

A Quick Guide: Creating and Entitling L2RPT Users

New York State Education Department
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Introduction

The L2RPT Application is currently not available in the NYSED Application Business Portal. However, in order to assure compliance with NYSED security policy, the User ID/username and the passwords are created and stored within the NYSED Application Business Portal. For Delegated Administrators already familiar with SEDDAS (State Education Department Delegated Account System), little is substantially different when creating an account for L2RPT.

To be useful to all users, those familiar and those unfamiliar with SEDDAS, this guide will provide a brief review of the Creating and Entitling functions, as well as an explanation of the unique features specific to the L2RPT entitlement process. More detailed information concerning Creating and Entitling can be found in the SEDDAS User Guide.

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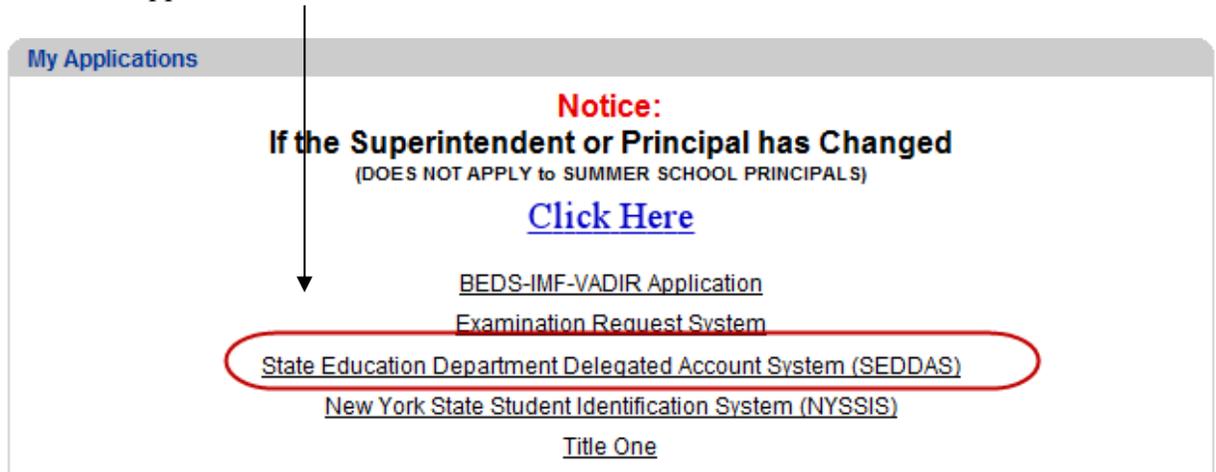
Sign In

Go to The NYSED Business Application Portal at: portal.nysed.gov

Log on



Different Users have different applications available to them; Delegated Administrators (DA's) have access to SEDDAS. Only a DA can grant access to applications. Select SEDDAS from the list of applications.



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Create a User

Once you have signed into SEDDAS, use the menu on the left to begin your work. Click where it says Create User. Follow the on-screen prompts. You are not done until you receive the message saying, "User is created successfully." Now, you must still entitle the user to the L2RPT application.

Delegated Account System

Welcome	
▸ Welcome	About Your Delegated Administration Account
Search User	
Advanced Search	
Create User	
Update User	
Disable User	
Reactivate User	
Reset User Password	
Entitlements	
Reassign Institution	
SEDDAS Support	

Create User

You can access the SEDDAS User Guide by clicking on SEDDAS Support

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Entitle a User

Using the menu on the left, select Entitlements; enter the User ID or last name of the user you wish to entitle.

Delegated Account System

Search User	
Welcome	Entitle User Account - Search and select a user to grant/change entitlements.
Search User	Users
Advanced Search	<ul style="list-style-type: none">• Please enter User ID or Last Name or both.• A wildcard character (*), following a minimum of 3 characters, may be used on any text field.
Create User	User ID <input type="text"/> Last Name <input type="text"/> <input type="button" value="Go"/>
Update User	User List
Disable User	Either nothing was found or you have not yet entered a User ID or Last Name.
Reactivate User	<div style="border: 1px solid green; border-radius: 15px; padding: 10px; color: green; font-weight: bold;">When you click on Entitlements, it defaults to Entitle-Rest Of Applications. This where you want to be when entitling L2RPT. Enter User ID or Last Name and click the GO button.</div>
Reset User Password	
Entitlements	
▶ Entitle-Rest Of Applications	
Entitle-Delegated Account System	
Reassign Institution	
SEDDAS Support	

If more than one user is shown, select the user by clicking on the radio button that precedes the name, and click on the button.

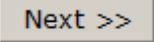
Next, select the applications you want the user to be able to access. Click .

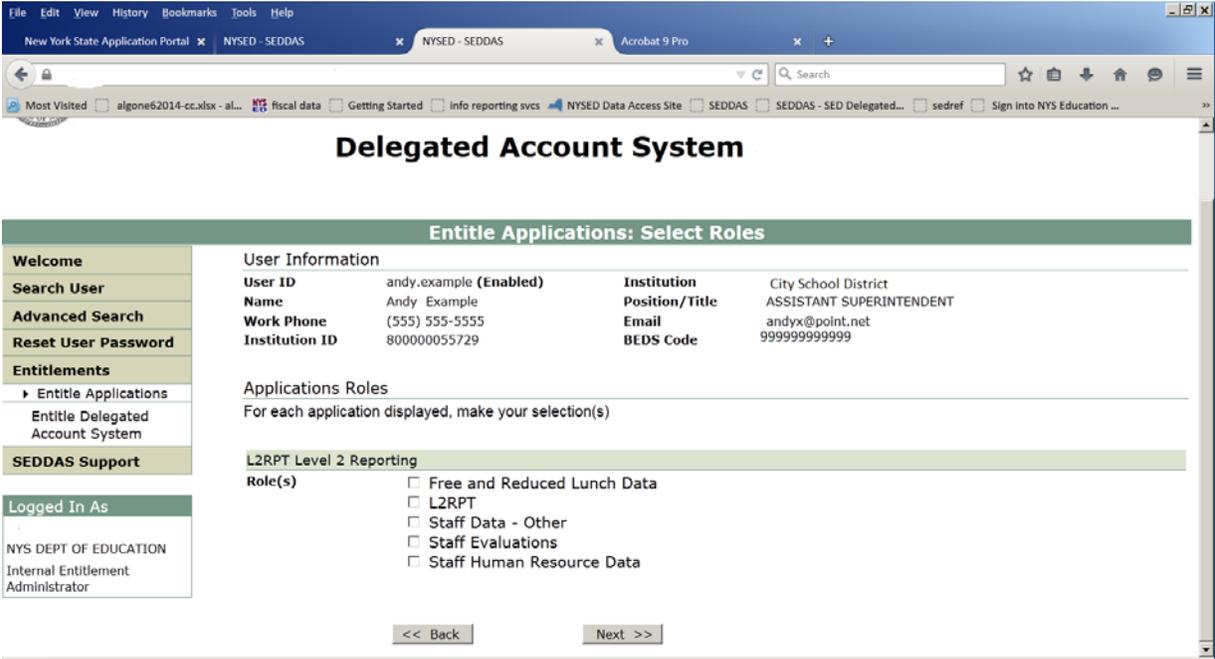
Select Application for Entitlement	
Welcome	User Information
Search User	User ID andy.example Institution
Advanced Search	Name Andy Example Work Phone
Create User	Email andyx@point.net Position/Title
Update User	Application Choices
Disable User	Please select applications for entitlement.
Reactivate User	<input type="checkbox"/> Examination Request System
Reset User Password	<input type="checkbox"/> Race to the Top
Entitlements	<input type="checkbox"/> Institution Master File (BEDS)/VADIR
▶ Entitle-Rest Of Applications	<input type="checkbox"/> L2RPT Level 2 Reporting
Entitle-Delegated Account System	<input type="button" value="Start Entitling"/>
Reassign Institution	

Entitle a User

There are five roles for L2RPT:

- **Free and Reduced Lunch:** this Role grants access to the Free and Reduced Price Lunch Eligibility verification report.
- **L2RPT:** this Role grants access to verification reports containing student enrollment, demographic, assessment and course data for accountability, assessments, enrollment, CTE, WATN, TSDL.
- **Staff Evaluations:** this Role grants access to the Staff Evaluation verification report.
- **Staff Human Resource Data:** this Role grants access to verification reports containing staff data other than evaluation that may be viewed as human resource related (Staff Snapshot, Staff Tenure).
- **Staff Data – Other:** this Role grants access to verification reports containing staff data other than human resource and evaluation.

Indicate all the Roles the user should be granted by checking (✓) the corresponding box and click the  button.



Delegated Account System

Entitle Applications: Select Roles

Welcome

Search User

Advanced Search

Reset User Password

Entitlements

- Entitle Applications
 - Entitle Delegated Account System

SEDDAS Support

Logged In As

NYS DEPT OF EDUCATION
Internal Entitlement Administrator

User Information

User ID	andy.example (Enabled)	Institution	City School District
Name	Andy Example	Position/Title	ASSISTANT SUPERINTENDENT
Work Phone	(555) 555-5555	Email	andyx@polnt.net
Institution ID	800000055729	BEDS Code	999999999999

Applications Roles

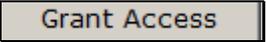
For each application displayed, make your selection(s)

L2RPT Level 2 Reporting

Role(s)

- Free and Reduced Lunch Data
- L2RPT
- Staff Data - Other
- Staff Evaluations
- Staff Human Resource Data

<< Back Next >>

On the next page, after confirming the information is correct, select . The user will now have access to the L2RPT application.

What is different about L2RPT?

The primary difference is SEDDAS must be used to create, entitle, and reset passwords, but, the application must be accessed through the website of the RIC with which the entity is affiliated. **Users must sign in at their RIC's Website (COGNOS).**

When signed in at The NYSED Application Business Portal, users that have access to other applications through the portal will NOT see L2RPT, only their other applications. See example below:

The screenshot shows the NYSED Business Application Portal. At the top, there are links for "Reset Password" and "Change Password". Below that, it says "Welcome Andy Example" and a "Search" button. The main heading is "The NYSED Business Application Portal" with a link to "CLICK HERE for new Password Change procedures for some applications". A grey bar labeled "Applications" contains a "Notice:" in red text: "If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)". Below the notice is a blue link "Click Here". A red arrow points from this link to the "BEDS-IMF-VADIR Application" link, which is underlined. Below that is the text "State Education Department Delegated Account System (SEDDAS)".

However, SEDDAS users can use the Search function, this will show whether or not the user has been entitled to L2RPT, as shown below:

The screenshot shows the NYSED SEDDAS application in a Mozilla Firefox browser. The page title is "Delegated Account System". On the left is a "View User" sidebar with options like "Welcome", "Search User", "Search Teacher", "Advanced Search", "Create User", "Update User", "Disable User", "Disable Teacher", "Reactivate User", "Reactivate Teacher", "Reset User Password", "Entitlements", "Reassign Institution", and "SEDDAS Support". The main content area shows "User Information" for "andy.example" (Andy Example, Assistant Superintendent, Albany City SD, 555-555-5555, andy@point.net, BEDS Code 010100010000). Below that is "Application Entitlements" with a table:

Application	Role
AIR Growth Reporting System	District Staff
Title I	Data Entry
LOHIST Level 0 Historical	Level 0 Historical - View
Update Role	
List of Updateable Institutes	
Institution Master File (BEDS)/VADIR	Data Entry
L2RPT Level 2 Reporting	L2RPT Only

At the bottom left, the "Logged In As" section shows "Mark macutek, NYS DEPT OF EDUCATION, NYSED Database Unit Administrator".