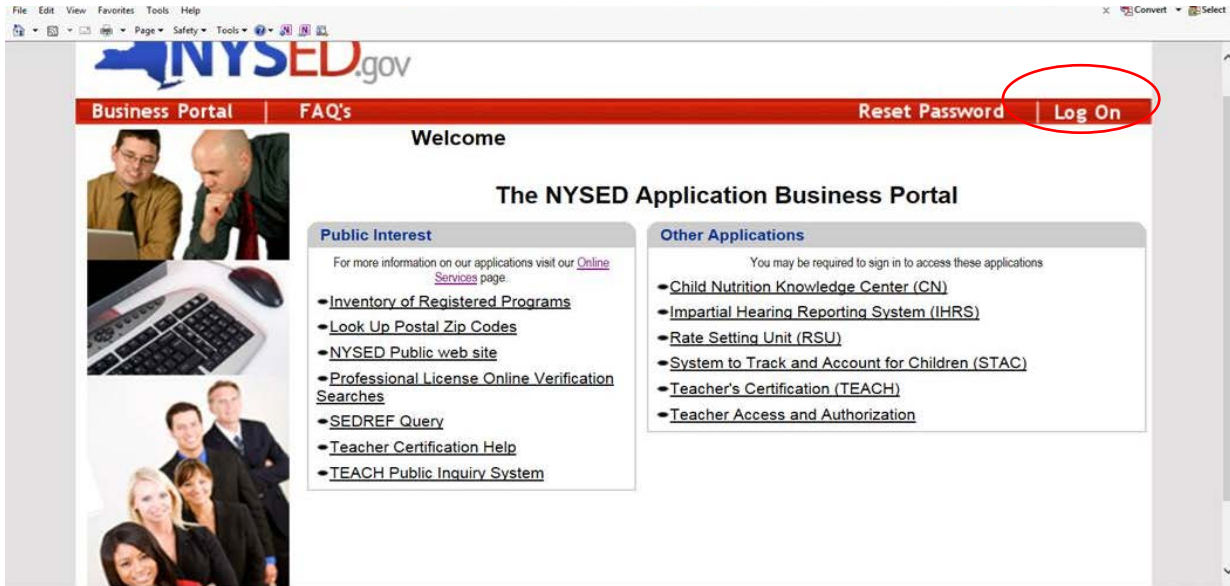


Quicksheet: Accessing the SED Monitoring System

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:

A screenshot of the NYSED.gov Sign In page. The browser's address bar shows the URL. The page features the NYSED.gov logo at the top left. Below the logo is a blue header with the text "Sign In". The main content area contains the text "Please enter your username and password". There are two input fields: "Username:" and "Password:". Below the input fields are two buttons: "Sign in" and "Cancel". At the bottom of the page, there is a disclaimer: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution." Below the disclaimer is the text "New York State Education Department" and a footer with links: "Contact NYSED | Index A - Z | Terms of Use".

Screen three: Select SED Monitoring and vendor performance system

The screenshot shows the NYSED.gov Business Portal. At the top, there is a navigation bar with "Business Portal", "FAQ's", "Reset Password", and "Log Off". Below this, a "Welcome" message is displayed for "PAULA ORLANDO" with a "Change your password" link. The main heading is "The NYSED Application Business Portal". Under "My Applications", a prominent notice states: "Notice: If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)". A red circle highlights a "Click Here" link that leads to the "SED Monitoring and Vendor Performance System". Below the notice, a "SEDDAS USER GUIDE" button is visible. To the left, there are sections for "Public Interest" and "Other Applications".

Notice:
If the Superintendent or Principal has Changed
(DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)
[Click Here](#)
SED Monitoring and Vendor Performance System
* Includes Smart Schools, Bond Act Investment Plan Application, APPR Implementation Certification plus others
[State Education Department Delegated Account System \(SEDDAS\)](#)
SEDDAS USER GUIDE

Public Interest
For more information on our applications visit our [Online Services](#) page.
• [Inventory of Registered Programs](#)
• [Look Up Postal Zip Codes](#)
• [NYSED Public web site](#)

Other Applications
You may be required to sign in to access these applications
• [Child Nutrition Knowledge Center \(CN\)](#)
• [Impartial Hearing Reporting System \(IHRIS\)](#)
• [Rate Setting Unit \(RSU\)](#)
• [System to Track and Account for Children \(STAC\)](#)

Screen Four: Go to dashboard and then inbox

The screenshot shows the NYSED.gov dashboard for the Office of Bilingual Education and World Languages. A "Dashboard" link in the top navigation bar is circled in red. Below the navigation bar, there is a "Welcome Message" section. At the bottom, there is an "Inbox (2)" section with a red circle around it. The inbox contains a table with survey recipients.

Dashboard | Main Menu | Help | PAULA O. (NYSED EMPLOYEE)

Welcome Message
The goal of the New York State Education Department's Office of Bilingual Education and World Languages is to provide support and technical assistance to Districts, Charter Schools, Non-Public Schools and other organizations (Universities, State Educational Organizations, etc.) in the development, implementation and evaluation of programs for English Language Learners (ELLs), as well as to World Language (WL) students within the State's P-16 initiative. Under the guidance of OBEWL, over 625 districts, Charter Schools, and Non-Public Schools implement educational programs and services for over 300,000 ELL students in our state. These students come from over 200 language backgrounds. Our website has current information on regulations, programs and funding for districts, and is constantly being updated to make available relevant information and documentation that will support services provided to our students and parents.
[Please contact us for additional information.](#)

Owners
Office of Bilingual Education and World Languages (2)

Inbox (2) | **Outbox**

| Survey Recipient | Survey | Cycle | Status | Status Date | |
|------------------|---|----------------|---------------|-------------|--|
| PAULA MARIE | CR Part 154 Comprehensive ELL Education | ANNUALLY, 2016 | Not Submitted | 9/21/2016 | View Print |