Please follow all of the directions below to delegate rights in SEDMON for data view/data entry.

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 Informatior	1		
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
Jser ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT JENNIFE	R SPRING	
Institution ID	80000055422	BEDS Code	010500010000
RIC Inst ID	80000055274	RIC	RIC ALBANY/NORTHEASTERN/NERIC
Work Phone	(518) 555-5555 Ext:	Email	rgardner@xxxx.k12.ny.us
<< Back	Account History	Entitle Applications Entitle Admi	nistrator Update Disable

Application Entitlemente

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.

Name	Daenerys Targaryen	Position/Title	ASSISTANT SUPERINTENDENT
User ID	daenerys.targaryen (Enabled)	Institution	HARMONY HILL SCHOOL (Active)
Work Phone	(707) 555-5555 Ext:	Email	Daenerys.Targaryen@xxx.k12.ny.u
Select applicat	tions for entitlement		
		PMF)	
	<< Back	Next >>	
_			
Click <mark>Next</mark> .			
	lication displayed assign role	es as needed, ma	ake your selections of
For each app	lication displayed assign role o entitle and then click Next.	es as needed, ma	ake your selections of
For each app	o entitle and then click Next.	es as needed, ma	ake your selections of
For each app applications t	o entitle and then click Next.	es as needed, ma	ake your selections of
For each app applications to Application Ro	o entitle and then click Next.	es as needed, ma	ake your selections of
For each app applications to Application Ro	o entitle and then click Next.	es as needed, ma	ake your selections of

L2RPT Level 2 Reporting		
Role(s)	 Free and Reduced Lunch Data L2RPT Staff Data - Other Staff Evaluations Staff Human Resource Data 	
	<< Back	Next >>

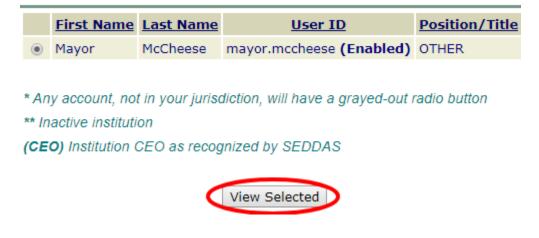
- e) Review your selections and then click Grant Access.
- f) An email message will be sent to both you and the user.

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

		Welc	ome
• Welcome	Your Account Information		
	Name		Position/Title
Search User	User ID	(Enabled)	Institution
Advanced Search	Institution CEO	COMMISSIONER OF EDUCATION MARYELLEN ELIA	
	Institution ID	80000055504	BEDS Code
Create User	RIC Inst ID	80000055504	RIC
	Work Phone	Ext:	Email
Reports	Administrator Role	NYSED Database Unit Administrato	r
SEDDAS Support			
	Applications *	SED Monitoring & Vendor Performa	nce System
Logged In As		Delegated Account System Vendor Accounts	
NYS DEPT OF EDUCATION	* for which you are an Entitlement Administrator ** inactive application		
NYSED Database Unit Administrator			

Step 2: Search for the desired user.

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

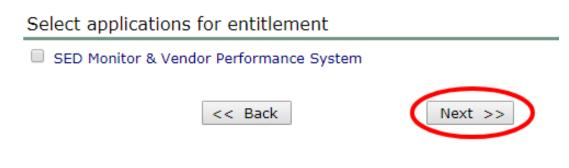


Step 4: Select the "Entitle Applications" button

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"



Step 6: Click the 'Next' button.

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

5	SED Monitoring & Vendor Performance System	
-	Role	Data Access
Special Education - ASEP will be an	Data Entry	 N/A APPR Charter School Office
option for both Data Entry and	Second and Deci	MVPS
Data View	Data View	 N/A APPR Charter School Office MVPS

<< Back

Next >>

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 & Vend	or Performance System
Role	Data Access
Data Entry	N/A APPR Charter School Office
	MVPS Choose Special
Data View	Education - ASEP
Data view	□ N/A □ APPR
	 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 Perfor	mance System
Role	Data Access 🔹
Data Entry	N/A APPR
	Charter School Office
	MVPS Choose Special
Data View	Education - ASEP

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

SED Monitoring & Vendor Perfo	ormance System
Role	Data Access
Data Entry	 N/A APPR Charter School Office MVPS
Data View	 N/A APPR Charter School Office MVPS
	<< Back Next >>
Step 11: Click 'Grant Access'	

SED Monitoring & Vendor Performance System		
Role	Data Access	
Data Entry	MVPS	
Data View	MVPS	

ZZ Bock	Grant Access
<< Dack	Grant Access