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.

User Information					
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(Active) Use	er ID	raen.gardner (Enabled)	Institution	COHOES CITY SD	
Ins	titution CEO	SUPERINTENDENT JENNIFER SPRING			
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	RIC	RIC ALBANY/NORTHEASTERN/NERIC	RIC Inst ID	800000055274	
	Fmail	roardner@xxxx_k12.pv_us	Work Phone	(518) 555-5555 Ext	

f) Select the role for the User.

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t Role	Seler
فالخليق برارمانية الأفيحيونين	Delegated Administrator Only
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- 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.

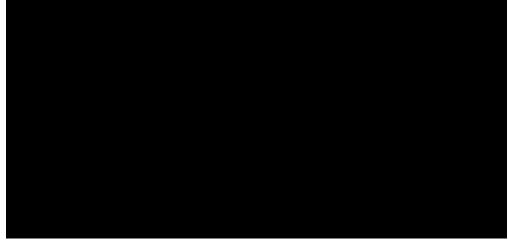
Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

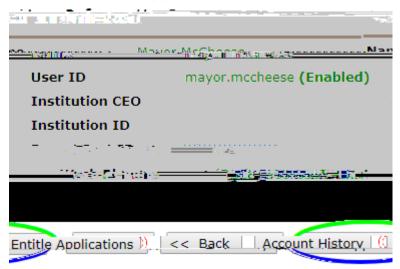
Step 2: Search for the desired user.

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

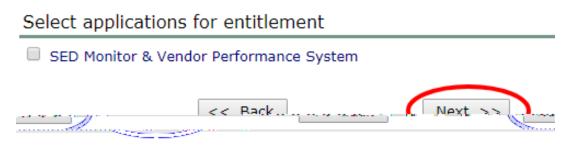


Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System (Continued)

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 districsDuser for SED Monitoring & Vendor Persorsance Syste (Continued)



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'.

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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'.

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

Stub 10: Orcel appropriate selections are made in all sections, Click 'Next'

