



**A Quick Guide:
Entitling Users to
SED Monitoring & Vendor
Performance System
Ed Tech
DTP-District Technology Plans**



**New York State Education Department
Revised for use with EdTech Survey
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User Roles in that are 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 • Create other DA, EA, and DA/EA accounts

Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

Welcome

- ▶ Welcome
- Search User
- Advanced Search
- Entitlements**
- SEDDAS Support

Logged In As
Zane Example
RIC SUFFOLK/EASTERN SUFFOLK
Entitlement Administrator Only

About Your Delegated Administration Account

NEW Click Here for New Features! (May 27, 2009)

Institution	RIC SUFFOLK/EASTERN SUFFOLK
First Name	Zane
Last Name	Example
Email	zany@yahoo.gov
Delegated Account Role	Entitlement Administrator Only
Entitlement Administrator for Applications	LOHIST Level 0 Historical

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'Select to Entitle User Account' button.

User List

	User ID	First Name	Last Name	
<input checked="" type="radio"/>	andy.example	Andy	Example	A

Select to Entitle

**Section 1:
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for SED Monitoring & Vendor Performance System
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Step 4: Check the box next to “SED Monitor & Vendor Performance System”

Application Choices

Select applications for entitlement

- Examination Request System
- Institution Master File (BEDS)/VADIR
- LOHIST Level 0 Historical - Staff Eval
- LOHIST Level 0 Historical - Student
- L2RPT Level 2 Reporting
- Mandated Services Aid
- NYSSIS
- SED Monitor & Vendor Performance System

Remove Entitlement(s)

Start Entitling

Step 5: Click the ‘Start Entitling’ button.

Step 6: 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

SED Monitoring & Vendor Performance System

Role

Data Access ▼

Data Entry

- N/A
- APPR
- Charter School Office
- MVPS

Data View

- N/A
- APPR
- Charter School Office
- MVPS

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Section 1:
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Step 7: 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'.
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'.

Grant Access To Applications

For each application displayed, make your selections

SED Monitoring & Vendor Performance System

Role

Data Access ▼

Data Entry

- N/A
- APPR
- Charter School Office
- Ed Tech
- MVPS
- Office of Early Learning
- Race to the Top
- School Turnaround Office

Data View

- N/A
- APPR
- Charter School Office
- Ed Tech
- MVPS
- Office of Early Learning
- Race to the Top
- School Turnaround Office

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Once appropriate selections are made in all sections, click Next. You will then be able to click Grant Access. The process will then be complete.

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IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the business portal at <http://portal.nysed.gov> to verify and confirm that they have access to the Ed Tech survey.

If you have any questions please do not hesitate to contact us at edtech@mail.nysed.gov or by phone at (518) 474-5461.