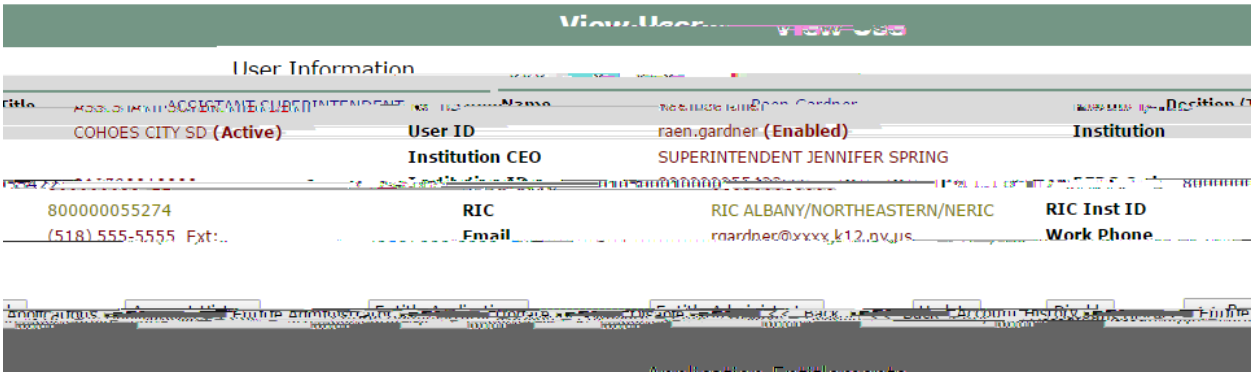
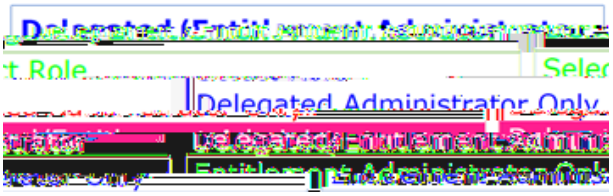
Step # 1

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.



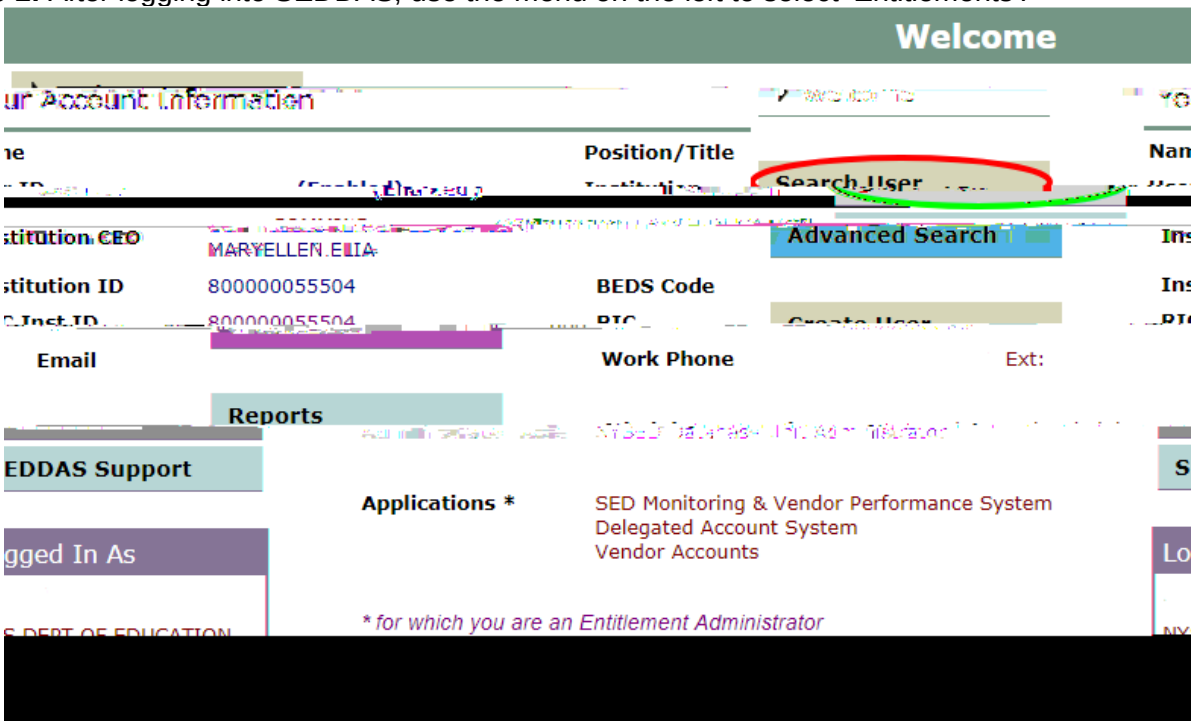
f) Select the role for the User.



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

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

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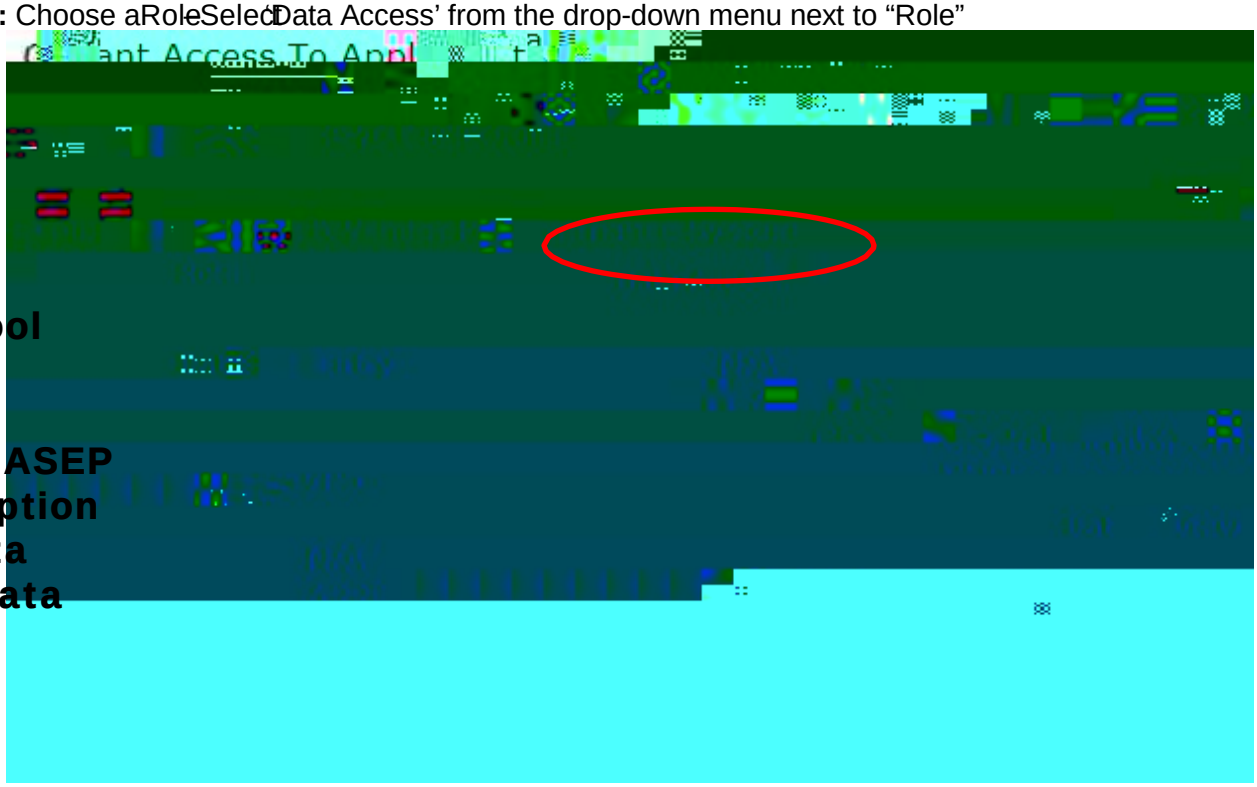
Section 1:
How a district EA or DA/EA can entitle another districsDuser for SED Monitoring & Vendor Persorsance Syste (Continued)

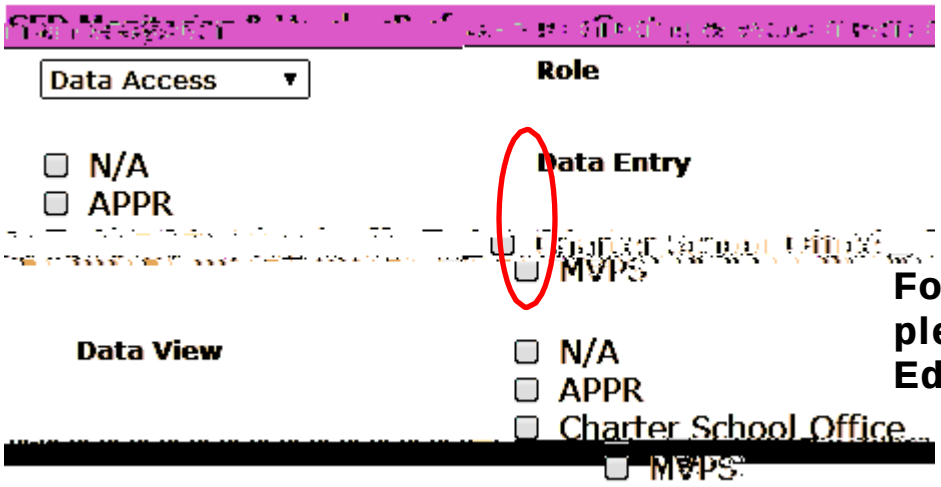
Step 7: Choose aRoleSelect'Data Access' from the drop-down menu next to "Role"



For Preschool Variances, Special Education - ASEP will be an option for both Data Entry and Data View

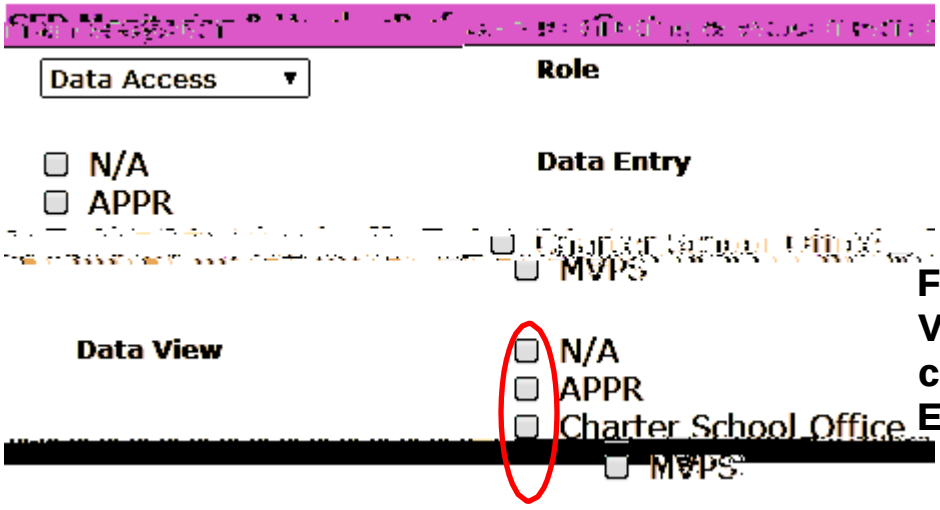
Section 1:
How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System (Continued)

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'.



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'.



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’