

A Quick Guide: Entitling Users to LOHIST LOHist 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**

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

Role	Permissions
Delegated Administrator (DA)	<ul style="list-style-type: none"> • Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords
Entitlement Administrator (EA)	<ul style="list-style-type: none"> • Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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

University of the State of New York
State Education Department

Delegated Account System

User Search

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Delegated/Entitlement Administrator

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**

User ID:

Last Name:

User List *

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	Stan	Smith	Stan.Smith [Enabled]	OTHER	ANYWHERE CSD	(315) 555-5555 Ext:	ssmith@anyw.org

* Any account, not in your jurisdiction, will have a grayed-out radio button
** Inactive institution
(CEO) Institution CEO as recognized by SEDDAS

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:

The screenshot shows the 'View User' interface. On the left is a navigation menu with options like 'Search User', 'Advanced Search', 'Search Teacher', 'Create User', 'Reports', 'SEDDAS Support', and 'logged In As'. The main content area is titled 'View User' and contains 'User Information' and 'Application Entitlements'. The 'User Information' section includes fields for Name, User ID, Institution CEO, Institution ID, Parent Inst ID, Work Phone, Position/Title, Institution, BEDS Code, Parent Inst, and Email. Below this is a row of buttons: '<< Back', 'Account History', 'Entitle Applications' (highlighted with a red box), 'Entitle Administrator', 'Update', 'Disable', and 'List Administrators'. The 'Application Entitlements' section shows 'L2RPT Level 2 Reporting' and 'Teacher Access and Authorization System (TAA/TSRV/ePMF)' with their respective roles.

User Information			
Name	Stan Smith	Position/Title	ASSISTANT SUPERINTENDENT
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Institution CEO	SUPERINTENDENT JOHN JONES	BEDS Code	999999040000
Institution ID	800000888888	Parent Inst	N/A
Parent Inst ID	N/A	Email	ssmith@anyw.org
Work Phone	(315) 555-5555 Ext:		

Application Entitlements

L2RPT Level 2 Reporting	
Role(s)	Staff Data - Other Staff Human Resource Data

Teacher Access and Authorization System (TAA/TSRV/ePMF)	
Role	TAA/TSRV/PMF

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

The screenshot shows the 'Entitle Applications: Select Applications' interface. It features the same navigation menu on the left. The main content area is titled 'Entitle Applications: Select Applications' and contains 'User Information' and 'Select applications for entitlement'. The 'User Information' section includes fields for Name, User ID, Work Phone, Position/Title, Institution, and Email. Below this is a section for 'Select applications for entitlement' with two checkboxes: 'L0HIST Level 0 Historical - Application Summer Cleanup' (unchecked) and 'L0HIST Level 0 Historical - Approval Summer Cleanup' (checked, with a red arrow pointing to it). Below that is a section for 'Select applications to change/remove access' with two checkboxes: 'L2RPT Level 2 Reporting' (unchecked) and 'Teacher Access and Authorization System (TAA/TSRV/ePMF)' (unchecked). At the bottom are buttons: '<< Back', 'Next >>' (highlighted with a red box), and 'Remove Entitlement(s)'.

User Information			
Name	Stan Smith	Position/Title	OTHER
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSD (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Select applications for entitlement

- L0HIST Level 0 Historical - Application Summer Cleanup
- L0HIST Level 0 Historical - Approval Summer Cleanup

Select applications to change/remove access

- L2RPT Level 2 Reporting
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

How an administrator (EA, DA/EA, or SDA) can entitle another user to LOHist 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 LOH Summer Cleanup data for your institution
- Select “Next”

Entitle Applications: Select Roles

Welcome

Search User
Advanced Search
Search Teacher

Create User

Reports
SEDDAS Support

logged In As

User Information

Name	Stan Smith	Position/Title	OTHER
User ID	Stan Smith (Enabled)	Institution	ANYWHERE CSO (Active)
Work Phone	(315) 555-5555 Ext:	Email	ssmith@anyw.org

Application Roles

For each application displayed, make your selection(s)

LOHIST Level 0 Historical - Approval Summer Cleanup

Assessment Approval Summer Cleanup Role

Select Assessment Approval Summer Cleanup Role
Assessment Approval Summer Cleanup View

<< Back 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:

The screenshot shows a web interface titled "Entitle Applications: Grant Access". On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Search Teacher, Create User, Reports, and SEDDAS Support. The main content area is titled "User Information" and displays details for Stan Smith: Name (Stan Smith), User ID (Stan Smith (Enabled)), Work Phone ((315) 335-5555 Ext:), Position/Title (OTHER), Institution (ANYWHERE CSD (Active)), and Email (smith@anyw.org). Below this is a section for "LOHIST Level 0 Historical - Approval Summer Cleanup" with a sub-section for "Assessment Approval Summer Cleanup Role". A link "Assessment Approval Summer Cleanup View" is visible. At the bottom, there are two buttons: "<< Back" and "Grant Access", with the latter being highlighted by a red rectangular box.

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](#)