# A Quick Guide: Entitling Users to L0HIST L0Hist Summer Cleanup View/Update

This Summer Cleanup application will be used by select users to view/update NYS Vendor scored current school year assessments (NYSTP 3-8 ELA & math & NYSESLAT) to wrap-up end of year reporting.

New York State Education Department September 2016

#### **Table of Contents**

Roles in SEDDAS	Page
Quick Notes about entitling L0HIST Summer Cleanup	_
How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Sum	mer Cleanup
View/Update	4

## User Roles available in the State Education Department Delegated Account System (SEDDAS):

Role	Permissions
Delegated Administrator (DA)	Create a user account
	<ul> <li>Update a user account</li> </ul>
	<ul> <li>Disable a user account</li> </ul>
	<ul> <li>Reactivate a user account</li> </ul>
	<ul> <li>Reset user passwords</li> </ul>
Entitlement Administrator (EA)	<ul> <li>Entitle users to applications</li> </ul>
Delegated/Entitlement Administrator (DA/EA)	<ul> <li>Create a user account</li> </ul>
	<ul> <li>Update a user account</li> </ul>
	<ul> <li>Disable a user account</li> </ul>
	<ul> <li>Reactivate a user account</li> </ul>
	<ul> <li>Reset user passwords</li> </ul>
	<ul> <li>Entitle users to applications</li> </ul>
Super Delegated Administrator (SDA) –	<ul> <li>Create a user account</li> </ul>
(available only to Public School	<ul> <li>Update a user account</li> </ul>
Superintendents)	<ul> <li>Disable a user account</li> </ul>
	<ul> <li>Reactivate a user account</li> </ul>
	<ul> <li>Reset user passwords</li> </ul>
	<ul> <li>Entitle users to applications</li> </ul>

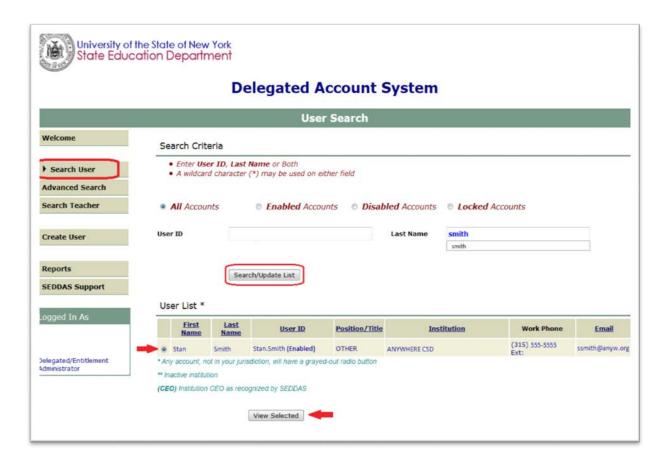
#### **Quick Notes about entitling L0HIST Summer Cleanup View/Update:**

A user can only get L0HIST Summer Cleanup View/Update privileges from either the EA or DA/EA at their institution.

### How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update

Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

- Enter the User ID or Last Name that you are looking for
- > Select the desired user with the "radio button" to the left of their "First Name"
- Click the "View Selected" button to see user details

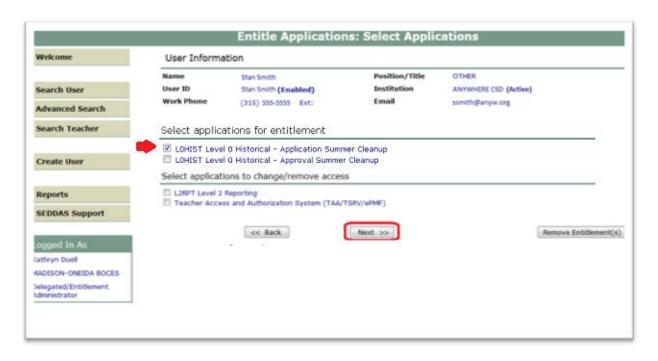


### How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

**Step 2:** Select "Entitle Applications" to entitle this user to L0HIST Application Summer Cleanup View/Update access.



**Step 3:** Select the "L0HIST – Application Summer Cleanup" check box and click on the "Next" button:



### How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

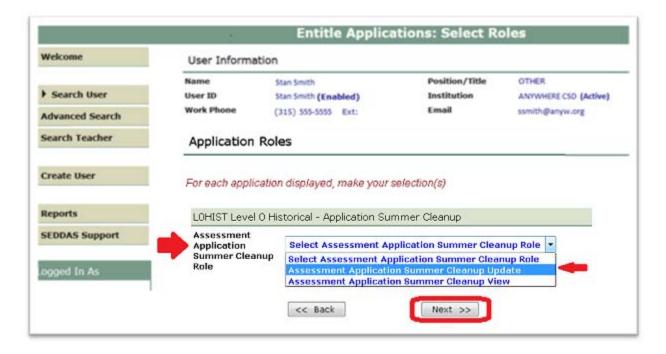
#### Step 4: From the "Assessment Application Summer Cleanup Role" drop down

Select "Assessment Application Summer Cleanup <u>View</u>" to entitle the selected user "view" privileges to LOH Summer Cleanup data for your institution

#### <u>OR</u>

#### From the "Assessment Application Summer Cleanup Role" drop down

- Select "Assessment Application Summer Cleanup <u>Update</u>" to entitle the selected user "update" privileges to L0H Summer Cleanup data for your institution If the selected user should not be able to update
- > Select the "view" option above
- Select "Next"



### How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Cleanup View/Update (Continued)

**Step 5:** Select "Grant Access" to entitle the selected user to L0HIST Application Summer Cleanup View/Update access for your institution:



**Step 6:** Both you and the selected user should receive a confirmation email when entitlement is complete:

#### Note

#### 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

#### LOHIST Level O Historical - Application Summer Cleanup

Assessment Application Summer Cleanup Role

Assessment Application Summer Cleanup Update