



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 hand side of the page. Enter the last name and select “all accounts”. All matching user names will be displayed with a radio button 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 Log On 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?

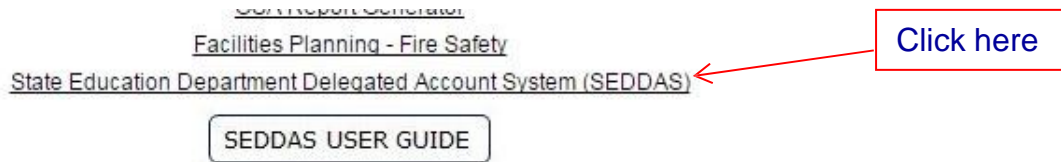
This function can be performed by the Super Delegated Administrator (Super DA), the Delegated Administrator (DA) or the Delegated/Entitlement Administrator. All RIC Directors have been assigned the Super DA role.

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.

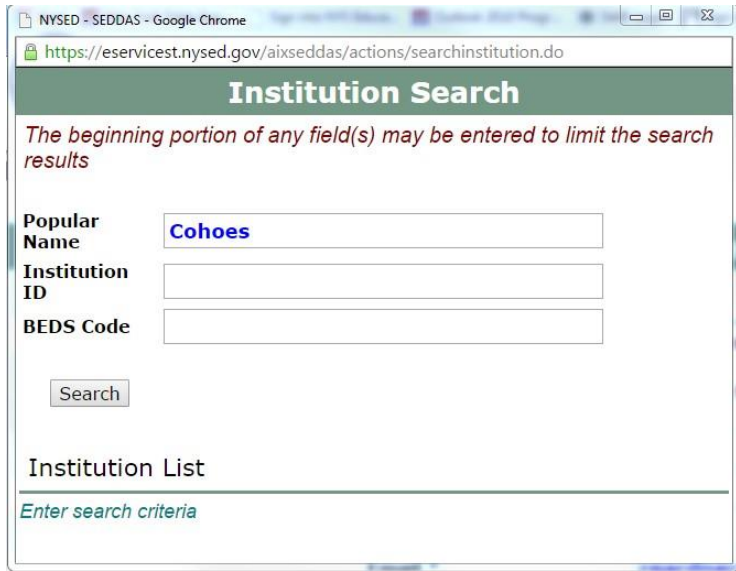


Enter the first name, last name and Email of the new user you want to create.

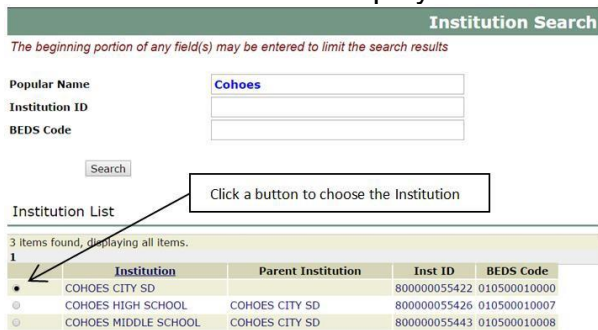
Click the [search icon](#) in the institution field.

A screenshot of the "Create User: Enter Information" form. The form has a sidebar on the left with menu items: [Welcome](#), [Search User](#), [Advanced Search](#), [Search Teacher](#), [Create User](#), [Reports](#), and [SEDDAS Support](#). The main form area is titled "Create User: Enter Information" and "User Information". It contains the following fields: "First Name *" with the value "Raen", "Middle Initial" (empty), "Last Name *" with the value "Gardner", "Email *" with the value "rgardner@xxxx.k12.ny.us", and "Institution" (empty). A search icon is next to the "Institution" field. A "Next >>" button is at the bottom. A red box labeled "Enter Required Fields" has arrows pointing to the "First Name", "Last Name", and "Email" fields. A red box labeled "Click to Search" has an arrow pointing to the 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**

User Information in our System

Raen Gardner already exists in our system ...

Note: Vendor accounts are not displayed

User ID	First Name	Last Name	Institution	Work Phone	
raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext:	rgardner

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

Create User: Title and Contact Information

Welcome

Search User
Advanced Search
Search Teacher
Create User
Reports
SEDDAS Support

Logged In As
Robert Libby
COHOES CITY SD
Super Delegated Administrator

User Information

Name: Raen Gardner
User ID: raen.gardner
Work Phone: 518-555-5555
Position/Title: ASSISTANT SUPERINTENDENT
Institution: COHOES CITY SD (Active)
Email: rgardner@xxxx.k12.ny.us

Select a valid and not expired document confirmation

- Driver's License or ID Card
- ID Card issued by NY State or a NY local government, agency, or entity
- ID Card issued by US Federal agency or entity
- Military Dependent's ID
- U.S. Passport
- Social Security Card
- Voter's Registration

Cancel Create

Select the user Position/Title by using the drop down arrow and click [on the appropriate role](#).

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

Create User: Success

User account created successfully
User will need entitlements to NYSED protected applications

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555	Email	rgardner@xxxx.k12.ny.us

Continue

NOTE:

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

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

User does not have access to any applications.

View User

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT JENNIFER SPRING	BEDS Code	010500010000
Institution ID	800000055422	RIC	RIC ALBANY/NORTHEASTERN/NERIC
RIC Inst ID	800000055274	Email	rgardner@xxxx.k12.ny.us
Work Phone	(518) 555-5555 Ext:		

Application Entitlements

User does not have access to any applications

e) You are now ready to grant Entitlements; go to [Section 10. Entitlements Overview](#).

Step # 3 User Exists in the System, Reevaluate 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.

Create User: User Exists

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Robert Libby
COHOES CITY SD
Super Delegated Administrator

User Information Entered

Institution	COHOES CITY SD
Name	Raen Gardner

User Information in our System

Raen Gardner already exists in our system ...

Note: Vendor accounts are not displayed

User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status	
<input type="radio"/>	raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us	ASSISTANT SUPERINTENDENT	Enabled

Verify and take one of the recommended actions listed below

Recommended Actions

- Reassign Institution:** click this button to reassign the institution of the selected user
- Create User:** click this button if the user information you entered is not listed above
- Cancel:** click this button to cancel out of this screen

- c) 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](#).
- d) Go to **Step # 4 Create User below**
- e) If the DA determines this is the SAME “Raen Gardner”, but in a different jurisdiction and is disabled, Go to **Step # 4 Create User** (*Any account, not in your jurisdiction, will have a grayed-out radio button*).

- f) If the DA determines this is the SAME “Raen Gardner” **and** in your jurisdiction you can opt to reassign the user to another institution in your jurisdiction however they will no longer have access to that institution, a user must have one User ID for each institution in your district that they operate under. To choose this option select the button on the left of the user name and then click [Reassign Institution](#).
[Go to Section: 4 Reassign Institution](#)

Step # 4 Create User

- Select the user Position/Title by using the drop down arrow and click on the appropriate role.
- Enter the Work Phone.
- Select one of the forms of ID available to confirm identity.
- Click [Create](#).

- A new screen will appear prompting you to grant entitlements.
- Click [Continue](#).

Create User: Success

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
 Robert Libby
 COHOES CITY SD
 Super Delegated Administrator

User account created successfully
 User will need entitlements to NYSED protected applications

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555	Email	rgardner@xxxx.k12.ny.us

NOTE:

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

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

User does not have access to any applications.

View User

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT JENNIFER SPRING		
Institution ID	800000055422	BEDS Code	010500010000
RIC Inst ID	800000055274	RIC	RIC ALBANY/NORTHEASTERN/NERIC
Work Phone	(518) 555-5555 Ext:	Email	rgardner@xxxx.k12.ny.us

Application Entitlements

User does not have access to any applications

You are now ready to grant Entitlements.