A Quick Guide:
Entitling Users to
L0HIST Level 0 Historical
Student View/Update

New York State Education Department Revised January 2017

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How a District EA, DA/EA, or SDA can entitle another district user for Level 0 Historical Student View/Update

Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

Enter the User ID or Last Name that you are looking for

Select the desired user with the "radio button" to the left of their "First Name"

Click the "View Selected" button to see user details

How a District EA, DA/EA, or SDA can entitle another district user for Level 0
Historical Student View/Update
(Continued)



How a District EA, DA/EA, or SDA can entitle another district user for Level 0
Historical Student View/Update
(Continued)

Step 4: From the "Student Role" drop down

Select "Level 0 Historical – Student View" to entitle the selected user "view" privileges to L0H Student data for your LEA

From the "Student Update Role" drop down

Select "Level 0 Historical – Student Update" to entitle the selected user "update" privileges to L0H Student data for your LEA

o If the selected user should not be able to update

Leave the value set to "Select Student Update Role"

Select "Next":

How a District EA, DA/EA, or SDA can entitle another district user for Level 0
Historical Student View/Update
(Continued)

Step 5: Select "Grant Access" to entitle the selected user to L0H Student View access for your

Section 2:

How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View

Step 1: After logging into SEDDAS, use the menu on the left to "Search User"

Enter the User ID or Last Name that you are looking for

Select the desired user with the "radio button" to the left of their "First Name"

Click the "View Selected" button to see user details

Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View (Continued)

Step 5: For Regional View, select "Student Regional View" from the Student Role drop-downo(or)3(3w.0024e2

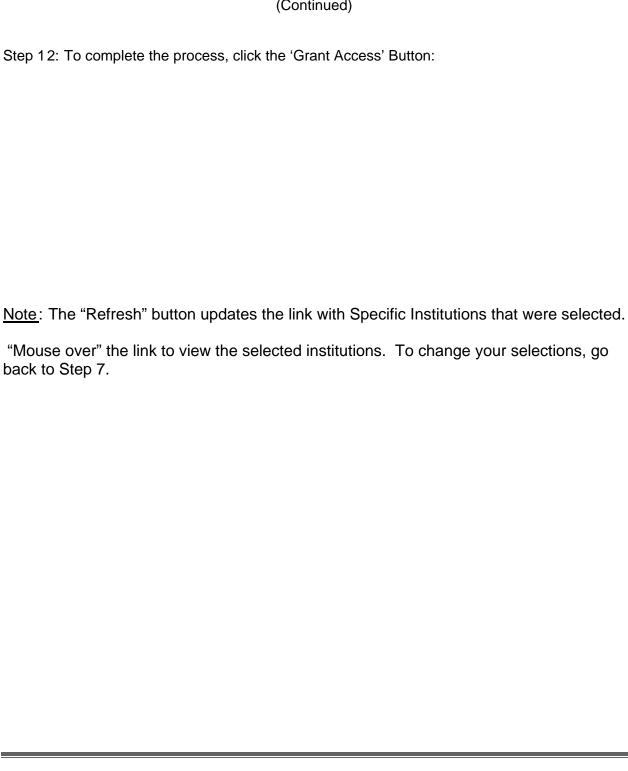
Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View (Continued)

Step 9: In the pop-up window, check the boxes next to all desired institutions.

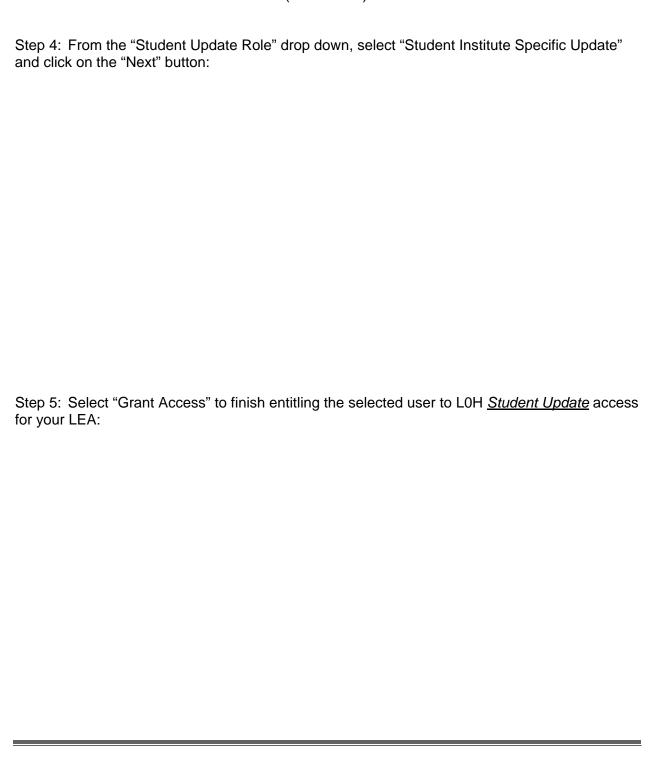
Step 10: Click the 'Update' button.

Step 11: Click the 'Done' button:

Section 2: How a RIC EA, DA/EA, or SDA can entitle another RIC user for Level 0 Historical Student View (Continued)



Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update (Continued)



Section 3: How a District EA, DA/EA, or SDA can entitle RIC user for Level 0 Historical Student Update (Continued)

Step 6: Bis