A Quick Guide: Entitling Users to L0HIST L0Hist Summer Cleanup Approval View

This Summer Cleanup Approval application will be used by select users to view the status of their changes to the 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 August 2016

Table of Contents

	Page
Roles in SEDDAS	3
Quick Notes about entitling L0HIST Summer Cleanup	3
How an administrator (EA, DA/EA, or SDA) can entitle another user to L0Hist Summer Clea	

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

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

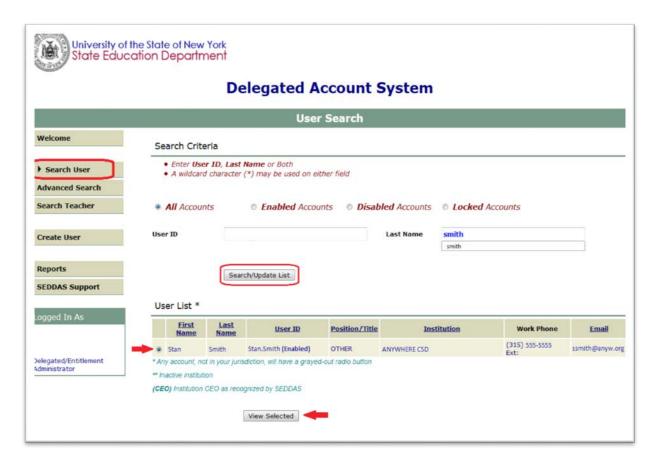
Quick Notes about entitling L0HIST Summer Cleanup Approval View:

1. A user can only get L0HIST Summer Cleanup Approval View 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 Approval View

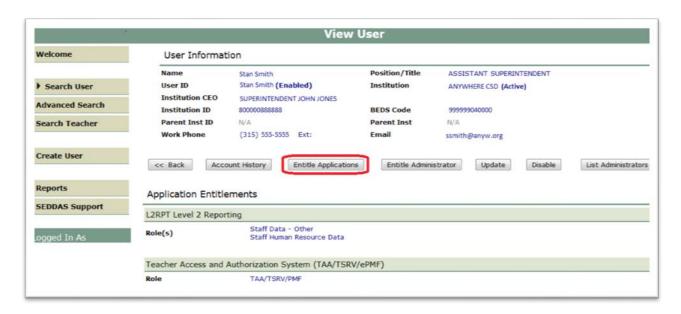
Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

- 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 Approval View (Continued)

Step 2: Select "Entitle Applications" to entitle this user to L0HIST Approval Summer Cleanup View access:



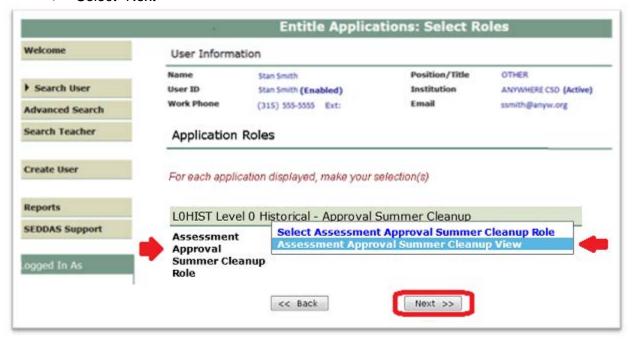
Step 3: Select the "L0HIST – Approval Summer Cleanup" check box and click on the "Next" button:



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

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

- > Select "Assessment Approval Summer Cleanup View" to entitle the selected user "view" privileges to L0H Summer Cleanup data for your institution
- Select "Next"



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

Step 5: Select "Grant Access" to entitle the selected user to L0HIST Assessment Approval Summer Cleanup View access for your institution:



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

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 0 Historical - Approval Summer Cleanup

Assessment Approval Summer Cleanup Role

Assessment Approval Summer Cleanup View