

SEDDAS USER GUIDE

2015

THE SEDDAS USER GUIDE

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Section 1: Overview

The following is a brief description of the functions in SEDDAS and suggestions for how to get started.

Main functions of SEDDAS

- Account Administration
 - Create, update, disable and re-activate authorized users within schools, districts, BOCES and Regional Information Centers (RICs) and manage user ID's and passwords
- Entitlement Administration
 - Grant access to protected web applications found on SED web portal to certain school administrators
 - Example: School Business Administrator needs access to SAMS

SEDDAS Account Administration: The functions that a SEDDAS user can perform is determined by their Role. The Roles available for an institution are determined by the institution type (public school, public school district, nonpublic school, etc.).

SEDDAS Roles are:

- ❖ Super Delegated Administrator – Super DA
 - can create other roles to assist in the administration of SEDDAS
 - can perform all of the functions within SEDDAS
 - available for public school districts only, and must be the school superintendent (school buildings do not have a Super DA)
 - Super DA SEDDAS account is automatically created based on the CEO of record in SEDREF via an overnight process.
 - changes to CEO in SEDREF will close the SEDDAS account for the former CEO and create a SEDDAS account for the new CEO with all of the entitlements of the former CEO.
- ❖ Delegated Administrator – DA*
 - can perform the function of account administration
 - can create, update, disable and re-activate user accounts
 - can create an account for Entitlement Administrator(s) (EA) who will grant access to applications
 - in public school districts, this Role (DA) can and must be designated to school CEO's by the superintendent (Super DA)
 - in nonpublic schools and Charter schools, SEDDAS account is automatically created based on the Principal/CEO that has been recorded in SEDREF via an overnight process.

- changes to CEO in SEDREF will close the SEDDAS account for the former CEO and create a SEDDAS account for the new CEO with all of the entitlements of the former CEO.
- ❖ Entitlement Administrator – EA*
 - perform the function of Entitlement Administration
 - entitle access to applications to school staff
 - has no authority over account administration (cannot create user ID's/passwords)
 - can be designated by the either the Super DA (school superintendent) or DA (principal or designee of the principal/superintendent)

* there is also an option in SEDDAS for a combined DA/EA role which allows one person to perform duties of both DA and EA.

The Superintendent must determine:

- “Will I manage the accounts and access to the SED applications?” NOTE: If the Superintendent (Super DA) chooses not to assign the functions to other staff, the superintendent must perform all of the functions in SEDDAS.

OR

- “Will I assign the responsibilities of DA and EA to one or more district staff?” NOTE: It is also important to remember that when there is a change in superintendent or principal in any public school district, regular public school, charter school, nonpublic school or BOCES, the NYSED's Office of Information and Reporting Services (I&RS) must be formally notified so the SED Reference File (SEDREF) can be updated. SEDREF cannot be updated through SEDDAS.

Section 2: Search for User

Purpose

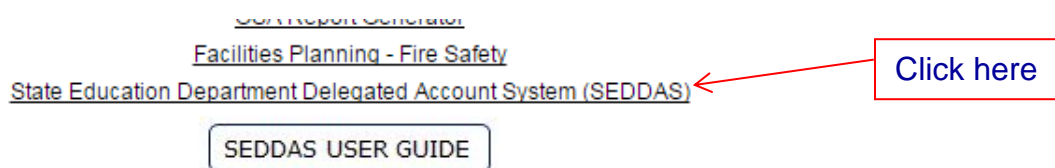
It is necessary to search for a person's User ID and other related information in order to determine if the person is or may have been a past user of the NYSED Portal.

Who can perform this function?

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

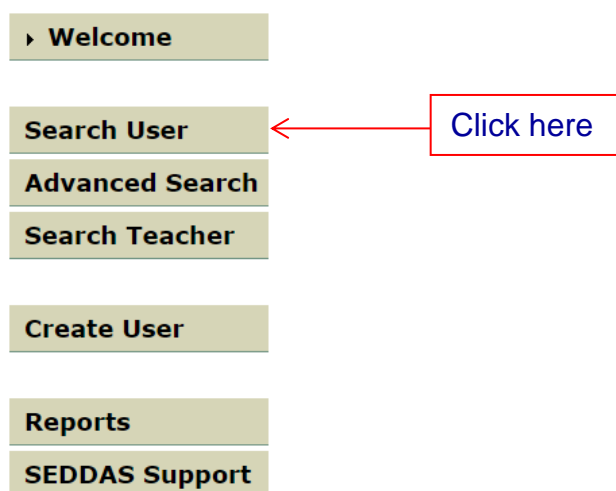
Step # 1

The Super DA/DA/EA should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).



Step # 2

Click [Search User](#) menu choice found on the left side of the web page.



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Step # 3

Enter either the User ID (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the Last Name (or first 3 letters of the last name followed by a wildcard (*) character).

You can select from:

- *All Accounts*
- *Enabled Accounts*
- *Disabled Accounts*

All matching User Names or ID's in your jurisdiction will be displayed with a radio button column along the left side that will allow you to select the correct user. NOTE: If the user already has an ID but the user is not within your jurisdiction, you will not be able to see that User ID. (If the user has no existing ID in your jurisdiction stop here and go to [Create User ID.](#))

Step # 4

Click [View Selected](#).

User Search

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) following at least 3 characters, may be used on either field

☐ **All Accounts**

 ☒ **Enabled Accounts**

 ☐ **Disabled Accounts**

User ID

 Last Name

User List *

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/> Sally	Noname	sally.noname (Enabled)	ADMINISTRATIVE ASSISTANT	COHOES CITY SD	(555) 555-5555 Ext:	snoname@xxxx.k12.ny.us

** Inactive institution

←

Click here

Step # 5

If the account is **Enabled (indicated in User ID field)**, review the information for completeness and accuracy.

- a) To change entitlements click [Entitle Applications](#) or [Entitle Administrator](#) and go to: [Section 10: Entitlements-Overview](#)

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- b) To update information such as a Position/Title, Work Phone or Email as needed, click [Update](#) and go to [Section 6: Update User](#).

View User			
User Information			
Name	Sally Noname	Position/Title	ADMINISTRATIVE ASSISTANT
User ID	sally.noname (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT JENNIFER SPRING	BEDS Code	010500010000
Institution ID	800000055422	RIC	RIC ALBANY/NORTHEASTERN/NERIC
RIC Inst ID	800000055274	Email	snoname@xxxx.k12.ny.us
Work Phone	(555) 555-5555 Ext:		
<div> << Back Account History Entitle Applications Entitle Administrator Update Disable Reassign List Administrators </div>			
Application Entitlements			

Click here

- c) To create a SEDDAS Administrator click [Entitle Administrator](#) and go to [Section 11: Creating a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator](#)

Step # 6

- a) If the account is **Disabled** and if the Institution is in your district click [Reactivate](#).

User Information			
Name	Sally Noname	Position/Title	ADMINISTRATIVE ASSISTANT
User ID	sally.noname (Disabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT ROBERT LIBBY	Email	snoname@xxxx.k12.ny.us
Work Phone	(555) 555-5555 Ext:		
<div> << Back Reactivate List Administrators </div>			
Application Entitlements			

User does not have access to any applications

Click here

- b) Another **screen opens**. Then click [Reactivate User Account](#).

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

[<< Back](#)
[Reactivate User Account](#)
Click here

[Back to Index](#)

- c) You will now see that the account has been activated

*User account for Sally Nname has been activated
This user will need to be reentitled to access the NYSED protected applications*

User Information			
Name	Sally Nname	Position/Title	ADMINISTRATIVE ASSISTANT
User ID	sally.nname (Enabled)	Institution	COHOES CITY SD
Work Phone	(555) 555-5555 Ext:	Email	sname@xxxx.k12.ny.us

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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

- d) You are now ready to grant 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, an account must be created to permit a person to Log On to the NYSED Business Portal. After a 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

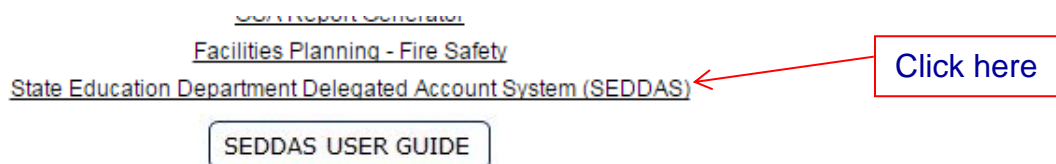
- The user already exists in SEDDAS, is in your district and you want to reassign their User ID to **another** Institution **in your** district go to [Section 4: Reassign User](#).
- The user already exists in SEDDAS, and is in your district and you want them assigned to an **additional** Institution in your district, which would have a different BEDS Code (eg: one User ID at the building level and one at the district level).
- The user already exists in the system, and is in a completely different district that you have no jurisdiction over.
- The user does not exist in the system at all.

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For scenarios b, c and d follow the directions outlined below.

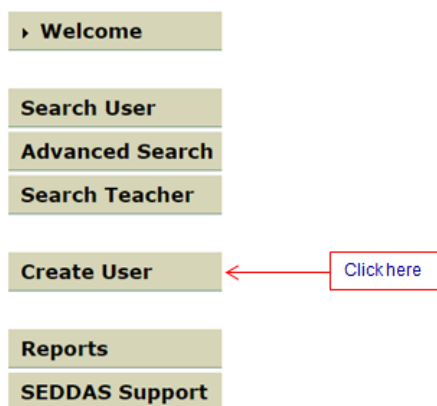
Create User ID

The Super DA or the DA/EA should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).



Step #1

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



Enter the first name, last name and Email of the new user you want to create.

Click the [search icon](#) in the institution field.

A screenshot of the "Create User: Enter Information" form. The form has a sidebar menu on the left with items: [Welcome](#), [Search User](#), [Advanced Search](#), [Search Teacher](#), [Create User](#), [Reports](#), and [SEDDAS Support](#). The main form area is titled "Create User: Enter Information" and contains the following fields: "First Name *" (with value "Raen"), "Middle Initial" (empty), "Last Name *" (with value "Gardner"), "Email *" (with value "rgardner@xxxx.k12.ny.us"), and "Institution" (empty). A "Next >>" button is at the bottom. A red arrow points from a box labeled "Enter Required Fields" to the "First Name" and "Last Name" fields. Another red arrow points from a box labeled "Click to Search" to the "Institution" field, which also contains a search icon.

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The Search Institution Screen is returned. Enter one of several different search criteria and then click [Search](#).

NYSED - SEDDAS - Google Chrome

https://eservice.nysed.gov/aixseddas/actions/searchinstitution.do

Institution Search

The beginning portion of any field(s) may be entered to limit the search results

Popular Name:

Institution ID:

BEDS Code:

Institution List

[Enter search criteria](#)

A list of Institutions will display. Click [the button](#) of the Institution you want to choose.

Institution Search

The beginning portion of any field(s) may be entered to limit the search results

Popular Name:

Institution ID:

BEDS Code:

Institution List

3 items found, displaying all items.

Institution	Parent Institution	Inst ID	BEDS Code
COHOES CITY SD		800000055422	010500010000
COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008

Click a button to choose the Institution

The Create User screen returns with the Institution name filled in. Click [Next](#).

Create User: Enter Information

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

User Information

- To create a user account, complete the form below, then click the **Next** button
- * indicates required
- To select the current institution for this user, click the icon

First Name *:

Middle Initial:

Last Name *:

Email *:

Institution:

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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:	rgardner

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

Select the user Position/Title by using the drop down arrow and click [on the appropriate role](#).

- Enter a phone number.
- Select one of the forms of ID available to confirm identity. Click [Create](#).
- A new screen will appear prompting you to grant entitlements. Click [Continue](#).

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

User does not have access to any applications.

View User			
User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT JENNIFER SPRING	BEDS Code	010500010000
Institution ID	800000055422	RIC	RIC ALBANY/NORTHEASTERN/NERIC
RIC Inst ID	800000055274	Email	rgardner@xxxx.k12.ny.us
Work Phone	(518) 555-5555 Ext:		
<div> << Back Account History Entitle Applications Entitle Administrator Update Disable Reassign List Administrators </div>			
Application Entitlements			
User does not have access to any applications			

- e) You are now ready to grant Entitlements; go to [Section 10. Entitlements Overview](#).

Step # 3 User Exists in the System, Reevaluate the situation

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

- Reassign the Institution
- Create a New User.

Create User: User Exists																	
Welcome	User Information Entered																
Search User	Institution COHOES CITY SD																
Advanced Search	Name Raen Gardner																
Search Teacher	User Information in our System																
Create User	Raen Gardner already exists in our system ...																
Reports	Note: Vendor accounts are not displayed																
SEDDAS Support	<table border="1"> <thead> <tr> <th>User ID</th> <th>First Name</th> <th>Last Name</th> <th>Institution</th> <th>Work Phone</th> <th>Email</th> <th>Position/Title</th> <th>Account Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> raen.gardner</td> <td>Raen</td> <td>Gardner</td> <td>COHOES CITY SD</td> <td>(518) 555-5555 Ext:</td> <td>rgardner@xxxx.k12.ny.us</td> <td>ASSISTANT SUPERINTENDENT</td> <td>Enabled</td> </tr> </tbody> </table>	User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status	<input checked="" type="radio"/> raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us	ASSISTANT SUPERINTENDENT	Enabled
User ID	First Name	Last Name	Institution	Work Phone	Email	Position/Title	Account Status										
<input checked="" type="radio"/> raen.gardner	Raen	Gardner	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us	ASSISTANT SUPERINTENDENT	Enabled										
Logged In As Robert Libby COHOES CITY SD Super Delegated Administrator	Verify and take one of the recommended actions listed below																
	Recommended Actions																
	<div> Reassign Institution Create User Cancel </div>																
	<ul style="list-style-type: none"> Reassign Institution: click this button to reassign the institution of the selected user Create User: click this button if the user information you entered is not listed above Cancel: click this button to cancel out of this screen 																

- If the DA determines this is a DIFFERENT “Raen Gardner”, and that a new User ID should be created then the DA should click [Create User](#).
- Go to **Step # 4 Create User below**

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- If the DA determines this is the SAME “Raen Gardner”, but in a different jurisdiction and is disabled, Go to **Step # 4 Create User** (*Any account, not in your jurisdiction, will have a grayed-out radio button*).

- f) 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 in your district that they operate under. To choose this option select the button on the left of the user name and then click [Reassign Institution](#).
[Go to Section: 4 Reassign Institution](#)

Step # 4 Create User

- Select the user Position/Title by using the drop down arrow and click on the appropriate role.
- Enter the Work Phone.
- Select one of the forms of ID available to confirm identity.
- Click [Create](#).

Create User: Title and Contact Information

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
 Robert Libby
 COHOES CITY SD
 Super Delegated Administrator

User Information

Name Raen Gardner **Position/Title *** ASSISTANT SUPERINTENDENT

User ID raen.gardner **Institution** COHOES CITY SD (Active)

Work Phone 518-555-5555 **Ext:** **Email** rgardner@xxxx.k12.ny.us

User Security Level

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

Cancel **Create**

- A new screen will appear prompting you to grant entitlements.
- Click [Continue](#).

Create User: Success

Welcome

Search User

Advanced Search

Search Teacher

Create User

Reports

SEDDAS Support

Logged In As
Robert Libby
COHOES CITY SD
Super Delegated
Administrator

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

User Information

Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555	Email	rgardner@xxxx.k12.ny.us

[Continue](#)

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

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

User does not have access to any applications.

View User

User Information

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

[<< Back](#)
[Account History](#)
[Entitle Applications](#)
[Entitle Administrator](#)
[Update](#)
[Disable](#)
[Reassign](#)
[List Administrators](#)

Application Entitlements

User does not have access to any applications

You are now ready to grant Entitlements, [go to 10 for Entitlements Overview.](#)

Section 4: Reassign Institution

Purpose

The Reassign Institution function should be used to change the institution that corresponds with an existing User ID if the user is no longer at that institution and if the User ID is inactive. 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 be performed by the Super Delegated Administrator (Super DA), the Delegated/ Entitlement Administrator (DA/EA) and the Delegated Administrator (DA).



How to determine if an existing User ID within SEDDAS can be reassigned?

Use the Search function described in Section 2 of the User Guide to determine the status of the person's User ID (you may need or prefer to use the Advanced Search function in Section 5).

- a) The Super DA or the DA/EA should go to portal.nysed.gov, log in and then select the State Education Department Delegated Account System (SEDDAS).
- b) Click [Search User](#) menu choice found on the left side of the page.
- c) Enter either the User ID (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the Last Name (or first 3 letters of the last name followed by a wildcard (*) character).
- d) All matching User Names or ID's will be displayed, if the user is in your jurisdiction you will be able to select it, then click [View Selected](#).
- e) The View User window will open Click the [Reassign Button](#)
- f) Complete the Institution field by clicking on the [magnifying glass search icon](#). The Institution Search window will open.

Reassign Institution			
Current User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555 Ext:	Email	rgardner@xxxx.k12.ny.us
User-Entitled Applications			
None			
Reassignment Information			
<ul style="list-style-type: none"> * indicates required To select the reassigned institution for this user, click the  icon 			
Institution *	<input type="text"/>		
Work Phone *	<input type="text"/>	Ext: <input type="text"/>	
Email *	<input type="text"/>		
Position/Title *	Select Title ▼		
<input type="button" value="Cancel"/>		<input type="button" value="Next >>"/>	

- g) To search enter the school's Popular Name, institution ID or BEDS Code
- h) Click [Search](#)
- i) Click [the button](#) next to the name of the Institution you want to reassign **the user to** and click [Search](#). It will auto populate into the next screen.
- j) Enter the users current work phone, email, position/title and then click [Next](#).

Reassignment Information			
<ul style="list-style-type: none"> * indicates required To select the reassigned institution for this user, click the  icon 			
Institution *	COHOES HIGH SCHOOL 		
Work Phone *	518-555-5555	Ext: <input type="text"/>	
Email *	rgardner@xxxx.k12.ny.us		
Position/Title *	PRINCIPAL ▼		
<input type="button" value="Cancel"/>		<input type="button" value="Next >>"/>	

- k) Review your entries and then click [Update](#) to finalize.
- l) You will receive the message:

User Information/Institution has been updated/reassigned successfully

Reset this user's password and entitle as applicable

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m) The View User screen will say:

User does not have access to any applications

n) You are now ready to grant Entitlements, [go to 10 for Entitlements Overview.](#)

Section 5: Advanced Search

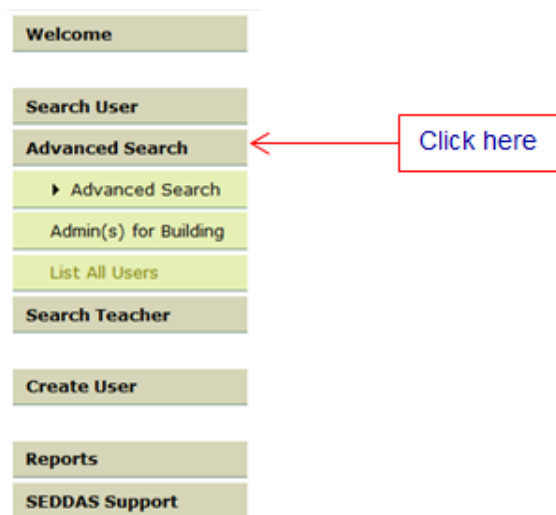
- The **Advanced Search** function allows a search based on more fields than available in the Search User function.
- It also provides a way to quickly list all the users in your jurisdiction by using the **List All Users** sub-function.
- The Advanced Search can also be used to find the DA for a particular individual or for a specific institution by selecting **Admin(s) for Building**. Finding the DA facilitates directly requesting disabling the account for reassignment purposes, or for other reasons.

Step #1

Click [Advanced Search](#) on the menu choice found on the left side of the page.

There are 3 types of searches:

- Advanced
- Admin(s) for Building
- List all Users



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Step # 2 Advanced Search

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

- Enter additional search criteria to limit the number of matches
- A wildcard character (*), following a minimum of 3 characters, may be used in any field except for **Institution ID / BEDS Code**.
- The **Institution ID / BEDS Code** field must be exactly 12 digits or 5 digits.

User Search: Advanced						
Search Criteria						
Enter your search criteria into one or more of the following:						
<ul style="list-style-type: none"> Enter additional search criteria to limit the number of matches A wildcard character (*), following a minimum of 3 characters, may be used in any field except for Institution ID / BEDS Code The Institution ID / BEDS Code field must be exactly 12 digits or 5 digits 						
First Name	<input type="text"/>					
Last Name	<input type="text" value="Targar*"/>					
User ID	<input type="text"/>					
Institution Name	<input type="text"/>					
Institution ID / BEDS Code	<input type="text"/>					
Email	<input type="text"/>					
<input type="button" value="Search"/>						
User List						
First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
Daenerys	Targaryen	daenerys.targaryen (Enabled)	ASSISTANT SUPERINTENDENT	HARMONY HILL SCHOOL	(707) 555-5555 Ext:	Daenerys.Targaryen@xxx.k12.ny.us
<p>* Any account, not in your jurisdiction, will have a grayed-out radio button</p> <p>** Inactive institution</p>						
<input type="button" value="View Selected"/>						


- Click [View Selected](#)
- From there you can launch any one of 8 choices in SEDDAS by clicking one of the coinciding buttons in the User Information field.

(Note you can only reassign a user name that is in your district)

View User			
User Information			
Name	Daenerys Targaryen	Position/Title	ASSISTANT SUPERINTENDENT
User ID	daenerys.targaryen (Enabled)	Institution	HARMONY HILL SCHOOL (Active)
Institution CEO	PRINCIPAL MARK PERRY		
Institution ID	800000055444	BEDS Code	010500010009
Parent Inst ID	800000055422	Parent Inst	COHOES CITY SD
Work Phone	(707) 555-5555 Ext:	Email	Daenerys.Targaryen@xxx.k12.ny.us
<div> <input type="button" value="Back"/> <input type="button" value="Account History"/> <input type="button" value="Entitle Applications"/> <input type="button" value="Entitle Administrator"/> <input type="button" value="Update"/> <input type="button" value="Disable"/> <input type="button" value="Reassign"/> <input type="button" value="List Administrators"/> </div>			
Application Entitlements			


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Step #3 Admin(s) for Building Search

- a) Click Advanced Search, and the Find SEDDAS Administrators for an Institution screen is returned. Click the  icon to select an institution.

Find SEDDAS Administrators for an Institution

Welcome

Click the  icon to select an institution

Search User **Institution**

Advanced Search

Advanced Search

► Admin(s) for Building

List All Users

- b) The Search Institution Screen is returned. Enter one of several different search criteria and then click [Search](#).

NYSED - SEDDAS - Google Chrome

<https://eservicest.nysed.gov/aixseddas/actions/searchinstitution.do>

Institution Search

The beginning portion of any field(s) may be entered to limit the search results

Popular Name

Institution ID

BEDS Code

Institution List

[Enter search criteria](#)

- c) A list of Institutions will display. Click [the button](#) of the Institution you want to choose.

Institution Search

The beginning portion of any field(s) may be entered to limit the search results

Popular Name

Institution ID

BEDS Code

Institution List


3 items found, displaying all items.

	Institution	Parent Institution	Inst ID	BEDS Code
1	COHOES CITY SD		800000055422	010500010000
	COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
	COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008

Click a button to choose the Institution

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- d) Click [Next](#). A list of the Administrators for that BEDS Code will be returned.

Click the  icon to select an institution

Institution

COHOES CITY SD



Next >>

Step # 4 List of all Users

- Click Advanced Search and List All Users.
- Select your district from the drop down next to **District**
- A list of all users in all institutions in your jurisdiction district will be returned.
- Title of CEO for an institution will be bold with **TITLE (CEO)**
- Click [Update User List](#) to refresh the screen from prior searches

Welcome

Search User

Advanced Search

Advanced Search

Admin(s) for Building

List All Users

List All Users

☐ All Accounts
 ☒ Enabled Accounts
 ☐ Disabled Accounts

District: ROME CITY SD

[Update User List](#)

List of User Accounts for Your Jurisdiction:

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input type="radio"/> Django D	Cunningham	django.cunningham (Enabled)	BOARD OF EDUCATION	JOHN E JOY ELEMENTARY SCHOOL	(555) 666-6667 Ext: 9	christopher.marshall@nysed.gov
<input type="radio"/> JEFFREY J	SIMONS	jeffrey.simons (Enabled)	SUPERINTENDENT (CEO)	ROME CITY SD	(555) 111-2222 Ext: 44	christopher.marshall@nysed.gov
<input type="radio"/> Katie	Duell	katie.duell3 (Enabled)	OTHER	ROME CITY SD	(516) 345-8976 Ext:	kduell@morice.org
<input checked="" type="radio"/> Nancy N	Opperman	nancy.opperman (Enabled)	ACTING PRINCIPAL (CEO)	BELLAMY ELEMENTARY SCHOOL	(555) 999-0000 Ext: 008	christopher.marshall@nysed.gov
<input type="radio"/> Richie B	Cunningham	richie.cunningham2 (Enabled)	ACCOUNTANT	ROME CITY SD	(555) 444-3338 Ext: 915	christopher.marshall@nysed.gov
<input type="radio"/> Rome	Seonly	rome.seonly (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> Rome	Sestud	rome.sestud (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> Rome	Studonly	rome.studonly (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> Romethree	SeonlyThree	romethree.seonlythree (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> Rometwo	Seonlytwo	rometwo.seonlytwo (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> SEnStud	Rome	senstud.rome (Enabled)	OTHER	ROME CITY SD	(315) 361-2700 Ext:	kduell@morice.org
<input type="radio"/> Thomas	Gallagher	thomas.gallagher (Enabled)	OTHER	ROME CITY SD	(315) 334-7400 Ext:	tgallagher@romesd.org
<input type="radio"/> Uncle U	Charlie	uncle.charlie (Enabled)	DISTRICT CLERK	BELLAMY ELEMENTARY SCHOOL	(555) 333-2222 Ext: 4	christopher.marshall@nysed.gov

Reports

SEDDAS Support

Logged In As

Katie Duell

RIC MOHAWK/MADISON-ONEIDA/MORIC

Entitlement Administrator Only

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Section 6: Update User

Purpose

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

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).

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

Welcome
Search User
 Advanced Search
 Search Teacher
 Create User
 Reports
 SEDDAS Support

- a) Enter either the User ID (or first 3 letters of the User ID followed by a wildcard (*) character) or enter the Last Name (or first 3 letters of the last name followed by a wildcard (*) character).

User Search						
Search Criteria						
<ul style="list-style-type: none"> Enter User ID, Last Name or Both A wildcard character (*) following at least 3 characters, may be used on either field 						
<input checked="" type="radio"/> All Accounts <input type="radio"/> Enabled Accounts <input type="radio"/> Disabled Accounts						
User ID				Last Name	gardner	
<input type="button" value="Search/Update List"/>						
User List *						
First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/> Raen	Gardner	raen.gardner (Enabled)	ASSISTANT SUPERINTENDENT	COHOES CITY SD	(518) 555-5555 Ext:	rgardner@xxxx.k12.ny.us
** Inactive institution <input type="button" value="View Selected"/>						

[Back to Index](#)

- b) All matching User Names or ID's will be displayed.
- c) Select the user whose ID you need to update.
- d) Click [View Selected](#).

View User			
User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT ROBERT LIBBY	Email	rgardner@xxxx.k12.ny.us
Work Phone	(518) 555-5555 Ext:		
<div> << Back Account History Entitle Entitle SEDDAS Update Disable </div>			
Application Entitlements			

Click Here

- e) Click [Update](#)
 - f) Make the changes to the Work Phone, Positions/Title or Email as needed
 - g) Click [Save](#)
 - h) An email message concerning this update will be sent to both you and the user
-

Section 7: Disable User ID

- a) Follow the instructions to search for a user in **Section 6** above
- b) Select [Disable](#).

View User			
User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Enabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT ROBERT LIBBY	Email	rgardner@xxxx.k12.ny.us
Work Phone	(518) 555-5555 Ext:		
<div> << Back Account History Entitle Entitle SEDDAS Update Disable </div>			
Application Entitlements			

Click Here

- f) Select a Reason for Disabling and then click [Disable User Account](#).
 - g) The user account will be disabled and an email sent to both you and the user.
-

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Section 8: Reactivate User ID

- Follow the instructions to search for a user in Section 6 above, make sure [All Accounts](#) is checked.
- Select the account you want to reactivate and then click [View Selected](#).

View User			
User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Disabled)	Institution	COHOES CITY SD (Active)
Institution CEO	SUPERINTENDENT ROBERT LIBBY		
Work Phone	(518) 555-5555 Ext:	Email	rgardner@xxxx.k12.ny.us
<< Back		Account History	Reactivate
Application Entitlements			

- Click [Reactivate](#), the Reactivate User window will open.
- Click [Reactivate User Account](#)

Reactivate User			
User Information			
Name	Raen Gardner	Position/Title	ASSISTANT SUPERINTENDENT
User ID	raen.gardner (Disabled)	Institution	COHOES CITY SD (Active)
Work Phone	(518) 555-5555 Ext:	Email	rgardner@xxxx.k12.ny.us
<p><i>Click the Reactivate User Account button to confirm the reactivation of this User's account</i></p>			
<< Back		Reactivate User Account	

- User account will be activated and the user will need to be granted entitlements to the NYSED protected applications.
- Go to Section 10 Entitlements Overview.

Section 9: Reset Password/Unlock Account

To unlock an account use password reset Option #2 as described below.

There are two ways to reset your password:

Option #1. Change Your Password While You Are Logged In.

Option #2. Change Your Password While You Are **Not** Logged In ([Unlock Account Process](#)).

[Back to Index](#)

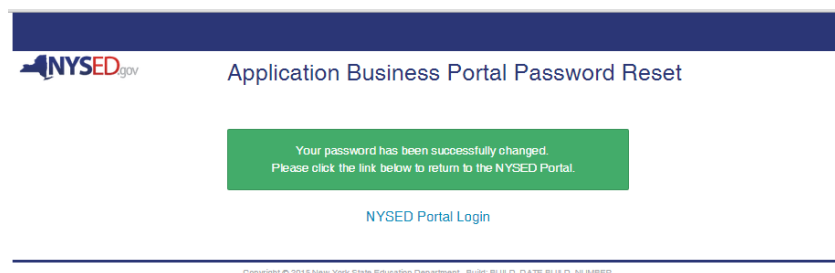
Option #1 Change Your Password While You Are Logged In

- a) From the Business Portal Home page while logged in click [Change your password?](#)



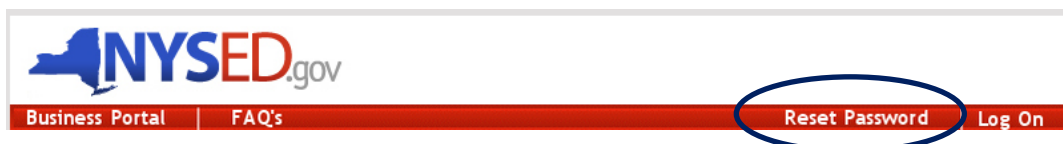
- b) Enter your Current Password.
- c) Enter a New Password following the password requirements.
- d) **Confirm Password by entering your new password again.**
- e) Click [Submit](#).
- f) To stop and go back click [Cancel](#).

- g) After clicking Submit, a window will open with confirmation your password has been changed.



Option #2 Change Your Password When You Are Not Logged In (Unlock Account Process).

- a) Navigate to portal.nysed.gov.
- b) Click [Reset Password](#).



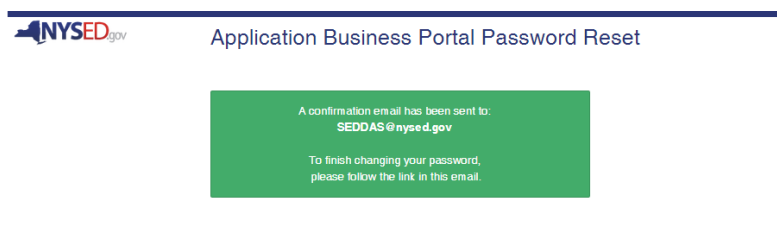
Welcome

The NYSED Application Business Portal

- c) A new window will open, enter your [Username and Email](#)
- d) Click the “[I’m not a robot](#)” box. A green check box will be returned or you will be asked for more information

The image shows a web form titled 'Application Business Portal Password Reset'. It has two input fields: 'Username' with the value 'chris.cross' and 'Email' with the value 'chris.cross@seddas.gov'. Below the email field is a checkbox labeled 'I'm not a robot' which is checked with a green checkmark. To the right of the checkbox is a CAPTCHA image. At the bottom of the form are 'Cancel' and 'Submit' buttons. The footer of the page reads 'Copyright © 2015 New York State Education Department. Build: BUILD_DATE BUILD_NUMBER'.

- e) Click [Submit](#)
- f) You will be notified that “A confirmation email has been sent to: “Your Email Address”



- g) Click on [Reset Password](#) in the Confirmation email you received.
- h) A New Password/Confirm Password window will open.



Application Business Portal Password Reset

Changing password for: **chris.cross**

New Password

Confirm Password

[Cancel](#) [Submit](#)

Password Requirements

- ✗ At least 8 characters
- ✗ At least 1 lower case letter
- ✗ At least 1 upper case letter
- ✗ At least 1 number
- ✗ At most 3 repeating characters
- ✗ New and Confirm must match

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- Enter a New Password following the password requirements.
- Confirm Password by entering your new password again.
- Click [Submit](#).
- To stop and go back click [Cancel](#).
- You will see a confirmation that your password has been successfully changed and to click the link to return to the NYSED Portal.



Application Business Portal Password Reset

Your password has been successfully changed.
Please click the link below to return to the NYSED Portal.

[NYSED Portal Login](#)

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Section 10: Entitlements-Overview

Purpose

Entitlements consist of two sub-functions the purpose of this section is to explain the differences between the two sub-functions.

Entitle - allows those in the role of “Entitlement Administrator only”, as well as Super DA’s and DA/EA’s, to grant specific Users access to specific applications. This allows a user to access the specific protected NYSED applications associated with the User ID. A particular User ID might have access to the “Examination Request System”; a different User ID might have access to the “Institution Master File”. **Go to Section 12 Creating Entitlements to SEDDAS Applications.**

Entitle SEDDAS - This allows the Super Delegated Administrator (Super DA) to grant select users the ability to create Delegated/ Entitlement Administrator.

(DA/EA) and Entitlement Administrators who can then assist with creating users, granting entitlements and providing support to users. It is primarily an administrative function to allow for delegation of responsibilities. To entitle to SEDDAS go **Go to Section 11: Creating a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator.**

Section 11: Creating a Delegated/Entitlement Administrator, Delegated Administrator, or Entitlement Administrator

Purpose

The Entitle-Delegated Account System is a sub-function of the Entitlements Function. It allows a SEDDAS Administrator to create additional administrators.

Who can perform this function?

There are three choices of “**role**” when entitling an Administrator. The role selected, determines who can perform this function.

- The Super Delegated Administrator (Super DA) can entitle **all roles** within the Entitle-Delegated Account System (SEDDAS), as long as the user is within the jurisdiction of the Super DA.

- The Delegated/ Entitlement Administrator can entitle **only** an Entitlement Administrator as long as the user is within the jurisdiction of the Delegated/ Entitlement Administrator.

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](#).

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

<< Back
Account History
Entitle Applications
Entitle Administrator
Update
Disable

Application Entitlements

- Select the role for the User.

Delegated/Entitlement Administrator

Select Role

Delegated Administrator Only

Delegated/Entitlement Administrator

Entitlement Administrator Only

- 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 12: Creating Entitlements to Applications

- 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

User Information

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

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)

<< Back
Next >>

- c) Click [Next](#).

Entitle Applications: Select Roles

User Information

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

Application Roles

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

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

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

Section 13: Reports

Please be advised that the reports in SEDDAS will be refreshed on a daily basis. Based on the volume of SEDDAS changes from the previous day, the refreshed reports could be available as early as 10am the next morning or as late as 5pm the next afternoon. You can 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](#).
- From the **District** dropdown choose the school district.
- To **download a PDF** click [Get Report](#).
- To **download an Excel** spreadsheet click [Get Workbook](#).

Delegated Account

Reports

Welcome

Search User

Advanced Search

Search Teacher

Create User

▸ Reports

SEDDAS Support

SEDDAS Account Report

District

ALBANY CITY SD ▼

Get Report

Get Workbook

Step 2: View or Download

- Open the downloaded file to view the report
- To save the PDF click [File](#) and then click [Save As](#) and choose your **File Name and location**.
- To save the Excel Spreadsheet click on [the downloaded file](#) to open the Excel Spreadsheet and then click [Save As](#) and choose your File Name and location.

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