

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

NEW YORK STATE EDUCATION DEPARTMENT  
REVISED JANUARY 2017



User Roles available in the State Education Department Delegated Account System (SEDDAS):

Role

Permissions

Section 1:  
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

Section 1:  
How a District EA, DA/EA, or SDA can entitle another district user for Level 0  
Historical Student View/Update  
(Continued)

Step 2: Select “Entitle Applications” to entitle this user to L0H Student Update access:

Step 3: Select the “L0HIST Level 0 Historical – Student” check box and click on the “Next” button:

Section 1:  
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”:

Section 1:  
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-down (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)

Step 12: To complete the process, click the 'Grant Access' Button:

Note: The "Refresh" button updates the link with Specific Institutions that were selected.

"Mouse over" the link to view the selected institutions. To change your selections, go back to Step 7.





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

Step 4: From the “Student Update Role” drop down, select “Student Institute Specific Update” and click on the “Next” button:

Step 5: Select “Grant Access” to finish entitling the selected user to L0H Student Update access for your LEA:



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

Step 6: Bis