



A Quick Guide: Entitling Users to SED Monitoring System Ed Tech

Instructional Technology Plan 2018

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User Roles that exist 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

All public school districts have a Super Delegated Administrator (SDA). They may or may not have assigned the roles of DA, EA, or DA/EA to one or more persons working at the district.

These are the steps to follow when providing access to the survey:

The DA/EA will create a user account if the person who will enter the plan into the portal does not have SEDDAS permissions. **Important note:** The user account must be at the district, not school level in order for the user to be able to access the Ed Tech plan.

Once a user has SEDDAS permissions, the EA or DA/EA will entitle the user to the SED Monitoring application. The user will then be assigned the role of Data Access for Data View and Data Entry.

1. Click "Entitlements"
2. Search for the desired user by last name or user name
3. Select the desired user and click "Select to Entitle"
4. Select "SED Monitoring & Vendor Performance System" and click "Start Entitling"
5. Select "Data Access" in the Role drop down, if it not already selected
6. Select Ed Tech in the Data Entry section to give the user the ability to view data and fill out the Tech Plan or in the Data View section to give them read only
7. Click "Next"

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 'Search User'.

Delegated Account System

Welcome

<ul style="list-style-type: none"> <li style="background-color: #D9EAD3; padding: 2px;">Welcome <li style="background-color: #D9EAD3; padding: 2px; border: 2px solid red;">Search User <li style="background-color: #D9EAD3; padding: 2px;">Advanced Search <li style="background-color: #D9EAD3; padding: 2px;">Create User <li style="background-color: #D9EAD3; padding: 2px;">Reports <li style="background-color: #D9EAD3; padding: 2px;">SEDDAS Support 	<p>Your Account Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td style="width: 30%;"></td> <td style="width: 20%;">Position/Title</td> <td style="width: 20%;">NYSED Staff</td> </tr> <tr> <td>User ID</td> <td>(Enabled)</td> <td>Institution</td> <td>NYS DEPT OF EDUCATION (Active)</td> </tr> <tr> <td>Institution CEO</td> <td colspan="3">COMMISSIONER OF EDUCATION MARYELLEN ELIA</td> </tr> <tr> <td>Institution ID</td> <td>800000055504</td> <td>BEDS Code</td> <td>010100870001</td> </tr> <tr> <td>RIC Inst ID</td> <td>800000055504</td> <td>RIC</td> <td>NYS DEPT OF EDUCATION</td> </tr> <tr> <td>Work Phone</td> <td>(518) 486-3672 Ext:</td> <td>Email</td> <td>Michael.Wainwright@nysed.gov</td> </tr> <tr> <td>Administrator Role</td> <td colspan="3">NYSED Database Unit Administrator</td> </tr> <tr> <td>Applications *</td> <td colspan="3">SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts</td> </tr> </table> <p style="font-size: small; color: blue;">* for which you are an Entitlement Administrator ** inactive application</p>	Name		Position/Title	NYSED Staff	User ID	(Enabled)	Institution	NYS DEPT OF EDUCATION (Active)	Institution CEO	COMMISSIONER OF EDUCATION MARYELLEN ELIA			Institution ID	800000055504	BEDS Code	010100870001	RIC Inst ID	800000055504	RIC	NYS DEPT OF EDUCATION	Work Phone	(518) 486-3672 Ext:	Email	Michael.Wainwright@nysed.gov	Administrator Role	NYSED Database Unit Administrator			Applications *	SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts		
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Logged In As

NYS DEPT OF EDUCATION

Step 2: Search for the desired user.

User List *

	<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>
<input checked="" type="radio"/>	ricuser	example	ricuser.example (Enabled)

* Any account, not in your jurisdiction, will have a grayed-out button

** Inactive institution

(CEO) Institution CEO as recognized by SEDDAS



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Step 3: Select the desired user and click the 'Entitle Applications' button.

User Information

Name	ricuser example
User ID	ricuser.example (Enabled)
Institution CEO	
Institution ID	800000050838
Parent Inst ID	N/A
Work Phone	(315) 361-2700 Ext:

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

Step 5: Click the 'Start Entitling' button.

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Step 6: Choose a Role – **Select ‘Data Access’** from the drop-down menu next to “Role”

SED Monitoring & Vendor Performance System

Role Data Access ▼

Data Entry

- N/A
- APPR
- Charter School Office
- Ed Tech
- Education Management Services
- Facilities
- MVPS
- NY State Library
- Office of Early Learning
- Office of Higher Education
- Race to the Top
- School Turnaround Office
- Smart Schools Bond Act

Data View

- N/A
- APPR
- Charter School Office
- Ed Tech
- Education Management Services
- Facilities
- MVPS
- NY State Library
- Office of Early Learning
- Office of Higher Education
- Race to the Top
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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	<input type="text" value="Data Access"/>	
Data Entry		<ul style="list-style-type: none"><input type="checkbox"/> N/A<input type="checkbox"/> APPR<input type="checkbox"/> Charter School Office<input checked="" type="checkbox"/> Ed Tech<input type="checkbox"/> Education Management Services<input type="checkbox"/> Facilities<input type="checkbox"/> MVPS<input type="checkbox"/> NY State Library<input type="checkbox"/> Office of Early Learning<input type="checkbox"/> Office of Higher Education<input type="checkbox"/> Race to the Top<input type="checkbox"/> School Turnaround Office<input type="checkbox"/> Smart Schools Bond Act
Data View		<ul style="list-style-type: none"><input type="checkbox"/> N/A<input type="checkbox"/> APPR<input type="checkbox"/> Charter School Office<input checked="" type="checkbox"/> Ed Tech<input type="checkbox"/> Education Management Services<input type="checkbox"/> Facilities<input type="checkbox"/> MVPS<input type="checkbox"/> NY State Library<input type="checkbox"/> Office of Early Learning<input type="checkbox"/> Office of Higher Education<input type="checkbox"/> Race to the Top<input type="checkbox"/> School Turnaround Office<input type="checkbox"/> Smart Schools Bond Act

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Completing the process:

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.

IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the [business portal](#) to verify and confirm that they have access to the Ed Tech survey.

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