

Step # 1

- a) The Super DA or Delegated/Entitlement Administrator should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).
- b) Only Super DA's can grant the "Delegated Administrator Only" and "Delegated / Entitlement Administrator" roles.
- c) Click Search User menu choice found on the left side of the web page to locate the User.
- d) Select the User from the User List and click View Selected.
- e) Click Entitle Administrator.

Section 12: Creating Entitlements to Applications

- a) Click Entitle Applications.
- b) Under Select Applications for Entitlement; check the boxes next to each application you wish to entitle the user to.

- c) Click Next.
- d) For each application displayed assign roles as needed, make your selections of applications to entitle and then click Next.

- e) Review your selections and then click Grant Access.
- f) An email message will be sent to both you and the user.

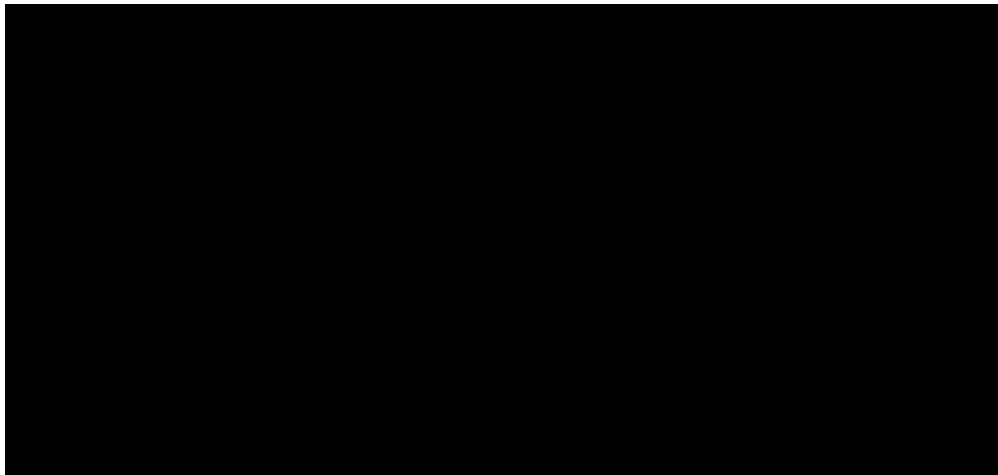
Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

The screenshot displays the SEDDAS interface. At the top, there is a 'Welcome' banner. Below it, the user's account information is shown, including the name 'MARYELLEN ELIA' and the title 'CEO'. The 'Applications' section is highlighted, showing the following systems: SED Monitoring & Vendor Performance System, Delegated Account System, and Vendor Accounts. A red circle highlights the 'Search User' button, and a green arrow points to the 'Advanced Search' button. The page also includes a 'Reports' section and a 'Logged In As' section.

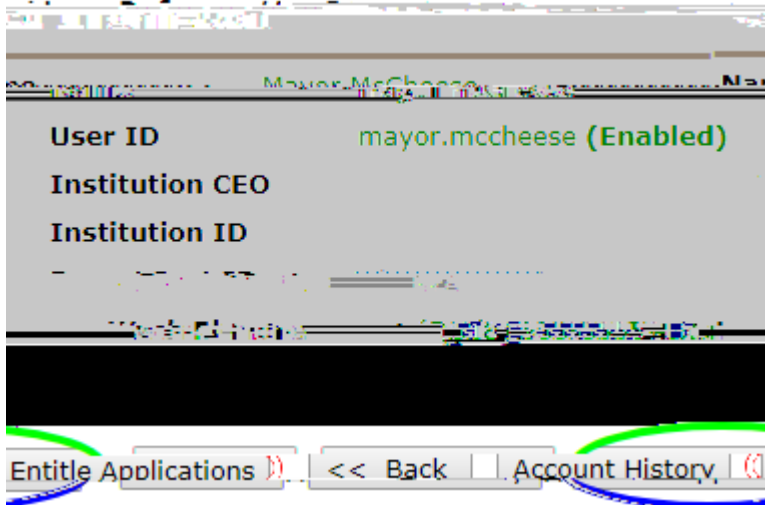
Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'View Selected' button.

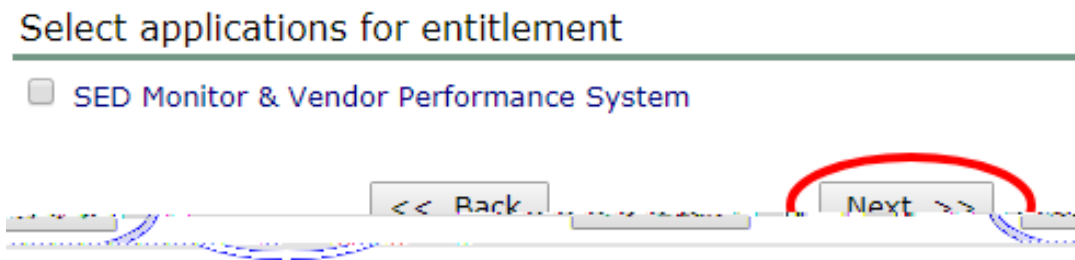


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Step 4: Select the “Entitle Applications” button



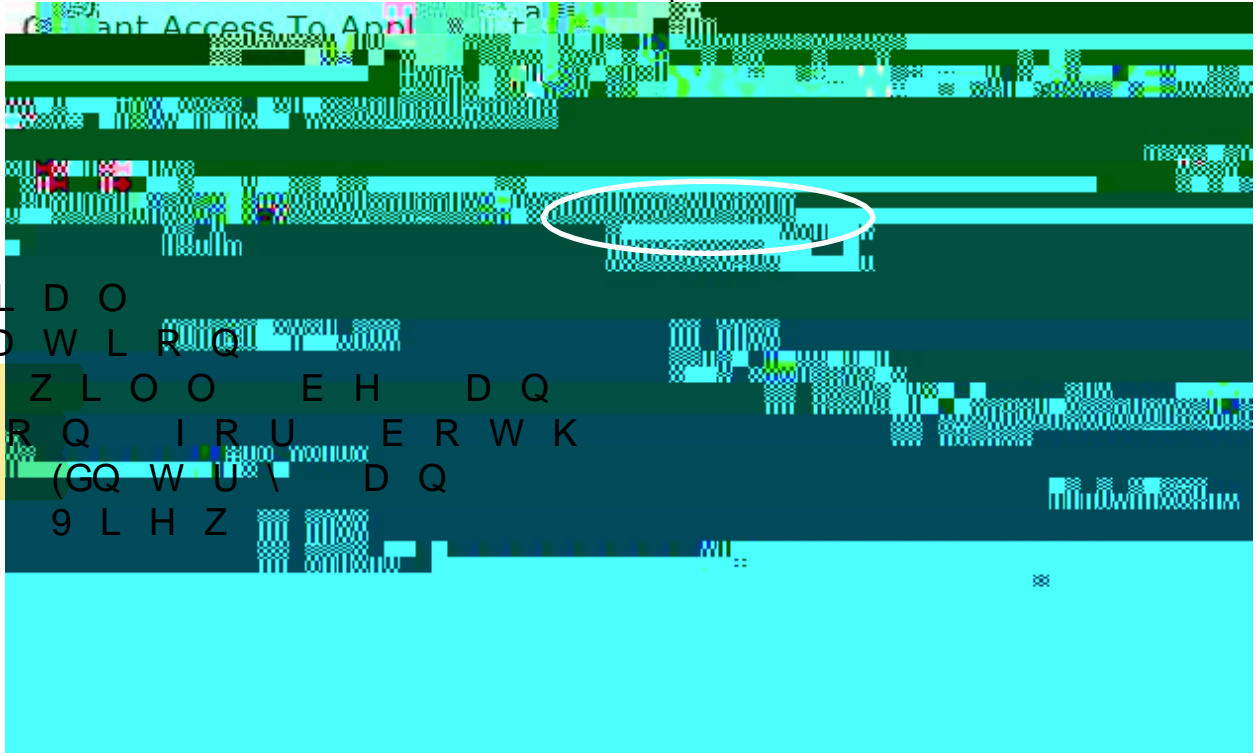
Step 5: Check the box next to “SED Monitor & Vendor Performance System”



Step 6: Click the ‘Next’ button.

**Section 1:
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Step 7: Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"



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Step 8: 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'.

SED Monitoring & Vendor Performance System

Data Access ▼ **Role**

N/A **Data Entry**

APPR

MVPS

Data View

N/A

APPR

Charter School Office

MVPS

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Step 9: 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'.

SED Monitoring & Vendor Performance System

Data Access ▼ **Role**

N/A **Data Entry**

APPR

MVPS

Data View

N/A

APPR

Charter School Office

MVPS

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Step 10: Once appropriate selections are made in all sections, Click 'Next'

Role: Data Access

Data Entry

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

Data View

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

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Step 11: Click 'Grant Access'

Data Access	Role
MVPS	Data Entry
MVPS	Data View

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