

# THE SEDDAS USER GUIDE

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Basic Instructions for CEOs and  
Delegated Account  
Administrators to manage  
SEDDAS accounts used to access  
the New York State Education  
Business Portal

2025

# THE SEDDAS USER GUIDE

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## Section 1: Overview

### Main Functions of SEDDAS

#### SEDDAS – State Education Department Delegated Account System

The New York State Education Department (SED) has many web-based tools and reporting applications that allow schools to order exams and to report data to NYSED or to view data previously reported to NYSED. Most of these applications are accessed via a **single point of entry** called the **NYSED Application Business Portal**.

**SEDDAS** is an account management tool that allows **designated schools and institutions** to securely create and manage accounts used to access the **NYSED Application Business Portal**. **The NYSED Application Business Portal** allows access to program area **applications and surveys**. It is designed to protect secure data entered in the applications from unauthorized access. It allows for a single signer log in for authorized school users to access these applications which are owned by the program areas.

SEDDAS accounts for CEOs are created automatically based on the **CEO of record in SEDREF**. Each CEO is responsible for creating, entitling, and managing the administrator accounts for schools in their jurisdiction (**see Change of CEO in SEDDAS below**).

Every school, institution, or Local Educational Agency (LEA) that reports to NYSED has a CEO listed in SEDREF. **When a change of CEO is made in SEDREF the new CEO of record is automatically given a SEDDAS account (in an overnight process) with the appropriate entitlements** based on the business rules for each application and the entitlements of the former CEO. **Accounts for CEOs should never be manually created or disabled from SEDDAS.**

Applications that can be reached from the Business Portal are determined by the respective program areas. CEO entitlements are also determined by the program areas, as are the BEDS codes for which accounts should be created. Questions about these business rules should be directed to the program area that owns the application and is requesting the data to be reported.

To assist in account management, CEOs can create accounts for their school buildings and districts and entitle them as **Delegated Account/Entitlement Administrators (DAEA)**.

**SEDDAS** is designed to be a self-supporting system based on the information provided by the program areas.

**Resources and Guides to SEDDAS** can be found at: [SEDDAS – State Education Department Delegated Account System](#)

**A listing of program areas and applications** and their contact information can be found here: [NYSED Business Portal Application Program Offices](#) Questions about applications and their business rules should be directed to these program areas.

Business Portal Applications can be found by logging in to [NYSED Application Business Portal](#) under **My Applications**.

The SEDDAS application is also found under **My Applications** under the title **SED Delegated Account System (SEDDAS)**

SEDDAS Account passwords are managed by the account owner themselves by going to <https://portal.nysed.gov/> and clicking on the **Reset Your Password** link in the top right header bar of the page. Instructions can be found here: [NYSED SEDDAS Business Portal Password Reset](#)

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## Change of CEO in SEDDAS

### IF YOU NEED A CHANGE OF CEO IN SEDDAS, SEDREF MUST FIRST BE UPDATED

SEDDAS accounts are created and entitled automatically for CEOs based on the CEO of record in SEDREF, this can include Superintendent, Directors, Principals, Headmasters, Charter School Leaders, etc.

- Once SEDREF has been updated a new CEO SEDDAS account will be created and entitled based on the prior CEO entitlements, and the former CEO SEDDAS account will be disabled.
  - CEO accounts should not be manually created or disabled, if done so the automated process will not work correctly.
  - To change a CEO in SEDREF for a public school or a school that falls under the Information and Reporting Services Office you must contact [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
  - For more detailed information, go to the DATASUPPORT website CEO Change for schools and districts and follow the instructions there.
  - Questions about this process can be addressed by emailing [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
  - To change a CEO in SEDREF for Other School Types please refer to the SEDREF Main Information Page and the section titled "**Changing Information in SEDREF.**"
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## **NYSED Business Portal Application and the Program Offices**

### **NYSED Business Portal Application Program Offices**

#### [NYSED Business Portal Applications and Contact Information](#)

The SEDDAS Help Desk is available to assist CEOs with password resets and the basics of creating, entitling and managing their school administrator SEDDAS accounts.

To do this the CEO will need to know what the business rules of the applications are, what entitlements should be granted, and what roles their school administrator needs for each application and under which BEDS code or Institution ID.

If uncertain about any of this information, the following resources should be contacted:

- The NYSED program office requesting the reported data
  - The District Office, RIC, BOCES, or respective Data Warehouse
-

## Three Main Functions of SEDDAS

- **Management of SEDDAS User Accounts for institutions that report to NYSED through Business Portal Applications**
  - These are the responsibilities of SEDDAS Delegated Administrators (**DAs**)
  - Including creation, updating, disabling and re-activation of SEDDAS user accounts for authorized schools, districts, BOCES, Regional Information Centers (RICs) (and other types of institutions) under their jurisdiction
  - **SEDDAS user accounts for CEOs are excluded from any of the above, as the creation and entitling of these accounts is automated**
  
- **Administration of Portal Application Entitlements**
  - This is the responsibility of SEDDAS Entitlement Administrators (**EAs**) and Delegated/Entitlement Administrators (**DA/EAs**)
  - Grant access to Business Portal applications to specified school administrators
  - Entitle SEDDAS user accounts to applications that can be reached from the NYSED Business Portal. Example: A School Business Administrator needs access to SAMS
  - The roles available for individual portal applications is determined by the application's respective program office and will vary by institution type
    - If unsure of an application's business rules for entitlements, contact the program office: [NYSED Business Portal Application Program Offices](#)
  
- **Management of SEDDAS Administrator Accounts**
  - Reserved for the SEDDAS **Super Delegated Administrator** role (District Only)
  - Includes the responsibilities in the paragraph above as well as creating and entitling of SEDDAS accounts to be **Administrators for the SEDDAS Application** itself to assist with account management (**Delegated/Entitlement Administrators (DA/EAs)**):
    - Delegated Administrator (**DA**) – **can create accounts**
    - Entitlement Administrator (**EA**) – **can entitle accounts**
    - Delegated/Entitlement Administrator (**DA/EA**) – **can create and entitle accounts**

## CEO ACCOUNTS SEDDAS and SEDREF

- The CEO for each school, institution and LEA is listed in SEDREF
- Creation of SEDDAS accounts for CEOs is automated, as are entitlements to Business Portal applications
- Portal application entitlements to SEDDAS CEO accounts are determined by the business rules of each application, as determined by the respective program office
- **To avoid interference with the automated processes, accounts for CEOs should NOT be managed from the SEDDAS application**
- A change in CEO in SEDREF will trigger the automated process as follows:
  - The SEDDAS account of the outgoing CEO will be disabled
  - A SEDDAS account for the incoming CEO will be created and entitled to match the entitlements of the outgoing CEO
  - The automated process should complete within 24 to 48 hours of the SEDREF update

### SEDDAS Administrator Roles

- **Super Delegated Administrator (Super DA)**
  - Reserved for **District CEO (Superintendent)** SEDDAS accounts with matching records in SEDREF
  - Creation of Super DA accounts is automated and triggered by a change of District CEOs in SEDREF
  - For non-District CEO SEDDAS accounts, see the paragraph below
  - To assist in the administration of other SEDDAS accounts at the District, as well as the School Building level, Super DAs can create other administrator accounts (**DA, EA, and DA/EA**) which are described below
    - It is at the discretion of the Super DA whether or not to create such additional administrator accounts
  - Can perform all of the responsibilities of both a Delegated Administrator (DA) and an Entitlement Administrator (EA) as described above
  - Entitled to the Submit/Certify role for most portal applications
- **CEO Delegated Account/Entitlement Administrator (DA/EA)**
  - Creation of DA/EA accounts for CEOs of non-Districts, such as School Buildings (both public and nonpublic, and charter) is automated based on the **CEO of record in SEDREF**
    - Principals
    - Directors
    - School Leaders
    - Etc.

- Can perform all the responsibilities of both a Delegated Administrator (DA) and an Entitlement Administrator (EA) as described above
- Entitled to the Submit/Certify role for most portal applications
- **Non-CEO Delegated Account/Entitlement Administrator (DA/EA)**
  - SEDDAS accounts for Non-CEO DA/EAs are managed by the respective District Super DA, where applicable
  - Can perform all the responsibilities of both a Delegated Administrator (DA) and an Entitlement Administrator (EA) as described above
- **Delegated Administrator (DA)**
  - Can create, update, disable and reactivate SEDDAS user accounts for authorized schools, districts, BOCES, Regional Information Centers (RICs) (and other types of institutions) under their jurisdiction
  - Can NOT entitle accounts to portal applications; however, an account created by a DA can then **be entitled as an Entitlement Administrator (EA)** by the Super DA or the DA/EA
- **Entitlement Administrator (EA)**
  - Can grant access to Business Portal applications to specified school administrators
  - Entitle SEDDAS user accounts to applications that can be reached from the NYSED Business Portal. Example: A School Business Administrator needs access to SAMS
    - The roles available for individual portal applications is determined by the application's respective program office and will vary by institution type
    - If unsure of an application's business rules for entitlements, contact the program office: [NYSED Business Portal Application Program Offices](#)
  - Can NOT create, update, or disable/reactivate SEDDAS user accounts

NOTE: SEDDAS user accounts should only be used by the person for whom the account was created

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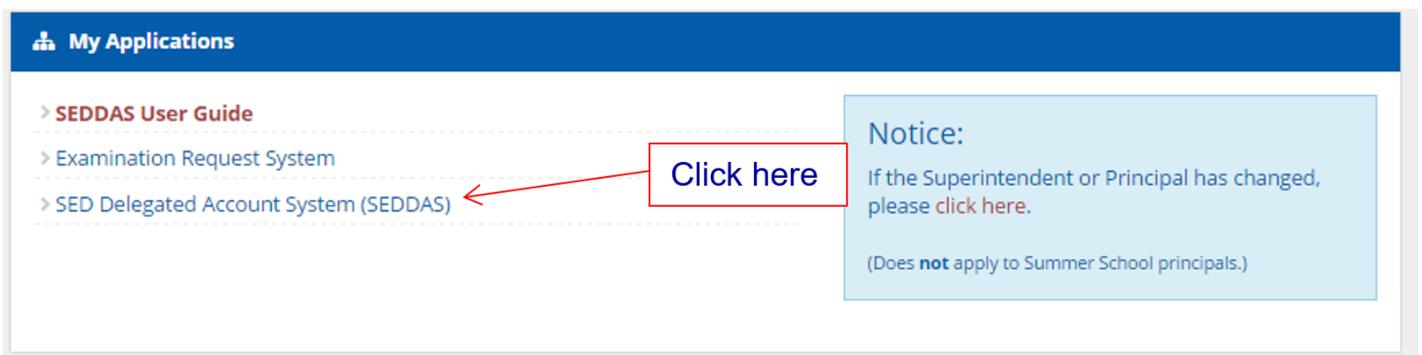
## Section 2: Search/View User Accounts

### Purpose

- To find and manage SEDDAS user accounts under your jurisdiction
- To determine whether a particular SEDDAS user account has already been created or needs to be created for entitlement to portal applications
- Any SEDDAS Administrator can search for and view SEDDAS user accounts

### Step # 1

Log in to [NYSED Application Business Portal](#) and select the State Education Department Delegated Account System (SEDDAS).



### Step # 2

On the left side menu click **Search**



## Step # 3

### Search Criteria

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Enter your search criteria into one or more of the following:

- Enter additional search criteria to limit the number of matches
- The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits

**All Accounts**
                 
  **Enabled Accounts**
                 
  **Disabled Accounts**
                 
  **Locked Accounts**

- To narrow the search results, at the top of the window you can select one of the following:
  - All Accounts
  - Enabled Accounts
  - Disabled Accounts
  - Locked Accounts
- Click **Search Users**



- Enter your search criteria
  - First/Last Name, User ID, Email, Institution Name, Institution or BEDS Code
  - Any part of the First/Last Name, User ID, Email, and/or Institution Name can be entered
  - To search for SED user accounts by Institution Code, enter either the full Institution Code or the last five digits
  - To search for SED user accounts by BEDS Code, enter the full BEDS Code
- Click the **Search/Update List** button
- SEDDAS user accounts with matching criteria will be displayed in a radio-button list
- A user may have more than one account under your jurisdiction as each User ID is assigned to a specific BEDS code or Institution ID

- To determine which BEDS code they need to report under you will need to know the business rules of the applications you want them to work on. If you are unsure you may need to contact the program office that is asking you to report the data
  - If the SEDDAS user account is not in the radio-button list, click the **Create User ID** button on the left menu

**Step # 3**

- If the account for the correct school and BEDS code exists select the radio-button for the SEDDAS user account to be viewed/managed

**1 user account found**

Search Criteria

Enter your search criteria into one or more of the following:

- Enter additional search criteria to limit the number of matches
- The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits

**All Accounts**
     
  **Enabled Accounts**
     
  **Disabled Accounts**
     
  **Locked Accounts**

First Name	<input type="text" value="d"/>	Last Name	<input type="text" value="tar"/>
User ID	<input type="text"/>	Email	<input type="text"/>
Institution Name	<input type="text"/>	Inst ID / BEDS Code	<input type="text"/>

User List \*

First Name	Last Name	User ID	Enabled	Email	Title	Admin Position	SEDDAS Admin	CEO in SEDREF	CEO in SEDDAS	Institution	Active
Daenerys	Targaryen	daenerys.targaryen	✗	SEDDAS@nysed.gov	INSTITUTION STAFF	N/A	N/A	N/A	N/A	HARMONY HILL SCHOOL	✓

\* Only **NYSED Database Unit** admins may view user accounts at **Inactive** institutions  
 Only **Super DA** and **NYSED Database Unit** admins may view **Super DA** user accounts

- Under the **Enabled** column will be a red x or green check to indicate account status of the **User ID**
- Under **Active** (at the end of the row) a green check indicates if the **institution itself** is active and does not reflect the user status
- Click **View Selected**

## Step # 5

- The status of the user's account (**Enabled, Disabled**) is displayed to the right of the User ID
- A user account that is **Enabled** can be modified as such:
  - To update the user's contact information (Work Phone, Email), click **Update**
  - To add, remove or update the user's portal application entitlements click **Entitle Applications**
  - To entitle the account as a **SEDDAS Administrator** click **Entitle Administrator** (the ability to do this is reserved for only available Super DA CEO's)
  - For general information on entitlements go to [Section 10: Entitlements-Overview](#).
  - For specifics of entitlements for each application contact the program office requesting the data

View User

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User Information

<b>Name</b>	Daenerys Targaryen	<b>User ID</b>	daenerys.targaryen <b>(Enabled)</b>
<b>Institution</b>	HARMONY HILL SCHOOL <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER MARK PERRY ⓘ	<b>SEDDAS Admin Role</b>	N/A ⓘ
<b>Institution ID</b>	800000055444	<b>BEDS Code</b>	010500010009
<b>Parent Inst ID</b>	800000055422	<b>Parent Inst</b>	COHOES CITY SD
<b>Work Phone</b>	+1 707-555-5555 Ext:	<b>Email</b>	SEDDAS@nysed.gov
<b>Password Changed</b>	May 6, 2020 (1774 days ago)		

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Account History
Entitle Applications
Entitle Administrator
Update
Disable
Reassign
List Administrators

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Application Entitlements

User does not have access to any applications

- If the account is **Disabled**, if necessary, it can be reactivated as follows:
  - Click **Reactivate**

**View User**

---

**User Information**

<b>Name</b>	Daenerys Targaryen	<b>User ID</b>	daenerys.targaryen <b>(Disabled)</b>
<b>Institution</b>	HARMONY HILL SCHOOL <b>(Active)</b>	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A	<b>SEDDAS Title</b>	INSTITUTION STAFF
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER MARK PERRY	<b>SEDDAS Admin Role</b>	N/A
<b>Institution ID</b>	800000055444	<b>BEDS Code</b>	010500010009
<b>Parent Inst ID</b>	800000055422	<b>Parent Inst</b>	COHOES CITY SD
<b>Work Phone</b>	+1 707-555-5555 Ext:	<b>Email</b>	SEDDAS@nysed.gov
<b>Password Changed</b>	May 6, 2020 (1774 days ago)		

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**Application Entitlements**

*User does not have access to any applications*

- The next screen will open with the message:

*Click the **Reactivate User Account** button to confirm the reactivation of this User's account*



- Click the **Reactivate User Account**
- You will get the following message:

*User account for (User Name) has been activated  
This account will need to be re-entitled to access the NYSED protected applications*

*The password for this account **MUST** be reset by close of business today*

*Otherwise, it will be disabled tomorrow morning*

- Click **Continue**
- The user's account will now show as **Enabled**, and can be entitled
  - To update the user's contact information (Work Phone, Email), click **Update**
  - To add **Entitlements to applications** click **Entitle Applications**
  - If you are a Super DA (only available to Super DA CEO's) to entitle the account as a **SEDDAS Administrator**, click **Entitle Administrator**
  - For information on the two types of entitlements go to [Section 10: Entitlements-Overview](#)

## Section 3: Create User ID

### Purpose

If your search has confirmed that a user does not already have an available User ID for the BEDS code you want them to work under, an account must be created to permit a person to log in to the NYSED Business Portal to report under that BEDS code. 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.

### Possible Scenarios

- **A SEDDAS account already exists for the user:**
  - The user already exists in SEDDAS, and is in your district and you want to reassign their User ID to **another Institution in your district** because **they no longer need to work under that schools BEDS code** then go to [Section 4: Reassign User](#) for instructions.
  - The user already exists in SEDDAS, and is in your district and you want them assigned to an **additional** Institution in your district, that has a different BEDS Code (e.g. a principal who has one User ID at the building level and may need one at the district level to report under a SEDMVPS survey that's district level).
  - The user already exists in the system, and is in a completely different **district that you have no jurisdiction over**. You cannot reassign them you have to create a new account.
  
- **A SEDDAS account does not yet exist for the user:**
  - Create a new User ID

## Create New User ID

The **Super DA** or the **DA/EA** should go to [NYSED Application Business Portal](#), log in and then select the **SED Delegated Account System (SEDDAS)**.

### Step #1

- Click **Create User** on the left side of the page
- Enter the first name, last name and Email of the new user you want to create
- Click the **search icon** (magnifying glass) to the right of the Institution field

- A list of Institutions will display, click **the radio button** to the left of the Institution you want the account created under (district level BEDS codes end in 0000's)

	Institution	Parent Institution	Inst ID	BEDS Code
<input checked="" type="radio"/>	ABRAM LANSING SCHOOL	COHOES CITY SD	800000055424	010500010005
<input type="radio"/>	COHOES CITY SD		800000055422	010500010000
<input type="radio"/>	COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
<input type="radio"/>	COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008
<input type="radio"/>	HARMONY HILL SCHOOL	COHOES CITY SD	800000055444	010500010009
<input type="radio"/>	ODDP - COHOES CITY SD	COHOES CITY SD	800000078056	800000078056
<input type="radio"/>	PK - COHOES CITY SD	COHOES CITY SD	800000078057	800000078057
<input type="radio"/>	VAN SCHAICK ISLAND SCHOOL	COHOES CITY SD	800000055425	010500010006

- 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
<input type="radio"/> raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext: rgardne

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

User Information

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<b>Name</b>	John Gardner	<b>Title</b>	INSTITUTION STAFF
<b>User ID</b>	john.gardner	<b>Institution</b>	COHOES CITY SD (Active)
<b>Work Phone *</b>	<input type="text"/>	<b>Ext:</b>	<input type="text"/>
		<b>Email</b>	seddas@nysed.gov

**Identification \***

Select a valid and not expired document for identity 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

- Enter a phone number
- Click the radio button next to one of the forms of ID available to confirm identity
- Click **Create**
- A new screen will appear prompting you will need to grant entitlement, click **Continue**

**Create User: Success**

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

User Information

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<b>Name</b>	John Gardner	<b>Position/Title</b>	INSTITUTION STAFF
<b>User ID</b>	john.gardner (Enabled)	<b>Institution</b>	COHOES CITY SD (Active)
<b>Work Phone</b>	+1 555-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov

**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*

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

***User does not have access to any applications.***

**View User**

---

**User Information**

<b>Name</b>	John Gardner	<b>User ID</b>	john.gardner <b>(Enabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	N/A ⓘ
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 555-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	March 16, 2025 (0 days ago)		

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Entitle Applications
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**Application Entitlements**

*User does not have access to any applications*

You are now ready to grant Entitlements; you can click **Entitle Applications** and begin to entitle the user to the needed applications or for more detailed instructions go to: [Section 10.](#)

[Entitlements Overview.](#)

## Step # 3 User Exists in the System, under the wrong BEDS code but within your jurisdiction

### Reevaluate the situation

The DA creating the account must determine the situation. There are two possible paths to follow:

- **Reassign the Institution** if the user is within your jurisdiction and does not have to work under more than one BEDS code
- **Note:** If they are going to be working for multiple BEDS codes create a new account under the new BEDS code
- **Create a New User** if the user is **not within your jurisdiction, you cannot reassign them**

Create User: User Exists

Welcome	User Information Entered														
Search	Institution LYNDONVILLE CSD Name raen gardner														
Create User	User Information in our System														
Reports	<b>raen gardner already exists in our system ...</b>														
SEDDAS Support	<b>Note: Vendor accounts are not displayed</b>														
Logged In As	<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr style="background-color: #d9ead3;"> <th>First Name</th> <th>Last Name</th> <th>User ID</th> <th>Position/Title</th> <th>Institution</th> <th>Work Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Raen</td> <td>Gardner</td> <td>raen.gardner (Enabled)</td> <td>ASSISTANT SUPERINTENDENT COHOES CITY SD (518) 555-5555</td> <td>seddas@nysed.gov</td> <td></td> </tr> </tbody> </table>	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email	<input type="radio"/>	Raen	Gardner	raen.gardner (Enabled)	ASSISTANT SUPERINTENDENT COHOES CITY SD (518) 555-5555	seddas@nysed.gov	
First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email									
<input type="radio"/>	Raen	Gardner	raen.gardner (Enabled)	ASSISTANT SUPERINTENDENT COHOES CITY SD (518) 555-5555	seddas@nysed.gov										
jason smith LYNDONVILLE CSD Super Delegated Administrator	<b>Verify and take one of the recommended actions listed below</b>														
	Recommended Actions														
	<input type="button" value="Reassign Institution"/> <input type="button" value="Create User"/> <input type="button" value="Cancel"/>														
	<ul style="list-style-type: none"> <li><b>Reassign Institution:</b> click this button to reassign the selected user to another institution <b>IN YOUR JURISDICTION</b></li> <li><b>Create User:</b> click this button to create an account in your jurisdiction for:               <ul style="list-style-type: none"> <li>a user that is <b>NOT</b> listed above</li> <li>a user that <b>IS</b> listed above, but is <b>NOT</b> in your jurisdiction</li> <li>a user that <b>IS</b> listed above and <b>IS</b> in your jurisdiction, but requires an account at <b>ANOTHER INSTITUTION</b></li> </ul> </li> <li><b>Cancel:</b> click this button to cancel out of this screen</li> </ul>														
	<ul style="list-style-type: none"> <li>Any user account, recognized as the institution <b>CEO</b> by SEDDAS, can <b>NOT</b> be reassigned from SEDDAS</li> <li>Only <b>IN-JURISDICTION</b> user accounts can be reassigned</li> <li>A user account from the <b>SAME INSTITUTION</b> as the new user account can <b>NOT</b> be reassigned</li> <li>Only <b>ENABLED</b> can be reassigned</li> </ul>														

- If this is the SAME "Raen Gardner", but in a different jurisdiction it will have a greyed-out radio button  
*Any account, not in your jurisdiction, will have a grayed-out radio button*
- 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 (BEDS code) in your district that they operate under. To choose this option select the button on the left of the username and then click **Reassign Institution**.  
Go to [Section: 4 Reassign Institution](#)

## Step # 4 Create User

The Super DA or the DA/EA logs into [NYSED Application Business Portal](#), and selects **SED Delegated Account System (SEDDAS)**.

## Step # 5

- Click [Create User](#) menu choice found on the left side of the page

- Enter the first name, last name and Email of the new user you want to create
- Click the **search icon** (magnifying glass) in the Institution field

Create User: Enter Information

<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Welcome</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Search</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">▶ Create User</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Reports</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">SEDDAS Support</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Logged In As</div> <div style="padding: 2px;">Delegated/Entitlement Administrator</div>	<p><b>User Information</b></p> <ul style="list-style-type: none"> <li>To create a user account, complete the form below, then click the <b>Next</b> button</li> <li>* indicates required</li> <li>To select the current institution for this user, click the  icon</li> </ul> <p>First Name * <input style="width: 100%;" type="text"/></p> <p>Middle Initial <input style="width: 50%;" type="text"/></p> <p>Last Name * <input style="width: 100%;" type="text"/></p> <p>Email * <input style="width: 100%;" type="text"/></p> <p>Institution * <input style="width: 80%;" type="text"/> </p> <p style="text-align: center;"><input type="button" value="Next &gt;&gt;"/></p>
---	---

- A list of institutions under your jurisdiction will appear, click the radio button next to the institution you would like the account created under

Institution Search

---

Institution List

8 items found, displaying all items.

1

	<u>Institution</u>	Parent Institution	Inst ID	BEDS Code
<input type="radio"/>	ABRAM LANSING SCHOOL	COHOES CITY SD	800000055424	010500010005
<input type="radio"/>	COHOES CITY SD		800000055422	010500010000
<input type="radio"/>	COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
<input type="radio"/>	COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008
<input type="radio"/>	HARMONY HILL SCHOOL	COHOES CITY SD	800000055444	010500010009
<input type="radio"/>	ODDP - COHOES CITY SD	COHOES CITY SD	800000078056	800000078056
<input type="radio"/>	PK - COHOES CITY SD	COHOES CITY SD	800000078057	800000078057
<input type="radio"/>	VAN SCHAICK ISLAND SCHOOL	COHOES CITY SD	800000055425	010500010006

- A list of Institutions will display, click the **radio button** of the Institution you want to choose. District level account BEDS code end in 0000's
- The Create User screen returns with the Institution name filled in, click **Next**
- Enter a phone number
- Click the radio button next to one of the forms of ID available to confirm identity, click **Create**
- A new screen will appear prompting you will need to grant entitlement, click **Continue**

Create User: Success

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

User Information

---

<b>Name</b>	John Gardner	<b>Position/Title</b>	INSTITUTION STAFF
<b>User ID</b>	john.gardner <b>(Enabled)</b>	<b>Institution</b>	COHOES CITY SD <b>(Active)</b>
<b>Work Phone</b>	+1 555-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov

**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*

- The View User screen will now open and it will say:

*User does not have access to any applications.*

**View User**

---

**User Information**

<b>Name</b>	John Gardner	<b>User ID</b>	john.gardner <b>(Enabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	N/A ⓘ
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 555-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	March 16, 2025 (0 days ago)		

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---

**Application Entitlements**

*User does not have access to any applications*

You are now ready to grant Entitlements; you can click Entitle Applications and begin to entitle the user to the needed applications.

If you need more detailed information on Entitlements go to [Section 10. Entitlements Overview](#)

## Section 4: Reassign Institution

### Purpose

Only enabled (active) SEDDAS user accounts within your jurisdiction can be reassigned. If an account is disabled, it must be reactivated before it can be reassigned.

Ideally, a new account should be created if the user has relocated to another institution within the jurisdiction, so the person has an account for each BEDS code they have worked under. An exception can be made if a user account was accidentally created under an incorrect institution BEDS code.

If the institution where the active User ID currently exists is not part of your jurisdiction, you cannot use the Reassign Institution function.

### Who can perform this function?

This function can only be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

### How to reassign?

- The Super DA or the DA/EA should go to [portal.nysed.gov](http://portal.nysed.gov), log in and then select the State Education Department Delegated Account System (SEDDAS).
- Click **Search User** menu choice found on the left side of the page.
- Enter the search criteria.
- Select the user and click the **View Selected** button.
- The View User window will open click the **Reassign Button**.
- Complete the Institution field by clicking on the **magnifying glass search icon under the Institution Field**. The Institution Search window will open.
- Click **the button** next to the name of the Institution you want to reassign the user to. The information will auto populate into the next screen.
- Enter the users current work phone and email, click **Next**.
- Review your entries and then click **Reassign** to finalize.
- You will receive a message that the user Information/Institution has been updated/reassigned successfully.
- Click **Continue** the View User window will open.
- Select **Entitle Applications** to entitle them to the applications they will need to access.

**Note: If you cannot Select the Reassign Button it is because:**

- Only **IN-JURISDICTION** user accounts can be reassigned
- A user account from the **SAME INSTITUTION** as the new user account can **NOT** be reassigned

For detailed instructions on entitlements go to [Section 10 for Entitlements Overview](#).

---

## Section 5: Other Searches

There are 3 types of searches:

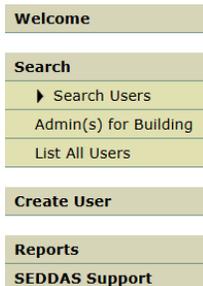
- **Search Users** (see **Section 2: Search/View User Accounts page 8**)
- **Admin(s) for Building** you can find the DA for an institution in your jurisdiction
- **List All Users** Provides a way to quickly list all the users in your jurisdiction

### Search Admin(s) for Building

- Click **Search** on the left side of the page



- Click **Admin(s) for Building**



- Click the **search icon** (magnifying glass) to the right of the Institution field
- A list of Institutions will display, click **the radio button** to the left of the Institution to find the admins for that institution
- Click **Next**
- Administrators for the selected institution will be listed

### List All Users

- Click **List All Users**
- All users in your jurisdiction will be listed



## Section 6: Update User

### Purpose

It may become necessary to update user information because of changes to phone numbers, email address.

### Who can perform this function?

This function can be performed by the Super Delegated Administrator (Super DA), the Delegated/Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).

- **Find the user account to be updated** (see Section 2: Search/View User Accounts page 8)

View User

User Information			
Name	Raen Gardner	User ID	raen.gardner <b>(Enabled)</b>
Institution	COHOES CITY SD <b>(Active)</b> ⓘ	Program Office	INFORMATION AND REPORTING SERVICES
Admin Position	N/A ⓘ	SEDDAS Title	INSTITUTION STAFF ⓘ
Institution CEO	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	SEDDAS Admin Role	<b>DAEA</b>
Institution ID	800000055422	BEDS Code	010500010000
RIC Inst ID	800000055274	RIC	RIC ALBANY/NORTHEASTERN/NERIC
Work Phone	+1 518-555-5555 Ext:	Email	seddas@nysed.gov
Password Changed	March 15, 2025 (3 days ago)		

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- Click **Update**
- Make the changes to the Work Phone, or Email as needed
- Click **Save**
- The message *User information has been updated successfully* will return
- An email message concerning this update will be sent to both you and the user

## Section 7: Disable User ID

- **Find the user account to be disabled** (see Section 2: Search/View User Accounts page 8)
- On the View User page select **Disable**
- Select a Reason for Disabling and then click **Disable User Account**.
- The user account will be disabled and an email sent to both you and the user

## Section 8: Reactivate User ID

- Find the user account to be disabled (see Section 2: Search/View User Accounts page 8)
- On the View User page select click **Reactivate**, the Reactivate User window will open.
- Click **Reactivate User Account**

Reactivate User			
User Information			
<b>Name</b>	May Sarton	<b>User ID</b>	may.sarton <b>(Disabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	N/A ⓘ
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 222-222-2222 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	May 22, 2020 (1760 days ago)		

*Click the **Reactivate User Account** button to confirm the reactivation of this User's account*

- User account will be activated and the user will need to be granted entitlements to the NYSED protected applications

Reactivate User			
User Information			
<b>Name</b>	May Sarton	<b>User ID</b>	may.sarton <b>(Enabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	N/A ⓘ
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 222-222-2222 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	May 22, 2020 (1760 days ago)		

***User account for May Sarton has been activated***  
***This account will need to be reentitled to access the NYSED protected applications***

***The password for this account MUST be reset by close of business today***  
***Otherwise, it will be disabled tomorrow morning***

- Click Continue to return to View User page and entitle user to needed applications

Go to [Section 10 for Entitlements Overview](#).

## Section 9: Reset Password/Unlock Account

For complete password reset instructions go to:

[SEDDAS Business Portal Password Reset](#)

If you have forgotten your password or your password has expired you can reset your password.

- Navigate to NYSED Application Business Portal
- Click Reset Your Password on the menu bar.
- Enter your Username – If you do not know it you can request your CEO or a Delegated Account Administrator at your school or institution to look it up for you.
- Enter your school or institution Email.
- Check “I’m not a robot”.
- Click Submit.
- You will receive a confirmation notification and an email will be sent from no-reply@nysed.gov. Please make sure this email address is added to your “safe list” in your email application. There will be a Reset Password link in it that you can click to set your password.
- Click on the Reset Password link in the email or copy and paste the token link in the email into a browser.
- A window will open where you will enter your new password twice.
- Password requirements are listed and will turn green as each is met. When finished entering the new password, click Submit
- A message will appear indicating that your password has been successfully changed.
- Click the blue NYSED Portal Login link to log in.
- You will receive an email confirming the change has been made.

### **IMPORTANT:**

**The contents of this email are confidential and intended for the recipient specified in message only. Do not share your Username or password with anyone.**

**According to NYSED policy, sharing individual user accounts, including passwords, is strictly prohibited.**

## Section 10: Entitlements-Overview

### Purpose

SEDDAS user accounts can be entitled in two distinct ways:

- **Entitle Applications** They can be entitled (granted access) to portal applications, such as the Examination Request System
- **Entitle Administrator** They can be entitled as administrators for the SEDDAS application itself

**Entitle Applications** allows those in the role of **Entitlement Administrator (EA)**, as well as **Super DAs** and **DA/EAs**, to grant access to specific portal applications to SEDDAS user accounts in their jurisdiction. For detailed instructions, go to [Section 12: Creating Entitlements to Applications](#)

**Entitle Administrator** - This allows the **Super Delegated Administrator (Super DA)** to entitle select SEDDAS user accounts as administrators for the SEDDAS application itself. SEDDAS administrators can assist the Super DA with creation of and entitlements to other SEDDAS user accounts in their jurisdiction.

Continue to [Section 11: Entitle a SEDDAS user account as a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator.](#)

---

## Section 11: Entitle a SEDDAS user account as a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator

### Purpose

This allows the **Super Delegated Administrator (Super DA)** to entitle select SEDDAS user accounts as administrators for the SEDDAS application itself. SEDDAS administrators can assist the Super DA with creation of and entitlements to other SEDDAS user accounts in their jurisdiction.

### Who can perform this function?

- The **Super Delegated Administrator (Super DA)** can entitle **three types of administrators** to SEDDAS user accounts in their jurisdiction:
  - Delegated Administrator (**DA**) – **can create accounts**
  - Entitlement Administrator (**EA**) – **can entitle accounts**
  - Delegated/Entitlement Administrator (**DA/EA**) – **can create and entitle accounts**

### Step # 1

- Click **Search** and then **Search Users** on the left side of the page
- Select the User from the User List and click **View Selected** to navigate to the **View User screen**
- Click **Entitle Administrator**

**View User**

**User Information**

<b>Name</b>	Raen Gardner	<b>User ID</b>	raen.gardner <b>(Enabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	<b>DAEA</b>
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 518-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	March 15, 2025 (3 days ago)		

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- Select the administrator role for the User

<b>Delegated/Entitlement Administrator</b>
Select Role
Delegated Administrator Only
<b>Delegated/Entitlement Administrator</b>
Entitlement Administrator Only

- Be sure to **verify which applications are checked**, as the user will be able to entitle other eligible SEDDAS user accounts to any of the listed portal applications that are checked
- Click **Add Change Entitlements**

Administrator Entitlements

---

*Review the list of applications for administration*

Delegated Account System	
<b>Role</b>	Delegated/Entitlement Administrator
	-
<b>Applications</b>	PD System SED Monitoring & Vendor Performance System

- Click **Grant/Update Access**
  - An email will be sent to both you and the user verifying the entitlements.
-

## Section 12: Creating Entitlements to Applications

- Click **Entitle Applications**

**View User**

---

**User Information**

<b>Name</b>	Raen Gardner	<b>User ID</b>	raen.gardner <b>(Enabled)</b>
<b>Institution</b>	COHOES CITY SD <b>(Active)</b> ⓘ	<b>Program Office</b>	INFORMATION AND REPORTING SERVICES
<b>Admin Position</b>	N/A ⓘ	<b>SEDDAS Title</b>	INSTITUTION STAFF ⓘ
<b>Institution CEO</b>	CHIEF EXECUTIVE OFFICER PEGGY O'SHEA ⓘ	<b>SEDDAS Admin Role</b>	<b>DAEA</b>
<b>Institution ID</b>	800000055422	<b>BEDS Code</b>	010500010000
<b>RIC Inst ID</b>	800000055274	<b>RIC</b>	RIC ALBANY/NORTHEASTERN/NERIC
<b>Work Phone</b>	+1 518-555-5555 Ext:	<b>Email</b>	seddas@nysed.gov
<b>Password Changed</b>	March 15, 2025 (3 days ago)		

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- Under **Select Applications for Entitlement**; check the boxes next to each application you wish to entitle the user to.

**Select applications for entitlement**

- IRS Data
- IRS Portal
- L2RPT Level 2 Reporting
- SED Monitor & Vendor Performance System
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

<< Back
Next >>

- Click **Next**

- For each application displayed assign roles as needed, make your selections of applications to entitle and then click **Next**

Application Roles

---

*For each application displayed, make your selection(s)*

AIR Growth Reporting System	
Role	Select Role ▾
L2RPT Level 2 Reporting	
Role(s)	<input type="checkbox"/> Free and Reduced Lunch Data <input type="checkbox"/> L2RPT <input type="checkbox"/> Staff Data - Other <input type="checkbox"/> Staff Evaluations <input type="checkbox"/> Staff Human Resource Data
<input type="button" value=" &lt;&lt; Back"/> <span style="margin-left: 200px;"><input type="button" value=" Next &gt;&gt;"/></span>	

- Review your selections and then click **Grant Access**.
  - Click **Continue**
  - An email message will be sent to both you and the user
- 

## Section 13: Reports

You can generate a report on demand and view in the browser or download a report as a PDF or as an Excel Spreadsheet.

### Step 1: After logging into SEDDAS

- From the menu on the left click Reports
- To **download a PDF** click **Get Report**
- To **download an Excel** spreadsheet click **Get Workbook**

### Step 2: View or Download

- Open the file in your downloaded folder to view the report
-

## Section 14: Help with SEDDAS Accounts

For assistance with the basics of SED user account creation and entitlements, SEDDAS Administrators can contact SEDDAS support at: [seddas@nysed.gov](mailto:seddas@nysed.gov)

Please include the following information:

- Your name
- Your SEDDAS Account User ID
- Your BEDS Code
- Your phone number

For assistance with the business rules of a particular portal application, such as entitlements, reporting data, and SEDDAS User Account eligibility, contact the respective program office. Contact information for the program offices is listed here:

[NYSE Business Portal Application Program Offices](#)

For assistance with IRS systems the Datasupport help desk should be contacted first at [datasupporta@nysed.gov](mailto:datasupporta@nysed.gov)

### Help With Applications

If you can log into the Business Portal and have the correct entitlements, you will need to email the program area that requested you submit data

Contact information for the program offices is listed here:

[NYSE Business Portal Application Program Offices](#)

For technical support such as:

- What BEDS code you should create the SEDDAS account and report under
- What entitlements are needed
- How to report the data or navigate the applications

For other assistance please contact your RIC, your BOCES or your Data Warehouse

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