# Quicksheet: Accessing the SED Monitoring System

IMPORTANT: You must be added to the system as an "entitled user" by the CEO and you must have log-in info/permissions before following these steps. If you or the designated administrator (superintendent or staff) needs assistance there is an email helpdesk. The SEDDAS helpdesk's role is to assist users in logging in and resetting their passwords. They can also walk CEOs and/or their delegated users through creating an account and entitling a user to a system: **seddas@nysed.gov**

Screen one: Go to the NYSED Application Business Portal and select log on at the upper right corner:
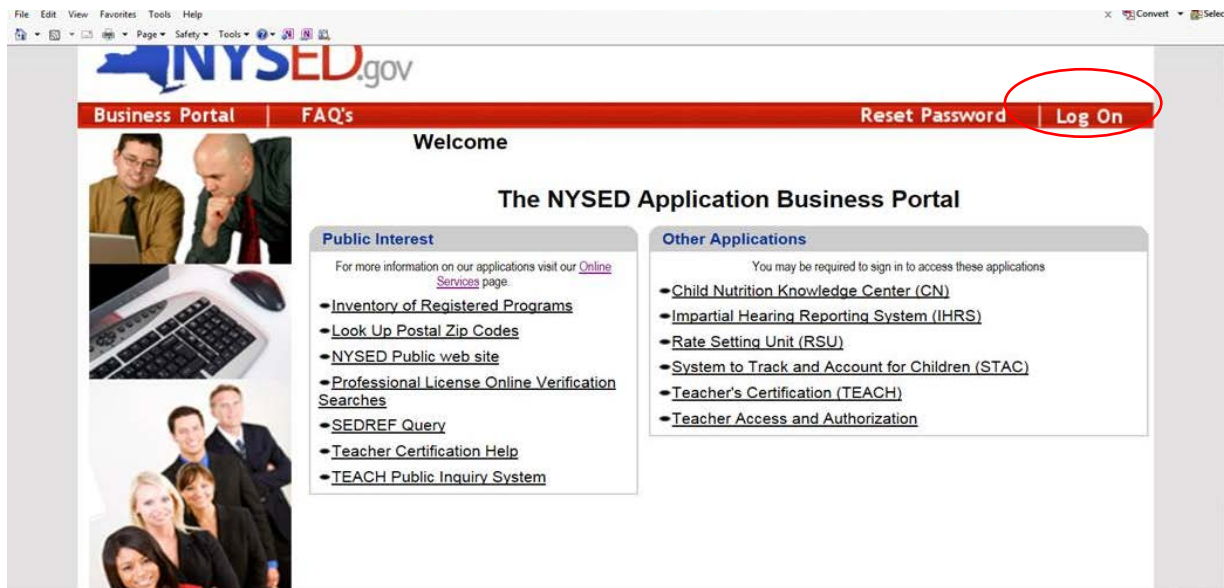
Screen two: Enter user name and password:
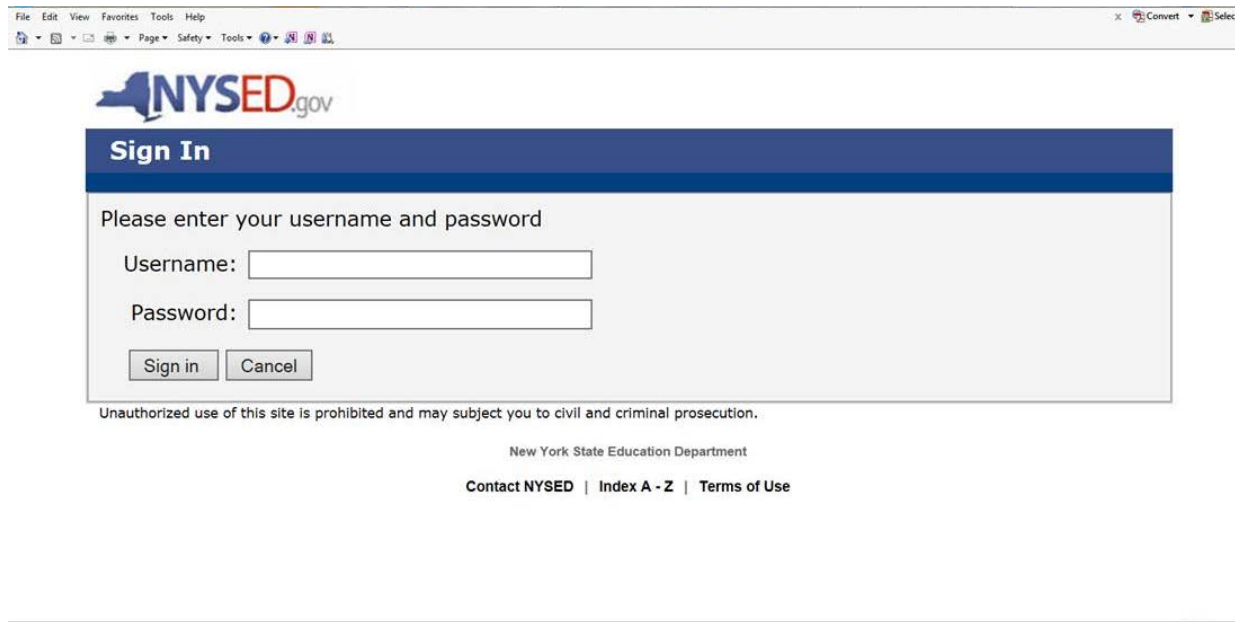
Screen three: Select SED Monitoring and vendor performance system

Screen Four: Go to dashboard and then inbox