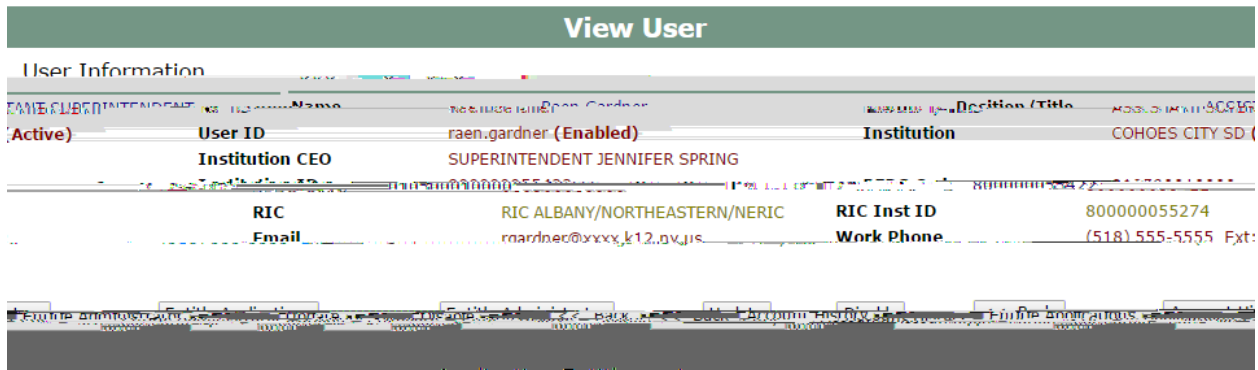
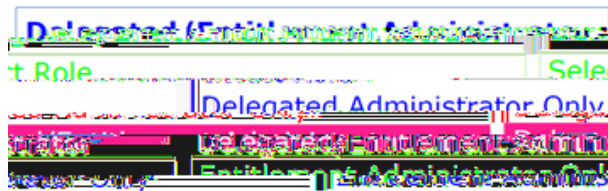


Step # 1

- 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).
- Only Super DA's can grant the "Delegated Administrator Only" and "Delegated / Entitlement Administrator" roles.
- Click [Search User](#) menu choice found on the left side of the web page to locate the User.
- Select the User from the User List and click [View Selected](#).
- Click [Entitle Administrator](#).



- Select the role for the User.



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

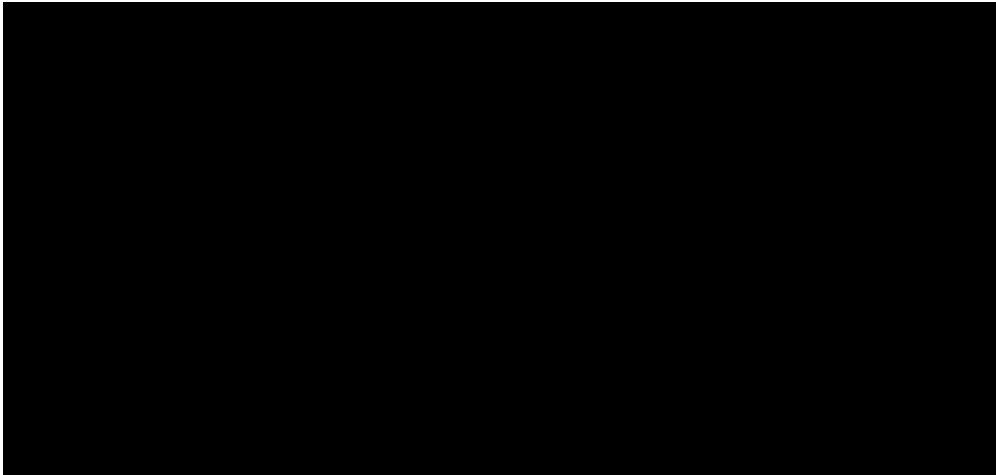
Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

The screenshot shows the SEDDAS 'Entitlements' page. At the top, there is a 'Welcome' banner. Below it, there is a search interface with a 'Search User' button circled in red and an 'Advanced Search' button circled in green. The page displays a list of users with columns for Name, Position/Title, Institution, and Email. The 'Applications' section lists 'SED Monitoring & Vendor Performance System', 'Delegated Account System', and 'Vendor Accounts'. A note at the bottom states '*for which you are an Entitlement Administrator'.

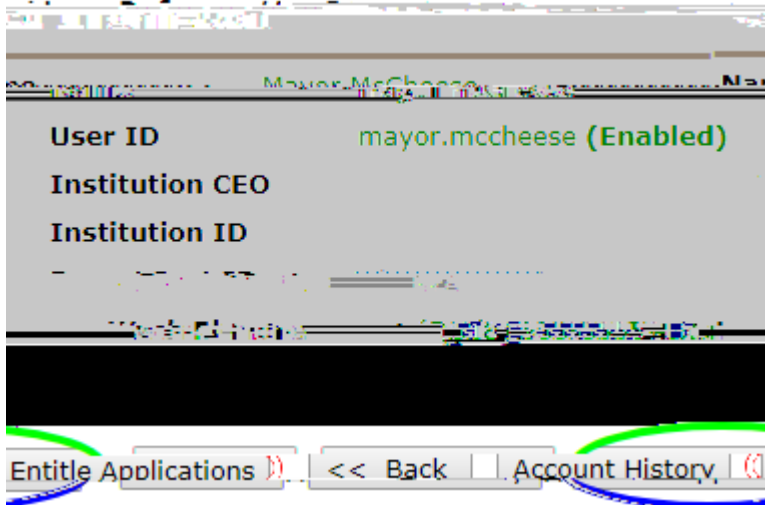
Step 2: Search for the desired user.

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

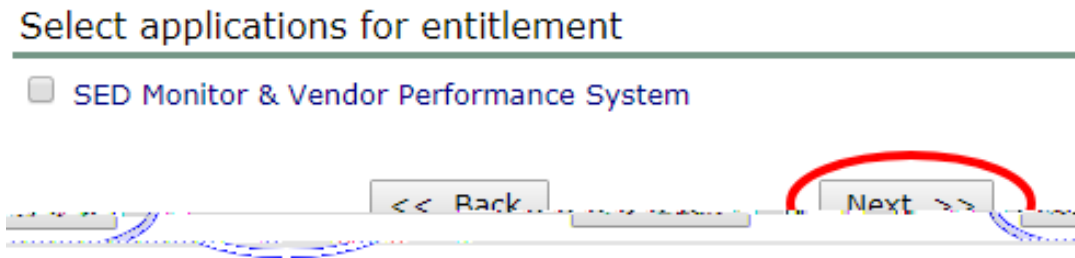


Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 4: Select the “Entitle Applications” button



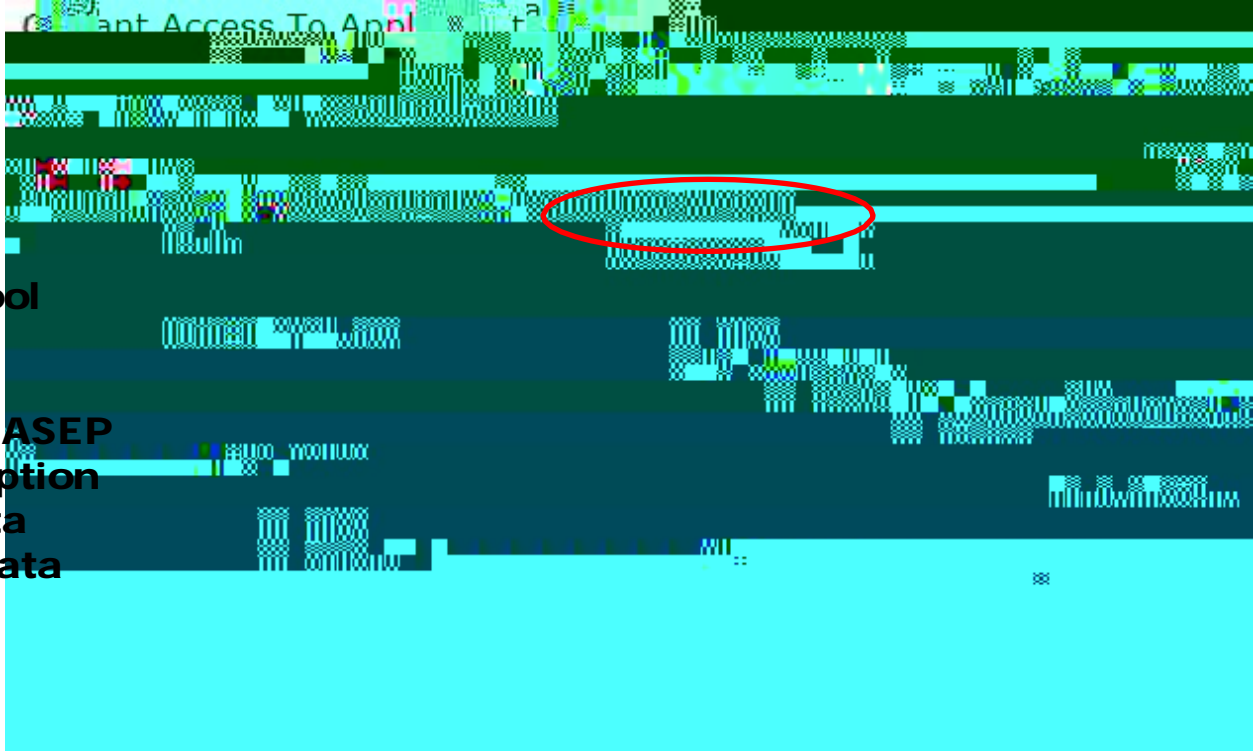
Step 5: Check the box next to “SED Monitor & Vendor Performance System”



Step 6: Click the ‘Next’ button.

**Section 1:
How a district EA or DA/EA can entitle another districtsDuser
for SED Monitoring & Vendor Persorsance Syste
(Continued)**

Step 7: Choose aRoleSelectedData Access' from the drop-down menu next to "Role"



**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

Data Access ▼

Role

N/A

APPR

MVPS

Data Entry

N/A

APPR

Charter School Office

MVPS

Data View

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

Data Access ▼

Role

N/A

APPR

MVPS

Data Entry

N/A

APPR

Charter School Office

MVPS

Data View

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'

