



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Consolidated Application for ESSA-Funded Programs

Online Application Process – *Accessing the Application and Assigning User Rights*

TITLE I SCHOOL AND COMMUNITY SERVICES OFFICE

Consolidated Application for ESSA-Funded Programs

AGENDA

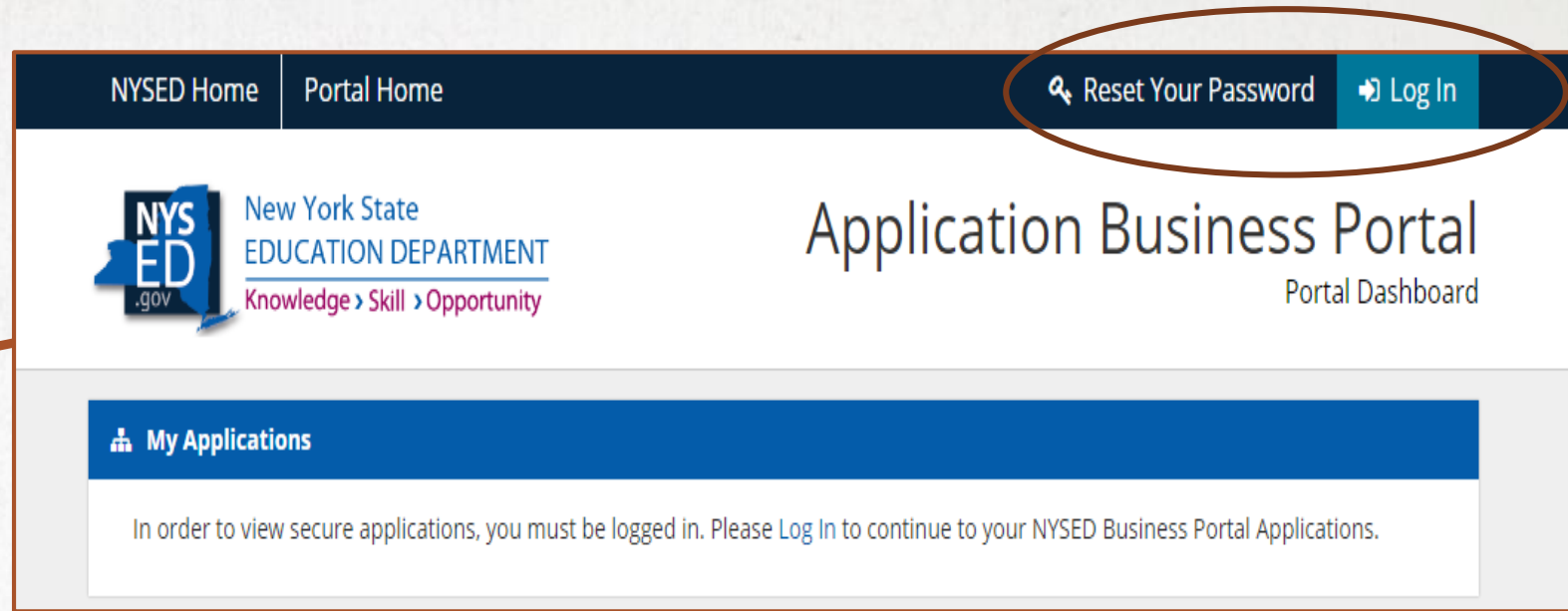
- Every Student Succeeds Act (ESSA)
 - Signing-in, Resetting Passwords
 - Accessing the Application
- Setting User Rights, SEDDAS User Guide
 - Next Steps and NYSED Support

Every Student Succeeds Act (ESSA)

- Consistent with the requirements outlined in the Every Student Succeeds Act (ESSA), the New York State Education Department (NYSED) has developed its online Consolidated Application to support the timely administration of ESSA-funded programs to LEAs across the state.
- The application remains streamlined to focus on the required assurances from Section 8306 of the ESSA, as well as programmatic and fiscal information that staff have determined is necessary to properly administer each program.
- The on-line platform dramatically improves NYSED's capacity to collect and analyze district-provided data in a timely manner, and then utilize that data to provide targeted support to LEAs as part of shared continuous improvement efforts.

Signing-In and Resetting Passwords

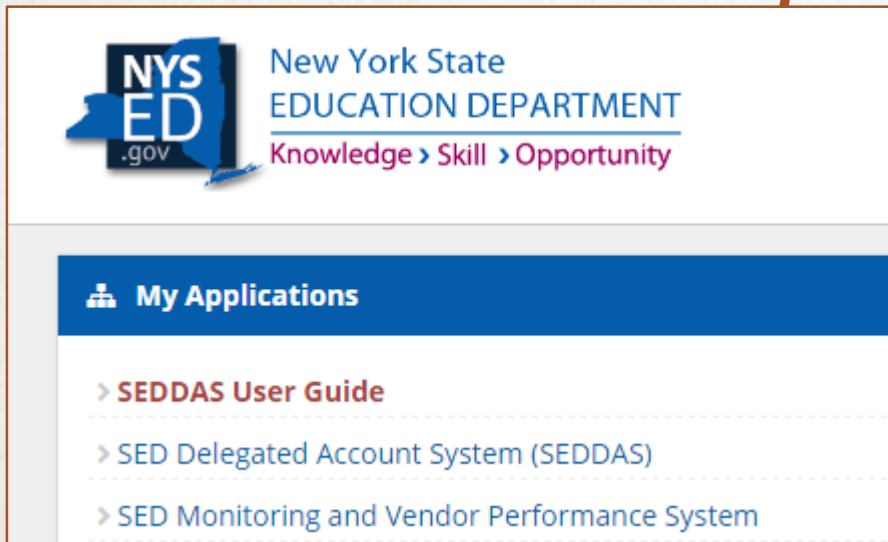
- The NYSED Business Portal may be accessed at <http://portal.nysed.gov>.
- If necessary, users should select “*Reset Your Password*”, and then follow the instructions to restore access to the portal.



- Users may select “*Log In*” and then sign-in directly to enter the portal and view applications/surveys.

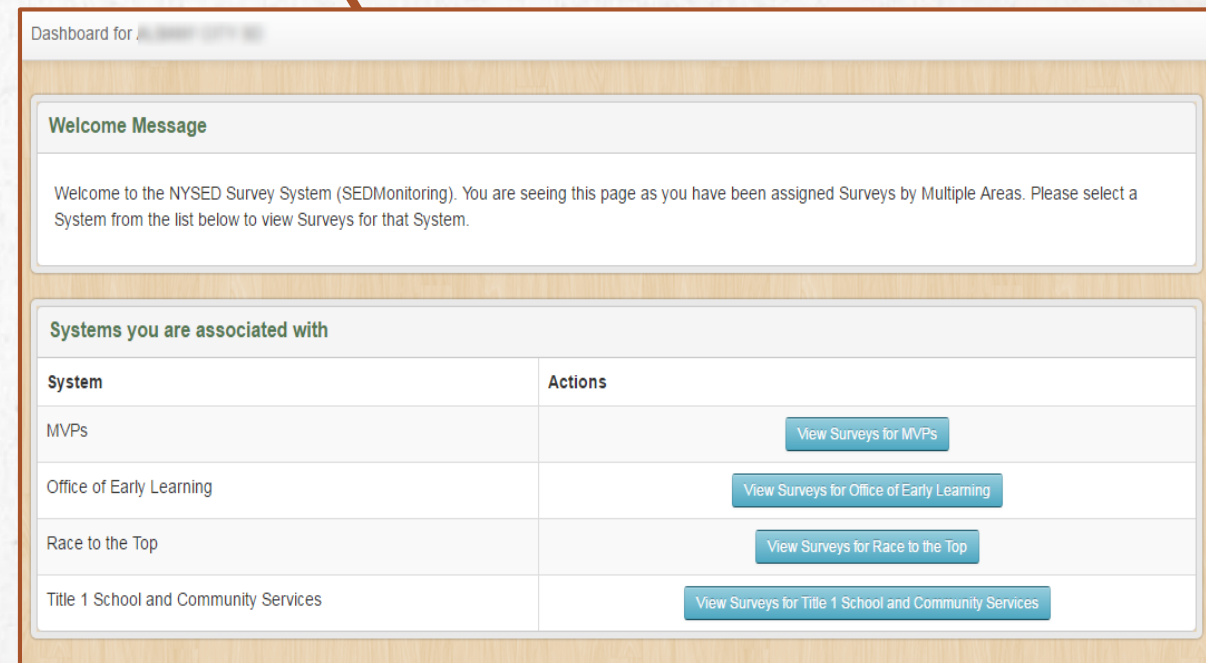
Accessing the Application

- The user may verify access to the application by logging in and selecting “SED Monitoring and Vendor Performance System”.



The screenshot shows the NYS ED .gov logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. Below this is a blue header for 'My Applications' with a list of links: '> SEDDAS User Guide', '> SED Delegated Account System (SEDDAS)', and '> SED Monitoring and Vendor Performance System'.

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

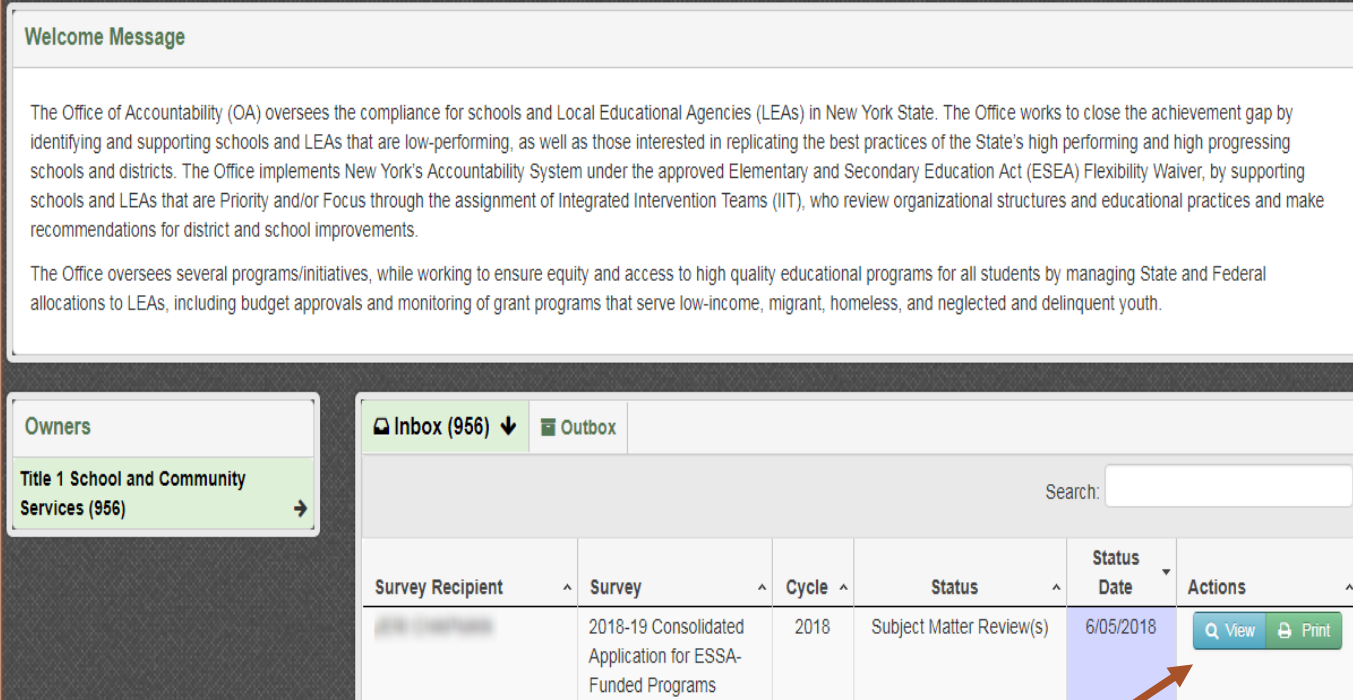


The screenshot shows a dashboard for the SED Monitoring and Vendor Performance System. It includes a 'Welcome Message' section with a message about the survey system and a table of systems associated with the user. The table has two columns: 'System' and 'Actions'. The 'Actions' column contains buttons for 'View Surveys for MVPs', 'View Surveys for Office of Early Learning', 'View Surveys for Race to the Top', and 'View Surveys for Title 1 School and Community Services'.

System	Actions
MVPs	View Surveys for MVPs
Office of Early Learning	View Surveys for Office of Early Learning
Race to the Top	View Surveys for Race to the Top
Title 1 School and Community Services	View Surveys for Title 1 School and Community Services

Accessing the Application

- The “*Consolidated Application for ESSA-Funded Programs*” can be found within the Title I School and Community Services area of the user’s *Inbox*.



The screenshot displays a web application interface. At the top, there is a 'Welcome Message' section with a green header. Below this, there is a paragraph of text describing the Office of Accountability's role. Underneath, another paragraph mentions the Office's oversight of various programs. The main area of the interface is divided into two sections. On the left, there is a sidebar titled 'Owners' with a green button labeled 'Title 1 School and Community Services (956)'. On the right, there is an 'Inbox (956)' section with a search bar and a table. The table has columns for 'Survey Recipient', 'Survey', 'Cycle', 'Status', 'Status Date', and 'Actions'. The first row in the table is highlighted in blue, and the 'View' button in the 'Actions' column is also highlighted. An orange arrow points from the 'View' button to the text in the bottom right.

Survey Recipient	Survey	Cycle	Status	Status Date	Actions
	2018-19 Consolidated Application for ESSA-Funded Programs	2018	Subject Matter Review(s)	6/05/2018	View Print

- The application can be saved and/or printed as a PDF by clicking on “Print”.

- Click on “View” to open the application and begin/continue to input information.

Setting and Assigning User Rights

- The Superintendent has all available permissions, and can assign administrator roles to district staff.
- The Superintendent only has user rights necessary to certify and submit a completed application.
- The chart to the right identifies the permissions given to each of the administrator roles.

ROLE	PERMISSIONS
Super Delegated Administrator (SDA) –	<ul style="list-style-type: none"> ✓ Create a user account ✓ Update a user account ✓ Disable a user account ✓ Reactivate a user account ✓ Reset user passwords ✓ Entitle users to applications ✓ Create other DA, EA, and DA/EA accounts
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> ✓ Create a user account ✓ Update a user account ✓ Disable a user account ✓ Reactivate a user account ✓ Reset user passwords ✓ Entitle users to applications
Delegated Administrator (DA)	<ul style="list-style-type: none"> ✓ Create a user account ✓ Update a user account ✓ Disable a user account ✓ Reactivate a user account ✓ Reset user passwords
Entitled Administrator	<ul style="list-style-type: none"> ✓ Entitle users to applications

Setting and Assigning User Rights

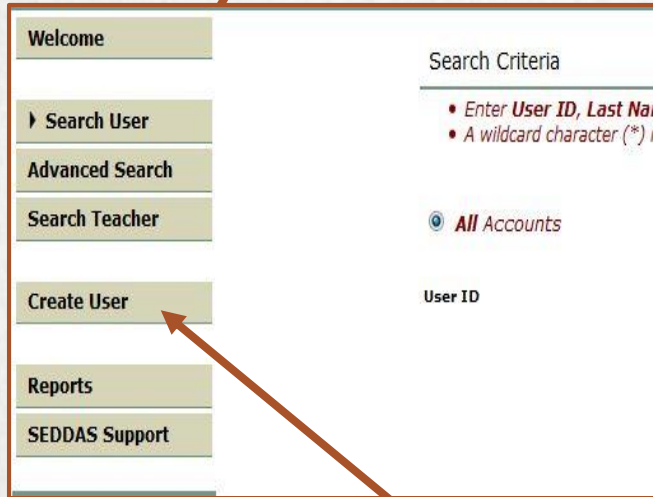
- To create, update and/or assign user rights for staff, the Superintendent/CEO or Delegated Entitlement Administrator should click on the “*SED Delegated Account System (SEDDAS)*” link.

The screenshot shows the Application Business Portal interface. At the top, there are navigation links for 'NYSED Home' and 'Portal Home', along with 'Change Your Password' and 'Log Out'. The main header includes the NYS ED logo and the text 'New York State EDUCATION DEPARTMENT' with the tagline 'Knowledge > Skill > Opportunity'. The user is logged in as 'Andrew McEachern'. The main content area is titled 'My Applications' and contains a list of links: 'SEDDAS User Guide', 'SED Delegated Account System (SEDDAS)', and 'SED Monitoring and Vendor Performance System'. A blue oval highlights the 'SEDDAS User Guide' link. To the right of this list is a 'Notice' box stating: 'If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'. Below the main content are two sections: 'Public Links' with links to 'Approved Preschool Special Education Programs Site Search' and 'Inventory of Registered Programs', and 'Other Applications' with links to 'Child Nutrition Knowledge Center (CN)' and 'Impartial Hearing Reporting System (IHRS)'.

- Note: It is important that Superintendents new to a district, or new to their position, update their information in *both* SEDREF and SEDDAS in order to access the Business Portal and assign user rights for their district staff.

Setting and Assigning User Rights

- After clicking 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
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

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

Setting and Assigning User Rights

The screenshot displays a user management interface. On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Create User, Reports, and SEDDAS Support. The main area shows 'User Information' for a user named Mayor McCheese. Below the information is a row of action buttons: << Back, Account History, Entitle Applications, Entitle Administrator, Update, Disable, SED Lock, Reassign, and List Administrators. Three orange arrows point from the text below to the 'Entitle Applications', 'Entitle Administrator', and 'List Administrators' buttons.

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.

Setting and Assigning User Rights

The screenshot shows a user management page. On the left is a navigation menu with options: Welcome, Search User, Advanced Search, Create User, Reports, SEDDAS Support, and Logged In As (Mary Gardy). The main content area is titled 'User Information' and displays details for 'Mayor McCheese', including Name, User ID (mayor.mccheese (Enabled)), Institution ID (800000051899), Parent Inst ID (N/A), and Work Phone ((518) 555-5555 Ext:). Below this is a section 'Select applications for entitlement' with a list of checkboxes: Facilities Planning/Fire Safety, IRS Portal, L2RPT Level 2 Reporting, and SED Monitor & Vendor Performance System (which is checked). A '<< Back' button is at the bottom right.

- Check the box “*SED Monitor & Vendor Performance System*” and then click “Next”.

- 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.

The screenshot shows the 'Application Roles' configuration page for the 'SED Monitoring & Vendor Performance System'. It features a dropdown menu for 'Role' currently set to 'Data Access'. Below are three sections: 'Data Entry', 'Data View', and 'Data View' (repeated). Each section contains a list of roles with checkboxes. In the 'Data Access' section, 'Title I School and Community Services' is checked. In the 'Data Entry' section, 'N/A' is checked. In the 'Data View' section, 'N/A' is checked. Other roles listed include APPR, Charter School Office, Ed Tech, Education Management Services, Facilities, MVPS, NY State Library, Office of Early Learning, Office of Higher Education, Race to the Top, Safe Schools, School Turnaround Office, Smart Schools Bond Act, and Student Support Services.

Next Steps....

- The “*Consolidated Application for ESSA-Funded Programs*” is published in the Business Portal, with submissions due as delineated in the *Submission Instructions* section.
- Superintendents/CEOs and district staff should have received a system generated from conappta@nysed.gov notifying them that the application is now live.
- Additional webinars and guidance documents have been issued by the Title I School and Community Services Office to provide on-going support and technical assistance.
- District staff should visit the NYSED Business Portal to ensure that user accounts and existing applications are up-to-date <http://portal.nysed.gov>.

NYSED Support

- TECHNICAL SUPPORT

- Please contact the SEDDAS Help Desk at 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

- Please contact the Title I School and Community Services Office at (518) 473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the application/survey.

**Thank You for Your
Continued Collaboration!**

- *For Additional Guidance and Support, please visit the Consolidated Application for ESSA-Funded Programs website.*



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