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.

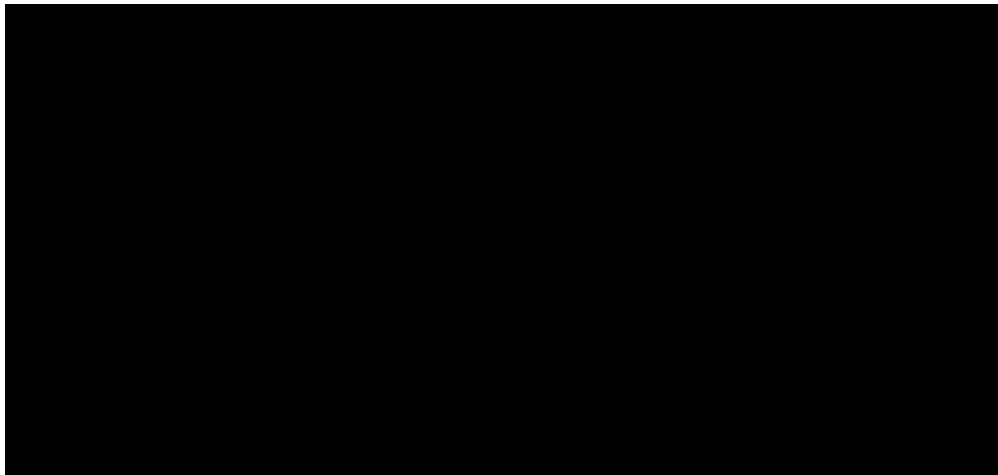f) An email message will be sent to both you and the user.

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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'.

Step 2: Search for the desired user.

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

Step 4: Select the "Entitle Applications" button

User ID   mayor.mccheese (Enabled)

Institution CEO

Institution ID

Entitle Applications   << Back   Account History
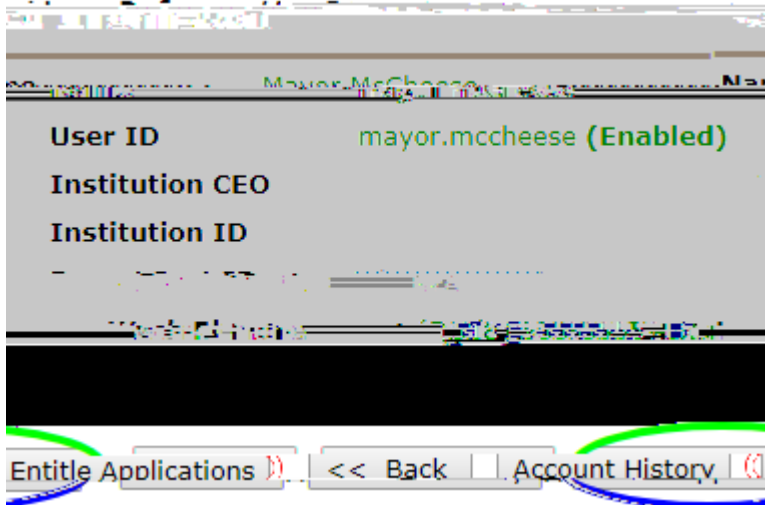
Step 5: Check the box next to "SED Monitor & Vendor Performance System"

Select applications for entitlement

☐ SED Monitor & Vendor Performance System

<< Back   Next >>
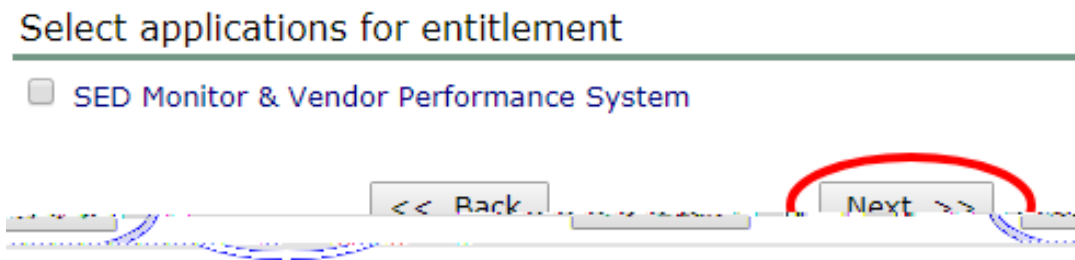
Step 6: Click the 'Next' button.

Step 7: Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"
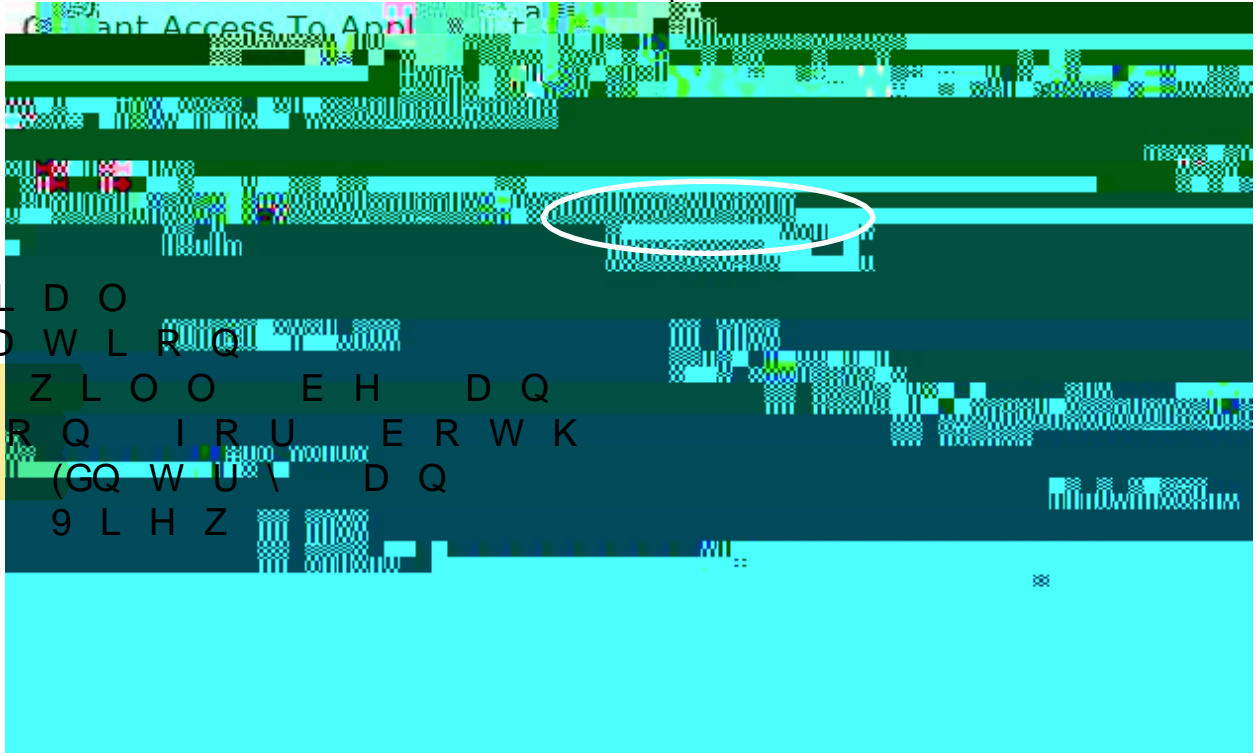
Step 8: Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

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'.

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

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

Step 11: Click 'Grant Access'