



**A Quick Guide:  
Entitling Users to  
SED Monitoring System  
New York State Library  
Division of Library Development  
Library System Applications and Assurances.  
For Library System Directors Only**



**New York State Education Department**

New York State Library

Division of Library Development

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**User Roles that exist in the State Education Department Delegated Account System (SEDDAS):**

Role	Permissions
Delegated Administrator (DA) (Library System Director)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> </ul>
Entitlement Administrator (EA) (Library System)	<ul style="list-style-type: none"> <li>• Entitle users to applications</li> </ul>
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> </ul>
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	<ul style="list-style-type: none"> <li>• Create a user account</li> <li>• Update a user account</li> <li>• Disable a user account</li> <li>• Reactivate a user account</li> <li>• Reset user passwords</li> <li>• Entitle users to applications</li> <li>• Create other DA, EA, and DA/EA accounts</li> </ul>

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.

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 box, if it not already selected.
6. Select "NY State Library" in the *Data Entry* section to give the user the ability to view data, fill out the Assurances, and print the State Aid Application. **However, to limit the user to read access only, check N/A in *Data Entry*, then check "NY State Library" in the *Data View* section.**
7. Click "Next". You will then be able to click Grant Access. The process will then be complete. **For illustrations of these steps, please see pages 5-8 below.**

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

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

The screenshot shows the SEDDAS user interface. On the left, a navigation menu is visible with the following items: Welcome, Search User, Advanced Search, Entitlements (circled in red), and SEDDAS Support. Below the menu, the 'Logged In As' section displays the user's name 'Zane Example', institution 'RIC SUFFOLK/EASTERN SUFFOLK', and role 'Entitlement Administrator Only'. The main content area is titled 'About Your Delegated Administration Account' and includes a 'NEW' badge and a link 'Click Here for New Features! (May 27, 2009)'. Below this, a table lists account details:

<b>Institution</b>	RIC SUFFOLK/EASTERN SUFFOLK
<b>First Name</b>	Zane
<b>Last Name</b>	Example
<b>Email</b>	zany@yahoo.gov
<b>Delegated Account Role</b>	Entitlement Administrator Only
<b>Entitlement Administrator for Applications</b>	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**

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

**Section 1:  
How a Library System EA or DA/EA can entitle another  
system staff member for SED Monitoring & Vendor  
Performance System (Continued)**

**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.

**Section 1:**  
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system staff member for SED Monitoring & Vendor  
Performance System (Continued)**

**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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Performance System (Continued)**

**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 (you wish the user to have read access only), 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	
<b>Role</b>	<input type="text" value="Data Access"/>
<b>Data Entry</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input checked="" 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
<b>Data View</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Facilities <input type="checkbox"/> MVPS <input checked="" 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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system staff member for SED Monitoring & Vendor  
Performance System (Continued)**

**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 at <http://portal.nysed.gov> to verify and confirm that they have access to the Library System Applications and Assurances.

If you have any questions, please send them to the email address [libraryaid.nysed.gov](mailto:libraryaid.nysed.gov)