New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Quick Guide: Entitling Users to

SED Monitoring System

Ed Tech

Instructional Technology Plan 2025

Table of Contents

The steps to follow when providing access to the survey.

How a district CEO EA or DA/EA can entitle users to SED Monitoring & Vendor Performance System.

User Roles that exist in the State Education Department Delegated Account System (SEDDAS):

Role	Permissions
Delegated Administrator (DA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account (within their area) • Reset user passwords
Entitlement Administrator (EA)	• Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords • Entitle users to applications
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	• 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

⬥ Only Public School Districts have a Superintendent (**SUPERDA: CEO**), they can create accounts and assign the roles of **DA, EA, or DA/EA** for one or more persons working at the district.

The steps to follow when providing access to the survey:

1) The Superintendent as the Super Delegated Administrator (**SUPERDA: CEO**), or **DA/EA** will create a user account if the person who will enter the plan into the portal does not already have a SEDDAS account.

Complete instructions on creating User Accounts can be found in the SEDDAS User Guide located at: http://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf.

2) The Superintendent (**SUPERDA: CEO**) or assigned **DA/EA** will entitle the new user account or an existing account.

➕ **Important note:** For the user to be able to access the **Ed Tech** survey the user account must be created under the district level BEDS code, not school building level BEDS code.

a. Click **Search User** and search by the last name or User ID

Delegated Account System

	Welcome

▸ Welcome

Search User

Advanced Search

Create User

Reports

SEDDAS Support

Logged In As

Delegated/Entitlement Administrator

Your Account Information

Name		Position/Title	SUPERINTENDENT (CEO)
User ID		Institution	(Active)
Institution CEO	SUPERINTENDENT		
Institution ID		BEDS Code	
RIC Inst ID		RIC	RIC ALBANY/NORTHEASTERN/NERIC
Work Phone	:	Email	seddas@nysed.gov

Administrator Role   Delegated/Entitlement Administrator

Applications *   SED Monitor & Vendor Performance System
Delegated Account System

for which you are an Entitlement Administrator
** *inactive application*

b. Click the **radio button** next to user you want to entitle.

c. Click **View Selected**

d. Click **Entitle Applications**

e. Click to check the box next to **SED Monitoring & Vendor Performance System**

f. Click **Next**

g. Select "**Data Access**" from the **Role** drop down.

h. Check **Ed Tech** in the **Data Entry** section to give the user the ability to view data and fill out the Tech Plan

i. Check **Ed Tech** in the **Data View** section to give them read only rights.

j. Check both **Data Entry** and **Data View** if they will manage both functions.

k. Click **Next**

l. Click **Grant/Update Access**

An email concerning the update will be sent to both the DA/EA and the user informing them of the granting and or updating access.

Disable User ID

Search for the User following instructions on page 1 of this document.

Select Disable as shown below:

Select a reason for disabling, and then click "Disable User Account."

The user account will be disabled, and an email will be sent to both you and the user.

IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the business portal at http://portal.nysed.gov to verify and confirm that they have access to the SED Monitoring and Vendor Performance application and the Ed Tech survey.

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