

SEDDAS Entitlements for the Teacher Access and Authorization (TAA) System User Login Access and Account Administration TEACH Access and Guidance

To allow district administrators the ability to assist teachers in Teacher Access and Authorization (TAA) account creation and Teacher Student Roster Verification system (TSRV) and electronic Personnel Master File (ePMF) review, the TAA administrator application will provide two SED Delegated Account System (SEDDAS) entitlements:

1. TAA/TSRV This role allows administrators to view TAA account creation progress, view basic roster data, deactivate TAA accounts for certain users, and view the submission status of ePMF.
2. TAA/TSRV/ePMF. This role entitles users to everything in role 1 as well as the ability to review and edit ePMF data for staff they oversee.

TAA User Login Access:

- **Charter Schools CEOs**
 - Can entitle staff at the same location to be users.
 - (Delegate Administrator & Entitlement Administrator) Cannot delegate account administration to other charter staff for the same location.
- **School Districts CEOs**
 - Can entitle staff at the district location to be users.
 - Can entitle staff at a school location within the same district as a user (building CEO should have the same entitlements first).
 - (Super Delegated Administrator) Can delegate account administration to other district staff and can delegate account administration to public school CEOs as the account administrator for the school CEO location.
- **Public Schools CEOs**
 - Can entitle staff at the school as a user (school CEO must be entitled first).
 - (Delegate Administrator & Entitlement Administrator) Cannot delegate account administration to other school staff for the same location (CEO must have Delegate Administrator & Entitlement Administrator entitlements first for the needed applications).
- **BOCES & RICs (main location/district) CEOs**
 - Can entitle staff at the same main location as users.
 - Can entitle staff at other associated building locations (including virtual locations) as users (building CEOs must be entitled first).
 - (Super Delegated Administrator) Can delegate administration to main location BOCES staff for the same location; cannot delegate to other associated building locations (including virtual locations) account administration. The administration must be managed by the main BOCES.
 - RICs cannot delegate account administration to other RIC staff for the same location.

Notes:

1. CEOs must have the account administration entitlement for the TAA application to be able to entitle others at the same location.
2. CEOs must be listed in the State Education Department's SEDREF system.
Does a teacher, leader, or other certified school personnel have a teacher ID?
All staff loaded into Staff Snapshot and utilizing the TAA system will need a valid TEACH ID. Any staff without TEACH accounts can create a personal account to view and update their information <http://www.highered.nysed.gov/tcert/teach/selfreg.html> .