

**Please follow all of the directions below to delegate rights in SEDMON for Preschool Variance surveys.**

**Step # 1**

- a) The Super DA or Delegated/Entitlement Administrator should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).
- b) Only Super DA's can grant the "Delegated Administrator Only" and "Delegated / Entitlement Administrator" roles.
- c) Click [Search User](#) menu choice found on the left side of the web page to locate the User.
- d) Select the User from the User List and click [View Selected](#).
- e) Click [Entitle Administrator](#).

**View User**

User Information

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

Application Entitlements

- f) Select the role for the User.

**Delegated/Entitlement Administrator**

Select Role

Delegated Administrator Only

**Delegated/Entitlement Administrator**

Entitlement Administrator Only

- g) Select the Applications for which this User May Be an Administrator.
- h) An email will be sent to both you and the user verifying the entitlements.

## Section 12: Creating Entitlements to Applications

- a) Click [Entitle Applications](#).
- b) Under Select Applications for Entitlement; check the boxes next to each application you wish to entitle the user to.

Entitle Applications: Select Applications

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User Information

<b>Name</b>	Daenerys Targaryen	<b>Position/Title</b>	ASSISTANT SUPERINTENDENT
<b>User ID</b>	daenerys.targaryen <b>(Enabled)</b>	<b>Institution</b>	HARMONY HILL SCHOOL <b>(Active)</b>
<b>Work Phone</b>	(707) 555-5555 Ext:	<b>Email</b>	Daenerys.Targaryen@xxx.k12.ny.us

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Select applications for entitlement

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

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- c) Click [Next](#).
- d) For each application displayed assign roles as needed, make your selections of applications to entitle and then click [Next](#).

Application Roles

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

AIR Growth Reporting System

**Role** Select Role ▾

L2RPT Level 2 Reporting

**Role(s)**

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

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- e) Review your selections and then click [Grant Access](#).
- f) An email message will be sent to both you and the user.

## Section 1: How a district EA or DA/EA can entitle another district user for SEDDAS Monitoring & Vendor Performance System

**Step 1:** After logging into SEDDAS, use the menu on the left to select 'Entitlements'.

Welcome

▸ Welcome

Search User

Advanced Search

Create User

Reports

SEDDAS Support

Logged In As

NYS DEPT OF EDUCATION

NYSED Database Unit Administrator

### Your Account Information

Name	Position/Title
<b>User ID</b> (Enabled)	<b>Institution</b>
<b>Institution CEO</b>	COMMISSIONER OF EDUCATION MARYELLEN ELIA
<b>Institution ID</b>	800000055504 <b>BEDS Code</b>
<b>RIC Inst ID</b>	800000055504 <b>RIC</b>
<b>Work Phone</b> Ext:	<b>Email</b>
<b>Administrator Role</b>	NYSED Database Unit Administrator
<b>Applications *</b>	SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts

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

**Step 2:** Search for the desired user.

**Step 3:** Select the desired user and click the 'View Selected' button.

### User List \*

	<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>	<u>Position/Title</u>
<input checked="" type="radio"/>	Mayor	McCheese	mayor.mccheese <b>(Enabled)</b>	OTHER

\* Any account, not in your jurisdiction, will have a grayed-out radio button

\*\* Inactive institution

**(CEO)** Institution CEO as recognized by SEDDAS

View Selected

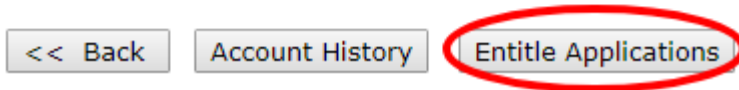
**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 4:** Select the “Entitle Applications” button

**User Information**

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<b>Name</b>	Mayor McCheese
<b>User ID</b>	mayor.mccheese <b>(Enabled)</b>
<b>Institution CEO</b>	
<b>Institution ID</b>	
<b>Parent Inst ID</b>	N/A
<b>Work Phone</b>	(518) 555-5555 Ext:

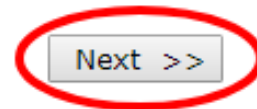
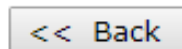


**Step 5:** Check the box next to “SED Monitor & Vendor Performance System”

**Select applications for entitlement**

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SED Monitor & Vendor Performance System



**Step 6:** Click the ‘Next’ button.

**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 7:** Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"  
Grant Access To Applications  
For each application displayed, make your selections

SED Monitoring & Vendor Performance System		
<b>Role</b>		Data Access ▼
<b>Data Entry</b>	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	APPR
	<input type="checkbox"/>	Charter School Office
	<input type="checkbox"/>	MVPS
<b>Data View</b>	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	APPR
	<input type="checkbox"/>	Charter School Office
	<input type="checkbox"/>	MVPS

**For Preschool  
Variances,  
Special  
Education - ASEP  
will be an option  
for both Data  
Entry and Data  
View**

**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 8:** Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

<b>Role</b>	Data Access ▼
<b>Data Entry</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
<b>Data View</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

**For Preschool Variances,  
please choose Special  
Education - ASEP**

**Step 9:** Select Data View access for each survey owner by selecting all appropriate boxes under the Data View section. If no Data View option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

<b>Role</b>	Data Access ▼
<b>Data Entry</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
<b>Data View</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

**For Preschool  
Variances, please  
choose Special  
Education - ASEP**

**Section 1:  
How a district EA or DA/EA can entitle another district user  
for SED Monitoring & Vendor Performance System  
(Continued)**

**Step 10:** Once appropriate selections are made in all sections, Click 'Next'

**SED Monitoring & Vendor Performance System**

<b>Role</b>	Data Access ▼
<b>Data Entry</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS
<b>Data View</b>	<input type="checkbox"/> N/A <input type="checkbox"/> APPR <input type="checkbox"/> Charter School Office <input type="checkbox"/> MVPS

**Step 11:** Click 'Grant Access'

**SED Monitoring & Vendor Performance System**

<b>Role</b>	Data Access
<b>Data Entry</b>	MVPS
<b>Data View</b>	MVPS