



## ESSA-Funded Programs Online Application Process

### *Accessing the Business Portal and Assigning User Rights*

The new online reporting system, called the Business Portal, improves NYSED's capacity to collect and analyze school and/or district data in a timely manner, and then utilize that data to provide targeted support to LEAs as part of shared continuous improvement efforts.

Prior to an application or survey being published, it is important that school/district staff visit the NYSED Business Portal at <http://portal.nysed.gov> to ensure that user accounts and user roles are up-to-date. The information provided in this document is intended to help district staff access the Business Portal and establish user rights necessary for completing and submitting NYSED surveys and applications.

As the Department transitions to its new online process, your input will be valuable in ensuring that the tools and resources created effectively support the programming and planning needs of LEAs across New York State. Additional guidance material will be issued by the Office of ESSA-Funded Programs to provide on-going support and technical assistance. Please visit our web-site at: <http://www.nysed.gov/essa/schools/consolidated-application>.

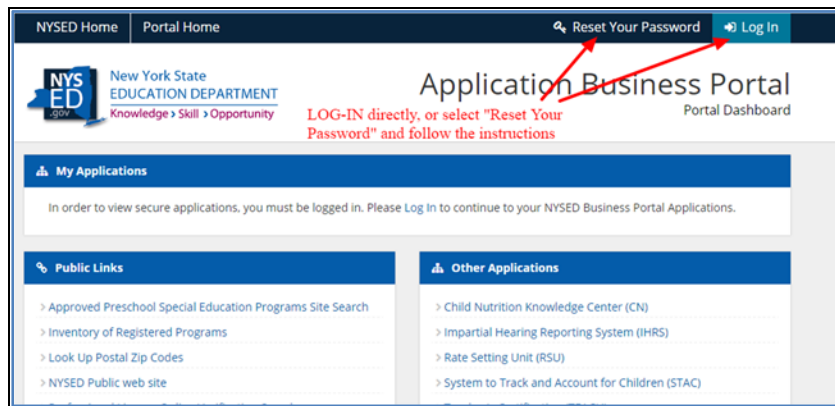
### *NYSED Support*

#### *Technical Support*

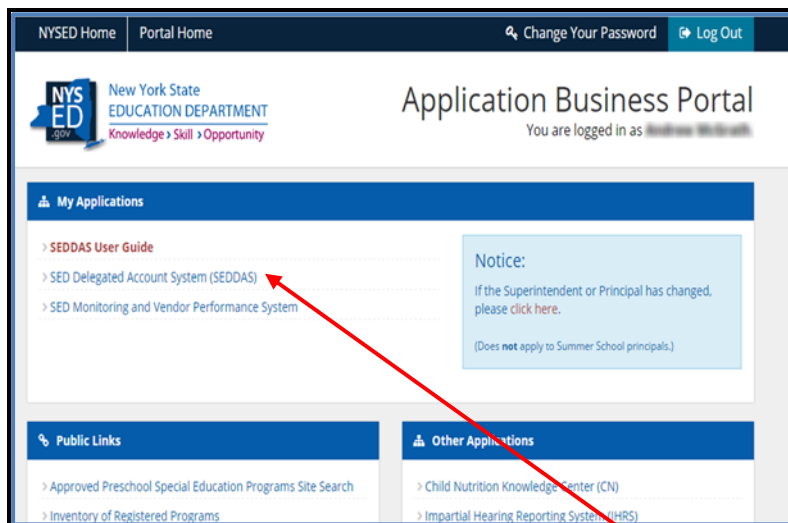
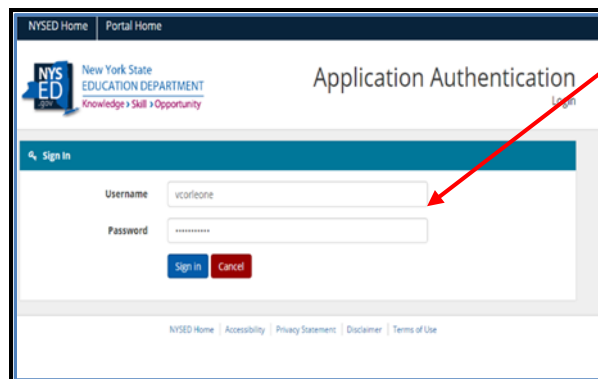
Please contact the SEDDAS Help Desk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov) to resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself.

#### *Survey Content Support*

Additionally, please contact the Office of ESSA-Funded Programs at (518) 473-0295 or via email at [conappta@nysed.gov](mailto:conappta@nysed.gov) if you have any questions or concerns regarding the content of a application/survey.



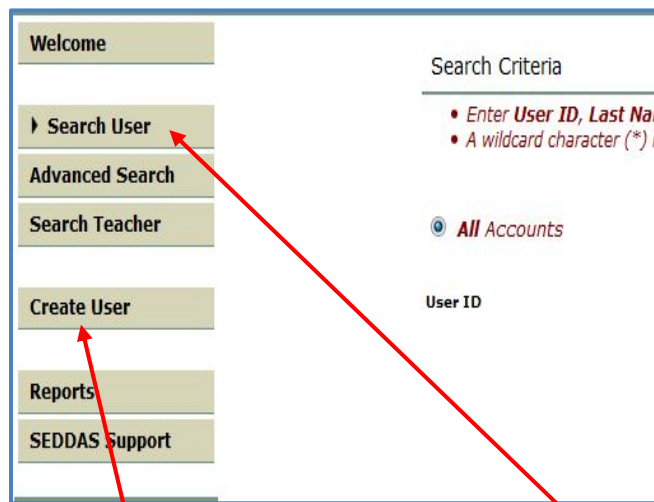
The NYSED Business Portal may be accessed at <http://portal.nysed.gov>. If necessary, users should select “*Reset Your Password*”, and then follow the instructions to restore access. Otherwise, users may click on “*Log In*” to sign-in directly to enter the portal and view applications/surveys.



The Superintendent or CEO should click on the “*SED Delegated Account System (SEDDAS)*” link to create, update and/or assign user rights for staff.

|   |   |
|---|---|
| Super Delegated Administrator (SDA)         | <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> |
| 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>  |
| Delegated Administrator (DA)                | <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>   |
| Entitled Administrator                      | <ul style="list-style-type: none"> <li>✓ Entitle users to applications</li> </ul>   |

The chart above identifies the permissions given to each of the other administrator roles. Please note, only the superintendent has all available permissions. Additionally, *the superintendent is the only user with the ability to submit/certify a completed application.*



After logging into SEDDAS, use the menu on the left and choose "Search User" to find the user you want to entitle. Or, click on "Create User" to add a new user to the system.

**Search Criteria**

- Enter **User ID, Last Name** or Both
- A wildcard character (\*) may be used on either field

All Accounts    
 Enabled Accounts    
 Disabled Accounts    
 Locked Accounts

User ID:     
Last Name:

Search vendor accounts

**User List \***

| First Name                       | Last Name | User ID  | Position/Title           | Institution | Work Phone              | Email                                 |
|----------------------------------|-----------|----------|--------------------------|-------------|-------------------------|---------------------------------------|
| <input checked="" type="radio"/> | Mayor     | McCheese | mayor.mccheese (Enabled) | OTHER       | RIC ERIE/WESTERN/WNYRIC | (518) 555-5555 Ext: mmccheese@xyz.com |

\* Any account, not in your jurisdiction, will have a grayed-out radio button  
\*\* Inactive institution  
(CEO) Institution CEO as recognized by SEDDAS

Then, search for the desired user by last name, select the user you want to entitle, and click “View Selected”.

**Welcome**

**Search User**

**Advanced Search**

**Create User**

**Reports**

**SEDDAS Support**

**User Information**

|                 |                          |                |                                  |
|-----------------|--------------------------|----------------|----------------------------------|
| Name            | Mayor McCheese           | Position/Title | OTHER                            |
| User ID         | mayor.mccheese (Enabled) | Institution    | RIC ERIE/WESTERN/WNYRIC (Active) |
| Institution CEO | DIRECTOR ROSANNE HUFFCUT |                |                                  |
| Institution ID  | 800000051899             | BEDS Code      | 149100900000                     |
| Parent Inst ID  | N/A                      | Parent Inst    | N/A                              |
| Work Phone      | (518) 555-5555 Ext:      | Email          | mmccheese@xyz.com                |

Click on “Entitle Applications” to give rights to users for specific applications. Select “Entitle Administrator” to provide a user with an administrator role. Click on “List Administrators” to view current administrators in your institution and their roles.

**Welcome**

**Search User**

**Advanced Search**

**Create User**

**Reports**

**SEDDAS Support**

**User Information**

|                |                          |
|----------------|--------------------------|
| Name           | Mayor McCheese           |
| User ID        | mayor.mccheese (Enabled) |
| Institution ID | 800000051899             |
| Parent Inst ID | N/A                      |
| Work Phone     | (518) 555-5555 Ext:      |

**Select applications for entitlement**

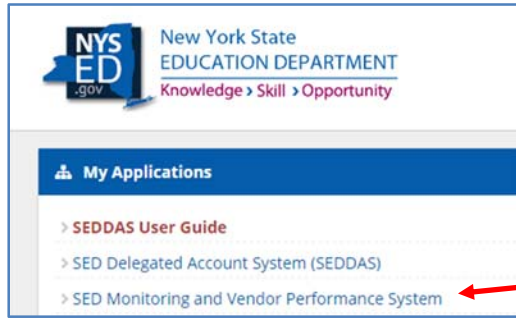
Facilities Planning/Fire Safety  
 IRS Portal  
 L2PT Level 2 Reporting  
 SED Monitor & Vendor Performance System

Logged In As: Mary Gardy

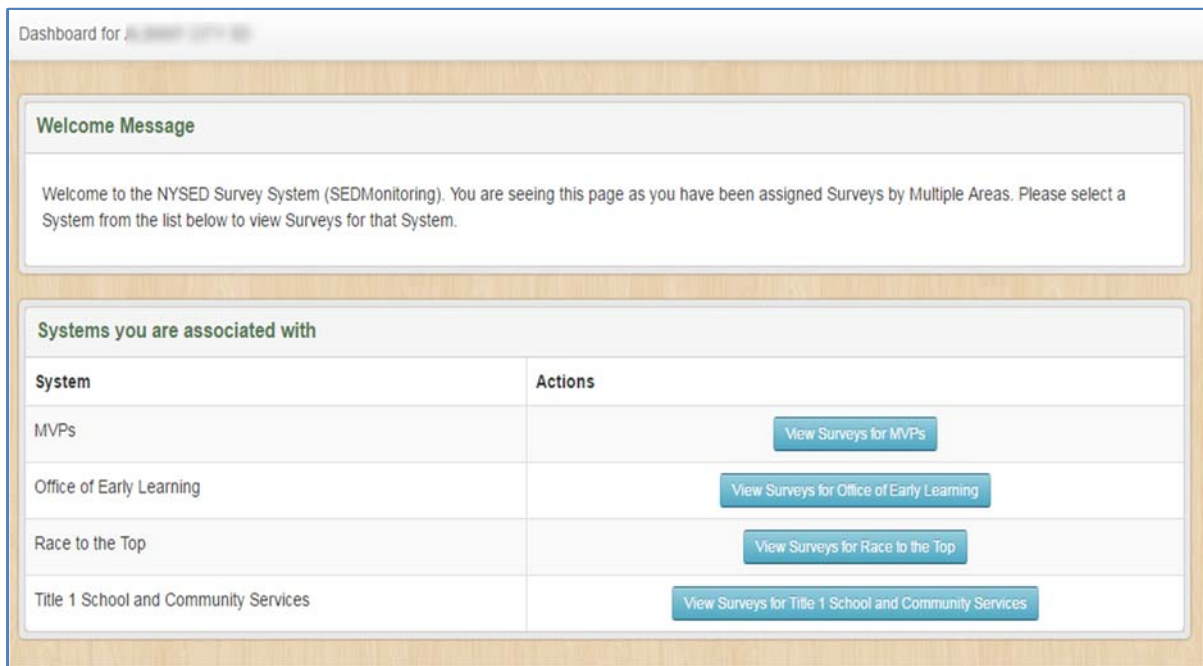
Check the box "SED Monitor & Vendor Performance System" and then click "Next".

| Application Roles                                      |   |
|--|---|
| For each application displayed, make your selection(s) |   |
| SED Monitoring & Vendor Performance System             |   |
| Role   | <input type="text" value="Data Access"/>  |
| Data Entry   | <input type="checkbox"/> N/A<br><input type="checkbox"/> APPR<br><input type="checkbox"/> Charter School Office<br><input type="checkbox"/> Ed Tech<br><input type="checkbox"/> Education Management Services<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> MVPS<br><input type="checkbox"/> NY State Library<br><input type="checkbox"/> Office of Early Learning<br><input type="checkbox"/> Office of Higher Education<br><input type="checkbox"/> Race to the Top<br><input type="checkbox"/> Safe Schools<br><input type="checkbox"/> School Turnaround Office<br><input type="checkbox"/> Smart Schools Bond Act<br><input type="checkbox"/> Student Support Services<br><input checked="" type="checkbox"/> Title I School and Community Services |
| Data View  | <input checked="" type="checkbox"/> N/A<br><input type="checkbox"/> APPR<br><input type="checkbox"/> Charter School Office<br><input type="checkbox"/> Ed Tech<br><input type="checkbox"/> Education Management Services<br><input type="checkbox"/> Facilities<br><input type="checkbox"/> MVPS<br><input type="checkbox"/> NY State Library<br><input type="checkbox"/> Office of Early Learning<br><input type="checkbox"/> Office of Higher Education<br><input type="checkbox"/> Race to the Top<br><input type="checkbox"/> Safe Schools<br><input type="checkbox"/> School Turnaround Office<br><input type="checkbox"/> Smart Schools Bond Act<br><input type="checkbox"/> Student Support Services<br><input type="checkbox"/> Title I School and Community Services |

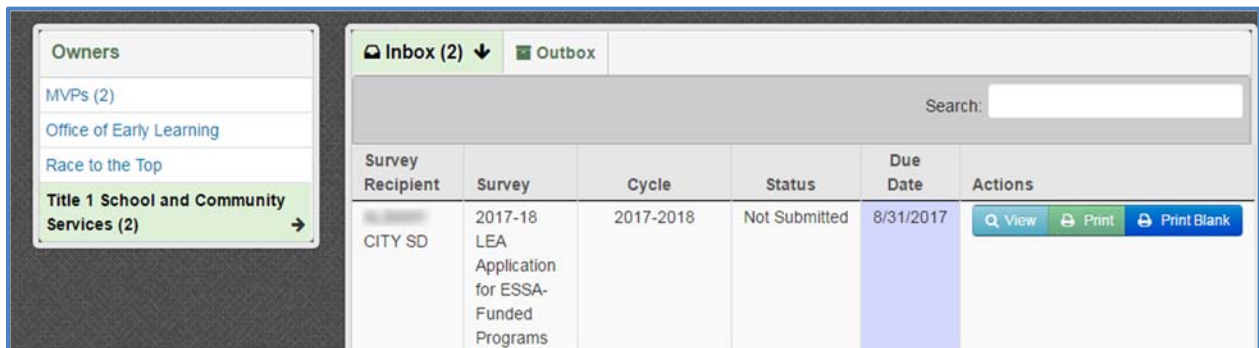
Choose the role "Data Access" from the drop-down menu and check "Title I School and Community Services" next to either "Data Entry" or "Data View". Check "N/A" if either the Data View or Data Entry option is not desired. When finished, click on "Next". To complete the process, click on "Grant Access" on the next page.



A new or existing user may verify access to the application by logging in and selecting “SED Monitoring and Vendor Performance System”.



Then, look for “View Surveys for Title 1 School and Community Services” to access surveys issued from our office.



When a survey or application has been published, it will be found within the Title I School and Community Services area of the user's *Inbox*. Click on "View" to access the application directly and begin/continue work.

*Thank You for Your Continued Support!*

For Additional Guidance and Support, please visit our web-site at:  
<http://www.p12.nysed.gov/accountability/fundingopp.html>