A Quick Guide:
Creating User IDs in SEDDAS for
RIC DIRECTORS

Create User ID

Search the SEDDAS system to see if the person has an account. To search, log on to the system, click Search User on the left side of the page. Enter the last name and select "all accounts". A User List will be displayed with radio buttons column along the left side that allows you to select the correct user.

If your search has confirmed that a user does not already have an available User ID (i.e., either attached to the RIC or no account at all), an account must be created by the RIC to permit a person to Login to the NYSED Business Portal and access the tech plans. After an Account and User ID is created for a user, Entitlements must be granted to the user. The User ID in combination with the Entitlements allows appropriate access to protected application systems via the NYSED Business Portal.

Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA) or the Delegated/Entitlement Administrator. All RIC Directors have been assigned the Super DA role. If this role has not been assigned to the RIC Director, please contact your BOCES Superintendent to have it assigned

Possible Scenarios
   a) The user already exists in SEDDAS, but their account is not linked to the RIC.
   b) The user does not exist in the system at all.

Create User ID

The Super DA or the DA/EA should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).

Step #1

Click Create User menu choice found on the left side of the web page.

Enter the first name, last name and Email of the new user you want to create. Click

the search icon [search icon] in the institution field.

The Search Institution Screen is returned. Enter one of several different search criteria and then click Search.
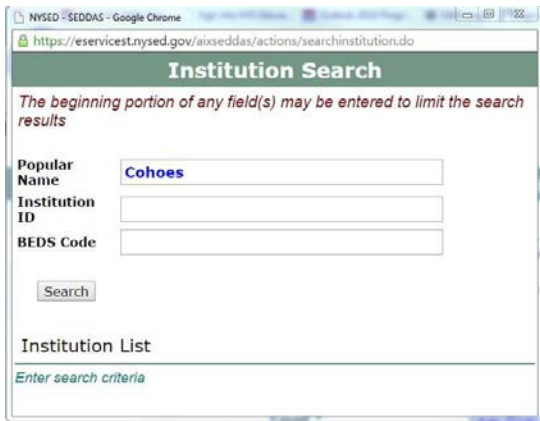
A list of Institutions will display. Click the button of the Institution you want to choose.
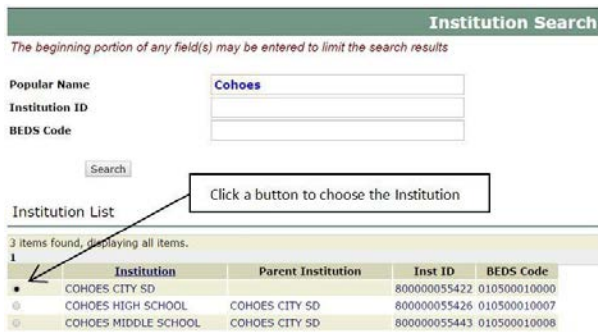
The Create User screen returns with the Institution name filled in. Click Next.

Step # 2 Evaluate the Situation.

If the user exists in the system continue to **Step # 3**

If the User ID does not exist in the system you will see a screen like the one shown below.

Select the user Position/Title by using the drop-down arrow and click on the appropriate role.

a) Enter a phone number.
b) Select one of the forms of ID available to confirm identity. Click Create.
c) A new screen will appear prompting you to grant entitlements. Click Continue.

d) The View User screen will now open, and it will say:

User does not have access to any applications.

You are now ready to grant Entitlements; in the SEDMVPS Instructions can be found at:
http://www.nysed.gov/common/nysed/files/programs/edtech/quick-guide-entitling-users-to-sed-monitoring-system-ed-tech.pdf

Step # 3 User Exists in the System, Revaluate the situation

The DA creating the account must determine the situation. There are two possible paths to follow:
   a) Reassign the Institution
   b) Create a New User - If the DA determines this is the SAME "Raen Gardner", but in a different jurisdiction, go to **Step # 4 Create User**

   + If the DA determines this is a DIFFERENT "Raen Gardner", and that a new User ID should be created then the DA should click Create User.

<div align="center">

Create User: User Exists

User Information Entered

Institution	COHOES CITY SD
Name	Rae Gardner

User Information in our System

Rae Gardner already exists in our system …

Note: Vendor accounts are not displayed

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
○	Rae	Gardner	rae.gardner **(Enabled)**	DIRECTOR	GLENS FALLS CITY SD	(518) 474-6666 Ext:	seddas@nysed.gov

Verify and take one of the recommended actions listed below

Recommended Actions

Reassign Institution	Create User	Cancel

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   - **Reassign Institution**: click this button to reassign the selected user to another institution **IN YOUR JURISDICTION**
   - **Create User**: click this button to create an account in your jurisdiction for:
        ◦ a user that is **NOT** listed above
        ◦ a user that **IS** listed above, but is **NOT** in your jurisdiction
        ◦ a user that **IS** listed above and **IS** in your jurisdiction, but requires an account at **ANOTHER INSTITUTION**
   - **Cancel**: click this button to cancel out of this screen

* Any user account, recognized as the institution **CEO** by SEDDAS, can **NOT** be reassigned from SEDDAS

** Only **IN-JURISDICTION** user accounts can be reassigned

\+ A user account from the **SAME INSTITUTION** as the new user account can **NOT** be reassigned

c) You can opt to reassign any User ID to another institution in your jurisdiction, howeber they will no longer have access to reporting for the original jurisdiction for which the ID was created. A user must have one unique User ID for each institution BEDS code in your BOCES/RIC that they operate under. To reassign, select the button on the left of the username and then click Reassign Institution.

Step # 4 Create User

a) Select the user Position/Title by using the drop down arrow and click on the appropriate role.
b) Enter the Work Phone.
c) Select one of the forms of ID available to confirm identity.
d) Click Create.

e) A new screen will appear prompting you to grant entitlements.
f) Click Continue.

g) The View User screen will now open and it will say:

User does not have access to any applications.

You are now ready to grant Entitlements.

Instructions can be found at http://www.nysed.gov/common/nysed/files/programs/edtech/quick-guide-entitling-users-to-sed-monitoring-system-ed-tech.pdf

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If you have any questions regarding how to create and entitle SEDDAS accounts, please email seddas@nysed.gov

You can find more information about SEDDAS by going to the SEDDAS home page at: http://www.p12.nysed.gov/seddas/seddashome.html If you have questions about the Ed Tech survey, please do not hesitate to contact the program office at NYSED by emailing: edtech@nysed.gov