)	PRINCIPAL	Brooklyn Intntl High School	(718) 643-9315 Ext:	ptarant@schools.nyc.gov
<input type="radio"/>	RICHARD	TARDALO	richard.tardalo (Enabled)		MT ST MICHAEL ACADEMY	(###) 123-4567 Ext:	richard.tardalo

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

\*\* Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

### Step # 5

If the account is **Enabled (indicated in User ID field)**, review the information for completeness and accuracy.

- a) To change entitlements click [Entitle Applications](#) or [Entitle Administrator](#) and go to: [Section 10: Entitlements-Overview.](#)
- b) To update information such as a Position/Title, Work Phone or Email as needed, click [Update](#) and go to [Section 6: Update User.](#)

View User

---

**User Information**

<b>Name</b>	Daenerys Targaryen	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	daenerys.targaryen <b>(Enabled)</b>	<b>Institution</b>	HARMONY HILL SCHOOL <b>(Active)</b>
<b>Institution CEO</b>	PRINCIPAL .		
<b>Institution ID</b>	800000055444	<b>BEDS Code</b>	010'
<b>Parent Inst ID</b>	800000055422	<b>Parent Inst</b>	
<b>Work Phone</b>	(707) 555-5555 Ext:	<b>Email</b>	Daenerys.Targaryen@xxx.k12.ny.us

<< Back
Account History
Entitle Applications
Entitle Administrator
Update
Disable
SED Lock
Reassign

---

**Application Entitlements**

User does not have access to any applications

- c) To create a SEDDAS Delegated/Entitlement Administrator click [Entitle Administrator](#) and go to [Section 11: Creating a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator.](#)

### Step # 6

- a) If the account is **Disabled** and **if the Institution is in your district** click [Reactivate](#).

**User Information**

<b>Name</b>	Sally Noname	<b>Position/Title</b>	ADMINISTRATIVE ASSISTANT
<b>User ID</b>	sally.noname <b>(Disabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Institution CEO</b>	SUPERINTENDENT ROBERT LIBBY		
<b>Work Phone</b>	(555) 555-5555 Ext:	<b>Email</b>	snoname@xxx.k12.ny.us

<< Back
Reactivate
List Administrators

---

**Application Entitlements**

User does not have access to any applications

- b) Another **screen opens**. Then click [Reactivate User Account](#).

- c) You will now see that the account has been activated.

*User account for Sally Noname has been activated  
This user will need to be reentitled to access the NYSED protected applications*

User Information			
<b>Name</b>	Sally Noname	<b>Position/Title</b>	ADMINISTRATIVE ASSISTANT
<b>User ID</b>	sally.noname <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD
<b>Work Phone</b>	(555) 555-5555 Ext:	<b>Email</b>	snoname@xxxx.k12.ny.us

**NOTE:**

- 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

- d) You are now ready to grant Entitlements; go to [Section 10. Entitlements Overview](#).

### Section 3: Create User ID

#### Purpose

If your search has confirmed that a user does not already have an available User ID, an account must be created to permit a person to log in to the NYSED Business Portal. After an account and User ID is created for a user, entitlements must be granted to the user. The User ID in combination with the entitlements allows appropriate access to protected application systems via the NYSED Business Portal.

#### Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA) or the Delegated/Entitlement Administrator.

#### Possible Scenarios

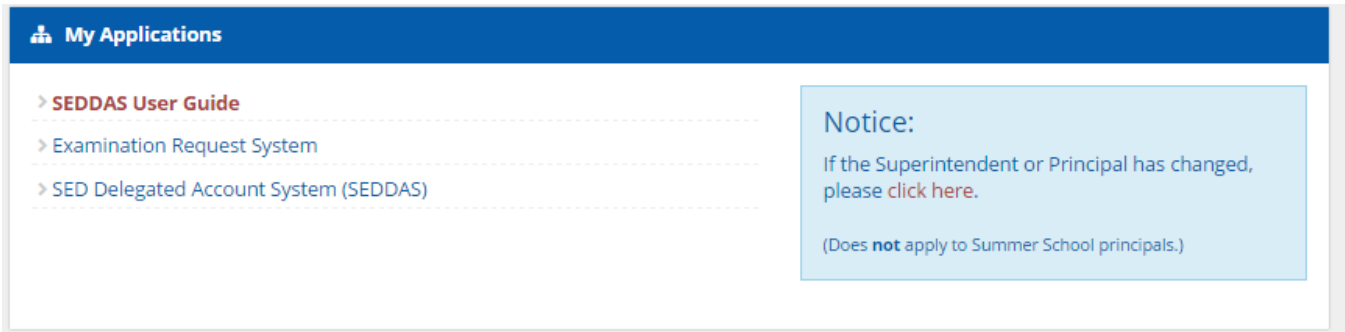
- The user already exists in SEDDAS, is in your district and you want to reassign their User ID to **another** Institution **in your** district go to [Section 4: Reassign User](#).
- The user already exists in SEDDAS, and is in your district and you want them assigned to an **additional** Institution in your district, which would have a different BEDS Code (e.g. one User ID at the building level and one at the district level).
- The user already exists in the system, and is in a completely different district that you have no jurisdiction over.
- The user does not exist in the system at all.

For scenarios b, c and d follow the directions to **Create User a ID** outlined below.



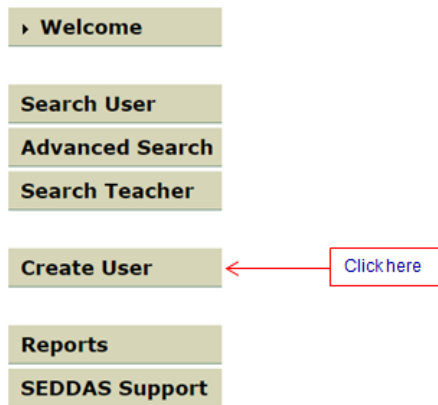
## Create User ID

The Super DA or the DA/EA should go to [portal.nysed.gov](http://portal.nysed.gov), log in and then select the State Education Department Delegated Account System (SEDDAS).



### Step #1

a) Click [Create User](#) menu choice found on the left side of the web page.

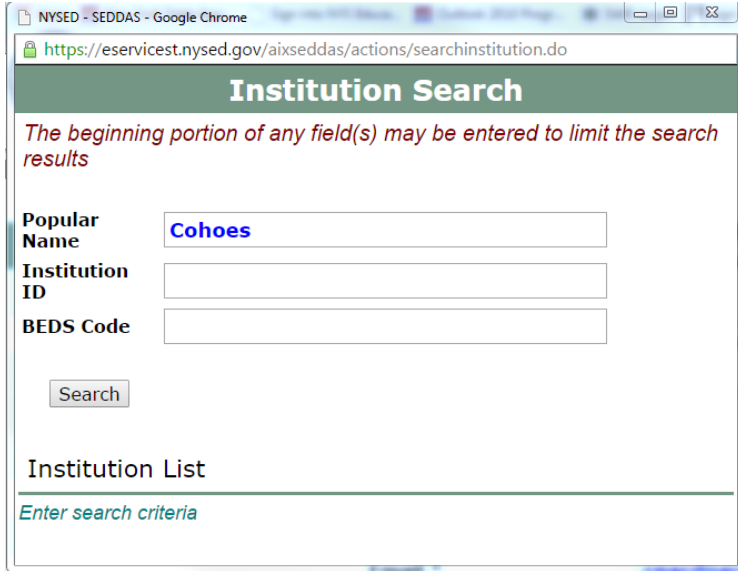


b) Enter the first name, last name and Email of the new user you want to create.

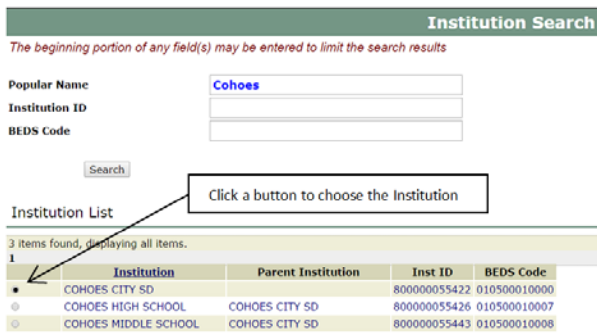
c) Click the [search icon](#) in the institution field.



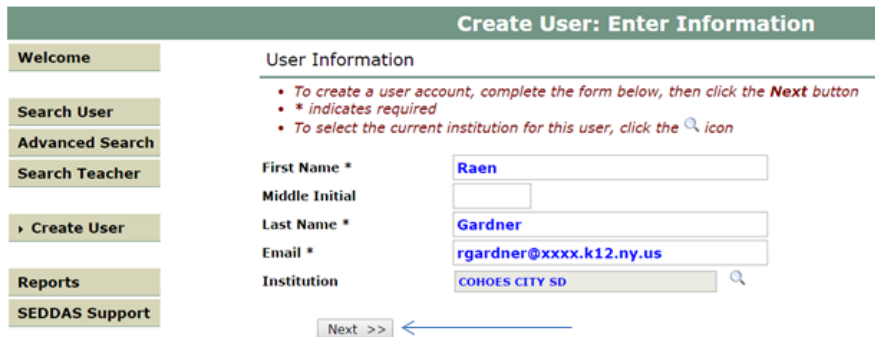
d) The Search Institution Screen is returned. Enter one of several different search criteria and then click [Search](#).



e) A list of Institutions will display, click [the button](#) of the Institution you want to choose.



f) The Create User screen returns with the Institution name filled in, click [Next](#).



## Step # 2 Evaluate the Situation.

a) If the user exists in the system continue to **Step # 3**

User Information in our System

**Raen Gardner already exists in our system ...**

**Note: Vendor accounts are not displayed**

	User ID	First Name	Last Name	Institution	Work Phone
<input type="radio"/>	raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext: rgardn

b) If the User ID does not exist in the system you will see a screen similar to the one shown below.

Create User: Title and Contact Information

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As  
Robert Libby  
COHOES CITY SD  
Super Delegated Administrator

User Information

Name	Raen Gardner	Position/Title *	ASSISTANT SUPERINTENDENT ▾
User ID	raen.gardner	Institution	COHOES CITY SD (Active)
Work Phone *	<input type="text" value="518-555-5555"/>	Ext:	<input type="text"/>
		Email	rgardner@xxxx.k12.ny.us

Select a valid and not expired document for identity confirmation

- \* Driver's License or ID Card
- ID Card issued by NY State or a NY local government, agency, or entity
- ID Card issued by US Federal agency or entity
- Military Dependent's ID
- U.S. Passport
- Social Security Card
- Voter's Registration

Select the user Position/Title by using the drop-down arrow and click [on the appropriate role](#).

- 1) Enter a phone number.
- 2) Select one of the forms of ID available to confirm identity, click [Create](#).
- 3) A new screen will appear prompting you to grant entitlement, click [Continue](#).

Create User: Success

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As  
Robert Libby  
COHOES CITY SD  
Super Delegated Administrator

User account created successfully

User will need entitlements to NYSED protected applications

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555	Email	rgardner@xxxx.k12.ny.us

**NOTE:**

- 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

The View User screen will now open and it will say:

*User does not have access to any applications.*

**View User**

---

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner (Enabled)	<b>Institution</b>	COHOES CITY SD (Active)
<b>Institution CEO</b>	SUPERINTENDENT JENNIFER SPRING		
<b>Institution ID</b>	80000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	80000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

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Application Entitlements

*User does not have access to any applications*

4) You are now ready to grant Entitlements; go to [Section 10. Entitlements Overview](#).

### Step # 3 User Exists in the System, Reevaluate the situation

The DA creating the account must determine the situation. There are two possible paths to follow:

- a) Reassign the Institution.
- b) Create a New User.

**Create User: User Exists**

**Welcome**

**Search User**

**Advanced Search**

**Search Teacher**

**Create User**

**Reports**

**SEDDAS Support**

**Logged In As**  
Robert Libby  
COHOES CITY SD  
Super Delegated Administrator

User Information Entered

**Institution** COHOES CITY SD  
**Name** Raen Gardner

---

User Information in our System

*Raen Gardner already exists in our system ...*

*Note: Vendor accounts are not displayed*

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status
<input type="radio"/> raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us	ASSISTANT SUPERINTENDENT	Enabled

*Verify and take one of the recommended actions listed below*

Recommended Actions

- Reassign Institution:** click this button to reassign the institution of the selected user
- Create User:** click this button if the user information you entered is not listed above
- Cancel:** click this button to cancel out of this screen

- c) If the DA determines this is a DIFFERENT “Raen Gardner”, and that a new User ID should be created then the DA should click [Create User](#).
- d) Go to **Step # 4 Create User** below.
- e) If the DA determines this is the SAME “Raen Gardner”, but in a different jurisdiction, Go to **Step # 4 Create User** (*Any account, not in your jurisdiction, will have a grayed-out radio button*).

- f) If the DA determines this is the SAME “Raen Gardner” **and** in your jurisdiction, you can opt to reassign the user to another institution in your jurisdiction however they will no longer have access to that institution, a user must have one User ID for each institution (BEDS code) in your district that they operate under. To choose this option select the button on the left of the user name and then click [Reassign Institution](#).

Go to [Section: 4 Reassign Institution](#)

### Step # 4 Create User

- a) Select the user Position/Title by using the drop-down arrow and click on the appropriate role.
- b) Enter the Work Phone.
- c) Select one of the forms of ID available to confirm identity.
- d) Click [Create](#).

Create User: Title and Contact Information

<div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Welcome</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Search User</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Advanced Search</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Search Teacher</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">▶ Create User</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Reports</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">SEDDAS Support</div> <div style="background-color: #d9d9d9; padding: 2px; margin-bottom: 5px;">Logged In As</div> <div style="font-size: small; margin-top: 5px;">                     Robert Libby                      COHOES CITY SD                      Super Delegated Administrator                 </div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-bottom: 10px;">                     User Information                 </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Name</b></td> <td style="width: 30%;">Raen Gardner</td> <td style="width: 20%;"><b>Position/Title *</b></td> <td style="width: 20%;">ASSISTANT SUPERINTENDENT ▾</td> </tr> <tr> <td><b>User ID</b></td> <td>raen.gardner</td> <td><b>Institution</b></td> <td>COHOES CITY SD (Active)</td> </tr> <tr> <td><b>Work Phone *</b></td> <td><input type="text" value="518-555-5555"/></td> <td><b>Ext:</b></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td><b>Email</b></td> <td>rgardner@xxxx.k12.ny.us</td> </tr> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">                     Select a valid and not expired document for identity confirmation                     <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Driver's License or ID Card</li> <li><input type="radio"/> ID Card issued by NY State or a NY local government, agency, or entity</li> <li><input type="radio"/> ID Card issued by US Federal agency or entity</li> <li><input type="radio"/> Military Dependent's ID</li> <li><input type="radio"/> U.S. Passport</li> <li><input type="radio"/> Social Security Card</li> <li><input type="radio"/> Voter's Registration</li> </ul> </div> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Cancel"/> <input style="margin-left: 100px;" type="button" value="Create"/> </div>	<b>Name</b>	Raen Gardner	<b>Position/Title *</b>	ASSISTANT SUPERINTENDENT ▾	<b>User ID</b>	raen.gardner	<b>Institution</b>	COHOES CITY SD (Active)	<b>Work Phone *</b>	<input type="text" value="518-555-5555"/>	<b>Ext:</b>	<input type="text"/>			<b>Email</b>	rgardner@xxxx.k12.ny.us
<b>Name</b>	Raen Gardner	<b>Position/Title *</b>	ASSISTANT SUPERINTENDENT ▾														
<b>User ID</b>	raen.gardner	<b>Institution</b>	COHOES CITY SD (Active)														
<b>Work Phone *</b>	<input type="text" value="518-555-5555"/>	<b>Ext:</b>	<input type="text"/>														
		<b>Email</b>	rgardner@xxxx.k12.ny.us														

- e) A new screen will appear prompting you to grant entitlements.
- f) Click [Continue](#).

**Create User: Success**

**Welcome**

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**Search User**

---

**Advanced Search**

---

**Search Teacher**

---

**Create User**

---

**Reports**

---

**SEDDAS Support**

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**Logged In As**  
Robert Libby  
COHOES CITY SD  
Super Delegated Administrator

**User account created successfully**  
User will need entitlements to NYSED protected applications

User Information			
<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner (Enabled)	<b>Institution</b>	COHOES CITY SD (Active)
<b>Work Phone</b>	(518) 555-5555	<b>Email</b>	rgardner@xxxx.k12.ny.us

**NOTE:**

- 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

g) The View User screen will now open and it will say:

*User does not have access to any applications.*

**View User**

User Information			
<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner (Enabled)	<b>Institution</b>	COHOES CITY SD (Active)
<b>Institution CEO</b>	SUPERINTENDENT JENNIFER SPRING	<b>BEDS Code</b>	010500010000
<b>Institution ID</b>	800000055422	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>RIC Inst ID</b>	800000055274	<b>Email</b>	rgardner@xxxx.k12.ny.us
<b>Work Phone</b>	(518) 555-5555 Ext:		

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Account History
Entitle Applications
Entitle Administrator
Update
Disable
Reassign
List Administrators

---

Application Entitlements

*User does not have access to any applications*

You are now ready to grant Entitlements, go to [Section 10 for Entitlements Overview](#).

## Section 4: Reassign Institution

### Purpose

The Reassign Institution function should be used to change the institution that corresponds with an existing User ID if the user is no longer at that institution and if the User ID is inactive. If the institution where the active User ID currently exists is not part of your jurisdiction, you cannot use the Reassign Institution function.

### Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

### How to determine if an existing User ID within SEDDAS can be reassigned?

Use the Search function described in Section 2 of the User Guide to determine the status of the person’s User ID (you may prefer to use the Advanced Search function in Section 5).

- a) The Super DA or the DA/EA should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).
- b) Click [Search User](#) menu choice found on the left side of the page.
- c) Enter either the User ID (or a minimum of the first 3 letters of the User ID) or enter the Last Name (or a minimum of the first 3 letters of the last name).
- d) All matching User Names or ID’s will be displayed, if the user is in your jurisdiction you will be able to select it, then click [View Selected](#).
- e) The View User window will open click the [Reassign Button](#)
- f) Complete the Institution field by clicking on the [magnifying glass search icon](#). The Institution Search window will open.

Reassign Institution

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Current User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

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User-Entitled Applications

None

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Reassignment Information

- \* indicates required
- To select the reassigned institution for this user, click the icon

**Institution \***

**Work Phone \***

**Email \***


**Position/Title \***


Ext:

- g) To search enter the school’s Popular Name, institution ID or BEDS Code.
- h) Click [Search](#).
- i) Click [the button](#) next to the name of the Institution you want to reassign the user to and click [Search](#). The information will auto populate into the next screen.
- j) Enter the users current work phone, email, position/title and then click [Next](#).

## Reassignment Information

---

- \* indicates required
- To select the reassigned institution for this user, click the  icon

Institution *	COHOES HIGH SCHOOL 	
Work Phone *	518-555-5555	Ext: <input type="text"/>
Email *	rgardner@xxxx.k12.ny.us	
Position/Title *	PRINCIPAL ▼	

- k) Review your entries and then click [Update](#) to finalize.
- l) You will receive a message that the user Information/Institution has been updated/reassigned successfully.

The account will need to be re-entitled to access the NYSED protected applications.

Go to [Section 10 for Entitlements Overview.](#)

---

## Section 5: Advanced Search

- The **Advanced Search** function allows a search based on more fields than available in the Search User function.
- It also provides a way to quickly list all the users in your jurisdiction by using the **List All Users** sub-function.
- The Advanced Search can also be used to find the DA for a individual or for a specific institution by selecting **Admin(s) for Building**. Finding the DA facilitates directly requesting disabling the account for reassignment purposes, or for other reasons.

### Step #1

Click [Advanced Search](#) on the menu choice found on the left side of the page.

There are 3 types of searches:

- Advanced
- Admin(s) for Building
- List all Users



## Step # 2 Advanced Search

Enter your search criteria into one or more of the following:

- a) Enter additional search criteria to limit the number of matches.
- b) A minimum of 3 characters, may be used in any field except for **Institution ID / BEDS Code**.
- c) The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits.

User Search: Advanced

---

Search Criteria

*Enter your search criteria into one or more of the following:*

- Enter additional search criteria to limit the number of matches
- A wildcard character (\*), following a minimum of 3 characters, may be used in any field except for **Institution ID / BEDS Code**
- The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits

First Name

Last Name

User ID

Institution Name

Institution ID / BEDS Code

Email

User List

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input type="radio"/>	Daenerys	Targaryen	daenerys.targaryen (Enabled)	ASSISTANT SUPERINTENDENT	HARMONY HILL SCHOOL (707) 555-5555 Ext:	Daenerys.Targaryen@xxx.k12.ny.us

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

- d) Click [View Selected](#).
- e) From there you can launch any one of 8 choices in SEDDAS by clicking one of the coinciding buttons in the User Information field.

**(Note you can only reassign a user name that is in your district)**

View User

---

User Information


<b>Name</b>	Daenerys Targaryen	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	daenerys.targaryen (Enabled)	<b>Institution</b>	HARMONY HILL SCHOOL (Active)
<b>Institution CEO</b>	PRINCIPAL	<b>BEDS Code</b>	010
<b>Institution ID</b>	80000055444	<b>Parent Inst</b>	COHOES CITY SD
<b>Parent Inst ID</b>	80000055422	<b>Email</b>	Daenerys.Targaryen@xxx.k12.ny.us
<b>Work Phone</b>	(707) 555-5555 Ext:		

---

Application Entitlements

*User does not have access to any applications*

### Step #3 Admin(s) for Building Search


- a) Click Advanced Search, and the Find SEDDAS Administrators for an Institution screen is returned. Click the  icon to select an institution.

- b) The Search Institution Screen is returned. Enter one of several different search criteria and then click **Search**.

- c) A list of Institutions will display, click **the button** of the Institution you want to choose.

Institution	Parent Institution	Inst ID	BEDS Code
COHOES CITY SD		800000055422	010500010000
COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008

d) Click [Next](#). A list of the Administrators for that BEDS Code will be returned.

Click the  icon to select an institution

Institution

COHOES CITY SD



Next >>

### Step # 4 List of all Users

- Click Advanced Search and List All Users.
- Select your district from the drop down next to **District**
- A list of all users in all institutions in your jurisdiction district will be returned.
- Title of CEO for an institution will be bold with **TITLE (CEO)**
- Click [Update User List](#) to refresh the screen from prior searches

List All Users

Welcome

---

Search User

---

Advanced Search

---

Advanced Search

---

Admin(s) for Building

---

List All Users

All Accounts   
  Enabled Accounts   
  Disabled Accounts

District: ROME CITY SD

[Update User List](#)

List of User Accounts for Your Jurisdiction:

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input type="radio"/> Django D	Cunningham	django.cunningham (Enabled)	BOARD OF EDUCATION	JOHN E JOY ELEMENTARY SCHOOL	(555) 666-6667 Ext: 9	christopher.marshall@nysed.gov
<input type="radio"/> JEFFREY J	SIMONS	jeffrey.simons (Enabled)	<b>SUPERINTENDENT (CEO)</b>	ROME CITY SD	(555) 111-2222 Ext: 44	christopher.marshall@nysed.gov
<input type="radio"/> Katie	Duell	katie.duell3 (Enabled)	OTHER	ROME CITY SD	(516) 345-8976 Ext:	kduell@moriconic.org
<input checked="" type="radio"/> Nancy N	Opperman	nancy.opperman (Enabled)	<b>ACTING PRINCIPAL (CEO)</b>	BELLAMY ELEMENTARY SCHOOL	(555) 999-0000 Ext: 008	christopher.marshall@nysed.gov
<input type="radio"/> Richie B	Cunningham	richie.cunningham2 (Enabled)	ACCOUNTANT	ROME CITY SD	(555) 444-3338 Ext: 915	christopher.marshall@nysed.gov
<input type="radio"/> Rome	Seonly	rome.seonly (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> Rome	Sestud	rome.sestud (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> Rome	Studonly	rome.studonly (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> Romethree	SeonlyThree	romethree.seonlythree (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> Rometwo	Seonlytwo	rometwo.seonlytwo (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> SEnStud	Rome	sensstud.rome (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@moriconic.org
<input type="radio"/> Thomas	Gallagher	thomas.gallagher (Enabled)		ROME CITY SD	(315) 334-7400 Ext:	tgallagher@romecsd.org
<input type="radio"/> Uncle U	Charlie	uncle.charlie (Enabled)	DISTRICT CLERK	BELLAMY ELEMENTARY SCHOOL	(555) 333-2222 Ext: 4	christopher.marshall@nysed.gov

## Section 6: Update User

### Purpose

It may become necessary to update user information because of changes to phone numbers, email address, or position/title.

### Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

- Click [Search User](#) menu choice found on the left side of the web page.



- Enter either the User ID (or first 3 letters of the User ID followed by a wildcard (\*) character) or enter the Last Name (or first 3 letters of the last name followed by a wildcard (\*) character).

**User Search**

---

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (\*) following at least 3 characters, may be used on either field

**All Accounts**                     
  **Enabled Accounts**                     
  **Disabled Accounts**

**User ID**                      
 **Last Name**

User List \*

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input type="radio"/> Raen	Gardner	raen.gardner <b>(Enabled)</b>	ASSISTANT SUPERINTENDENT	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us

*\*\* Inactive institution*

- b) All matching User Names or ID's will be displayed.
- c) Select the user whose ID you need to update.
- d) Click [View Selected](#).

**View User**

---

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Institution CEO</b>	SUPERINTENDENT ROBERT LIBBY		
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

Application Entitlements



- e) Click [Update](#)
- f) Make the changes to the Work Phone, Positions/Title or Email as needed
- g) Click [Save](#)
- h) An email message concerning this update will be sent to both you and the user

---

### Section 7: Disable User ID

- a) Follow the instructions to search for a user in **Section 6** above
- b) Select [Disable](#).

**View User**

---

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Institution CEO</b>	SUPERINTENDENT ROBERT LIBBY		
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

Application Entitlements



- f) Select a Reason for Disabling and then click [Disable User Account](#).
- g) The user account will be disabled and an email sent to both you and the user.

## Section 8: Reactivate User ID

- a) Follow the instructions to search for a user in Section 6 above, make sure [All Accounts](#) is checked.
- b) Select the account you want to reactivate and then click [View Selected](#).

**View User**

---

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Disabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Institution CEO</b>	SUPERINTENDENT ROBERT LIBBY		
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

<< Back
Account History
Reactivate

---

Application Entitlements

- c) Click [Reactivate](#), the Reactivate User window will open.
- d) Click [Reactivate User Account](#)

**Reactivate User**

---

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Disabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Work Phone</b>	(518) 555-5555 Ext:	<b>Email</b>	rgardner@xxxx.k12.ny.us

---

*Click the **Reactivate User Account** button to confirm the reactivation of this User's account*

<< Back
Reactivate User Account

- e) User account will be activated and the user will need to be granted entitlements to the NYSED protected applications.  
Go to [Section 10 for Entitlements Overview](#).

## Section 9: Reset Password/Unlock Account

**To unlock an account use password reset Option #2 as described below.**

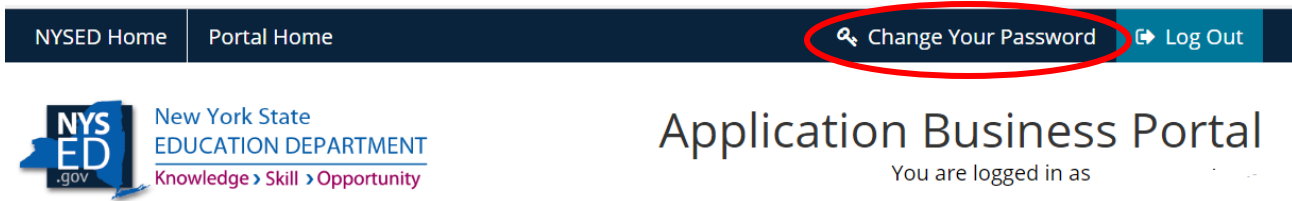
There are two ways to reset your password:

Option #1. Change Your Password While You Are Logged In.

Option #2. Change Your Password While You Are **Not** Logged In (**Unlock Account Process**).

### Option #1 Change Your Password While You Are Logged In

a) From the Business Portal Home page while logged in click [Change your password?](#)

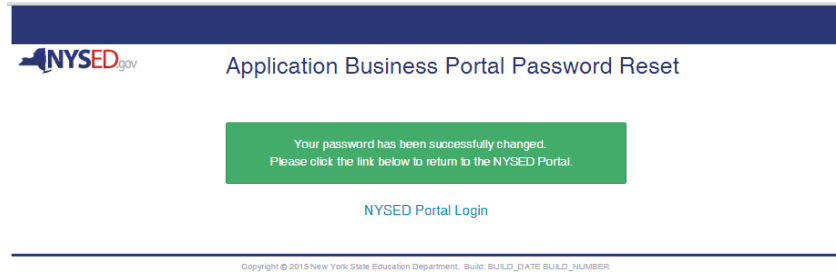


- b) Enter your Current Password.
- c) Enter a New Password following the password requirements.
- d) Confirm Password by entering your new password again.
- e) Click [Submit](#).
- f) To stop and go back click [Cancel](#).

The image shows the 'Application Business Portal Password Reset' form. At the top left is the NYSED logo. The title of the form is 'Application Business Portal Password Reset'. Below the title, it says 'Changing password for: mickey.mouse2'. There are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. To the right of the form is a box titled 'Password Requirements' with a list of rules, each preceded by a red 'X' icon:

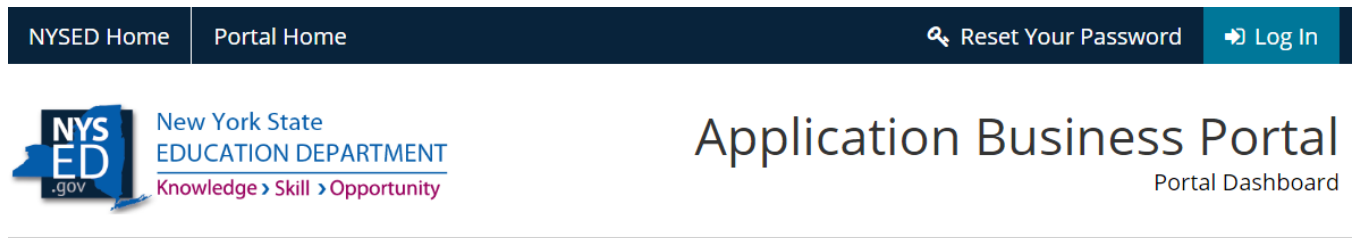
- At least 8 characters
- At least 1 lower case letter
- At least 1 upper case letter
- At least 1 number
- At least 1 special character
- At most 3 repeating characters
- New and Confirm must match
- Cannot reuse current password

After clicking Submit, a window will open with confirmation your password has been changed.

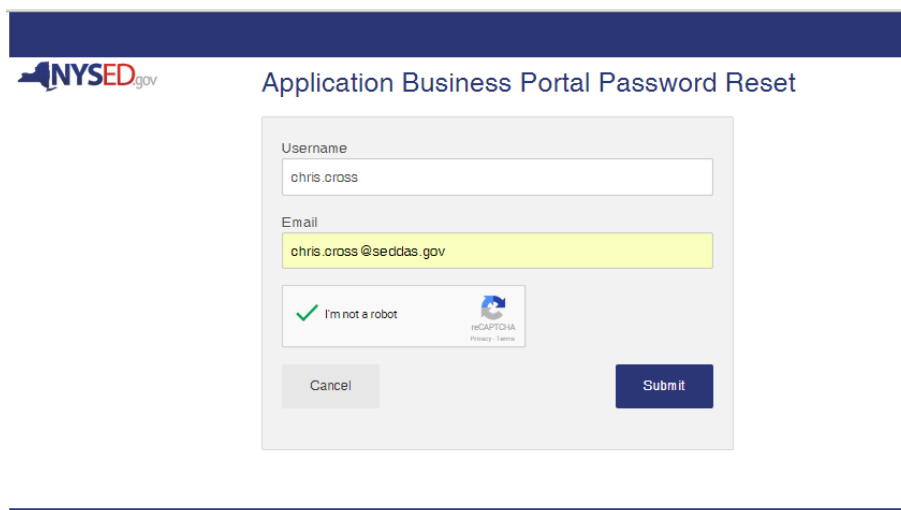


**Option #2 Change Your Password When You Are Not Logged In (Also can be used to Unlock an Account).**

- a) Navigate to portal.nysed.gov.
- b) Click [Reset Password](#).



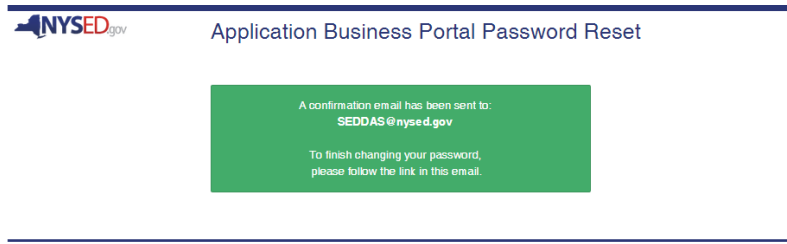
- c) A new window will open, enter your [Username and Email](#)
- d) Click the ["I'm not a robot"](#) box. A green check box will be returned or you will be asked for more information



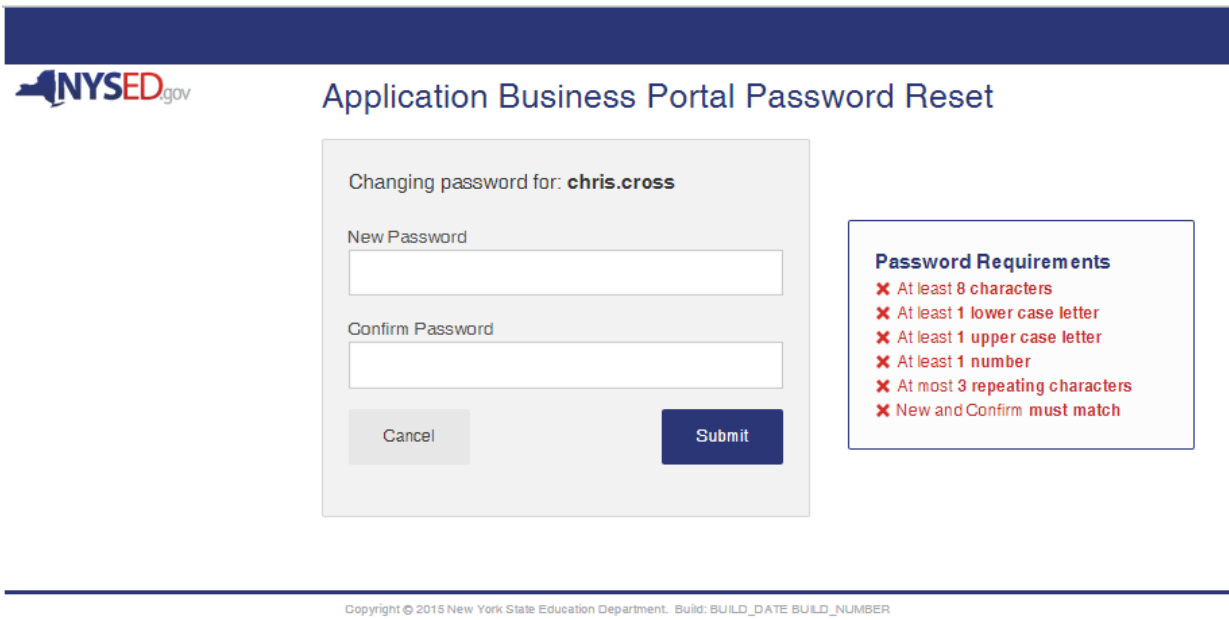
- e) Click [Submit](#)



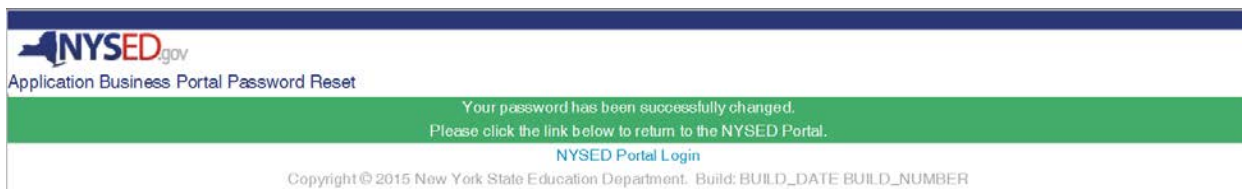
- f) You will be notified that “A confirmation email has been sent to: “Your Email Address”



- g) Click on [Reset Password](#) in the Confirmation email you received.
- g) A New Password/Confirm Password window will open.



- h) Enter a New Password following the password requirements.
- i) Confirm Password by entering your new password again.
- j) Click [Submit](#).
- k) To stop and go back click [Cancel](#).
- l) You will see a confirmation that your password has been successfully changed and to click the link to return to the NYSED Portal.



---

## Section 10: Entitlements-Overview

### Purpose

Entitlements consist of two sub-functions the purpose of this section is to explain the differences between the two sub-functions.

**Entitle** - allows those in the role of “Entitlement Administrator only”, as well as Super DA’s and DA/EA’s, to grant specific Users access to specific applications. This allows a user to access the specific protected NYSED applications associated with the User ID. A User ID might have access to the “Examination Request System”; a different User ID might have access to the “Institution Master File”. Go to [Section12: Creating Entitlements to Applications](#)

**Entitle SEDDAS** - This allows the Super Delegated Administrator (Super DA) to grant select users the ability to create Delegated/ Entitlement Administrator.

(DA/EA) and Entitlement Administrators who can then assist with creating users, granting entitlements and providing support to users. It is primarily an administrative function to allow for delegation of responsibilities. To entitle to SEDDAS go to [Section 11: Creating an Delegated/Entitlement Administrator Delegated Administrator, or Entitlement Administrator.](#)

---

## Section 11: Creating a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator

### Purpose

The Entitle-Delegated Account System is a sub-function of the Entitlements Function. It allows a SEDDAS Administrator to create additional administrators.

### Who can perform this function?

There are three choices of “**role**” when entitling an Administrator. The role selected, determines who can perform this function.

- The Super Delegated Administrator (Super DA) can entitle **all roles** within the Entitle-Delegated Account System (SEDDAS), as long as the user is within the jurisdiction of the Super DA.
- The Delegated/ Entitlement Administrator can entitle **only** an Entitlement Administrator as long as the user is within the jurisdiction of the Delegated/ Entitlement Administrator.

**Step # 1**

- a) The Super DA or Delegated/Entitlement Administrator should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).
- b) Only Super DA’s can grant the “Delegated Administrator Only” and “Delegated / Entitlement Administrator” roles.
- c) Click [Search User](#) menu choice found on the left side of the web page to locate the User.
- d) Select the User from the User List and click [View Selected](#).
- e) Click [Entitle Administrator](#).

**View User**

User Information

<b>Name</b>	Raen Gardner	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	raen.gardner <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Institution CEO</b>	SUPERINTENDENT JENNIFER SPRING	<b>BEDS Code</b>	010500010000
<b>Institution ID</b>	800000055422	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>RIC Inst ID</b>	800000055274	<b>Email</b>	rgardner@xxxx.k12.ny.us
<b>Work Phone</b>	(518) 555-5555 Ext:		

Application Entitlements

- f) Select the role for the User.

**Delegated/Entitlement Administrator**

Select Role

Delegated Administrator Only

**Delegated/Entitlement Administrator**

Entitlement Administrator Only

- g) Select the Applications for which this User May Be an Administrator.
- h) An email will be sent to both you and the user verifying the entitlements.

## Section 12: Creating Entitlements to Applications

- a) Click [Entitle Applications](#).
- b) Under Select Applications for Entitlement; check the boxes next to each application you wish to entitle the user to.

Entitle Applications: Select Applications

---

User Information

<b>Name</b>	Daenerys Targaryen	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	daenerys.targaryen <b>(Enabled)</b>	<b>Institution</b>	HARMONY HILL SCHOOL <b>(Active)</b>
<b>Work Phone</b>	(707) 555-5555 Ext:	<b>Email</b>	Daenerys.Targaryen@xxx.k12.ny.us

---

Select applications for entitlement

- AIR Growth Reporting System
- IRS Data
- IRS Portal
- L2RPT Level 2 Reporting
- SED Monitor & Vendor Performance System
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

<< Back
Next >>

- c) Click [Next](#).
- d) For each application displayed assign roles as needed, make your selections of applications to entitle and then click [Next](#).

Application Roles

---

*For each application displayed, make your selection(s)*

AIR Growth Reporting System

**Role** Select Role ▾

L2RPT Level 2 Reporting

**Role(s)**

- Free and Reduced Lunch Data
- L2RPT
- Staff Data - Other
- Staff Evaluations
- Staff Human Resource Data

<< Back
Next >>

- e) Review your selections and then click [Grant Access](#).
- f) An email message will be sent to both you and the user.

## Section 13: Reports

Please be advised that the reports in SEDDAS will be refreshed daily. Based on the volume of SEDDAS changes from the previous day, the refreshed reports could be available as early as 10 am the next morning or as late as 5 pm the next afternoon. You can download a report as a PDF or as an Excel Spreadsheet.

### Step 1: After logging into SEDDAS

- From the menu on the left click [Reports](#).
- From the **District** dropdown choose the school district.
- To **download a PDF** click [Get Report](#).
- To **download an Excel** spreadsheet click [Get Workbook](#).

## Delegated Account

Reports

**Welcome**

---

**Search User**

---

**Advanced Search**

---

**Search Teacher**

---

**Create User**

---

**▶ Reports**

---

**SEDDAS Support**

---

### SEDDAS Account Report

---

**District**

### Step 2: View or Download

- Open the downloaded file to view the report
- To save the PDF click [File](#) and then click [Save As](#) and choose your **File Name and location**.
- To save the Excel Spreadsheet click on [the downloaded file](#) to open the Excel Spreadsheet and then click [Save As](#) and choose your File Name and location.