

### Step # 1

- a) The Super DA or Delegated/Entitlement Administrator should go to [portal.nysed.gov](http://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.

## Section 12: Creating Entitlements to Applications

- a) Click Entitle Applications.
- b) Under Select Applications for Entitlement; check the boxes next to each application you wish to entitle the user to.

- c) Click Next.
- d) For each application displayed assign roles as needed, make your selections of applications to entitle and then click Next.

- e) Review your selections and then click Grant Access.
- f) An email message will be sent to both you and the user.

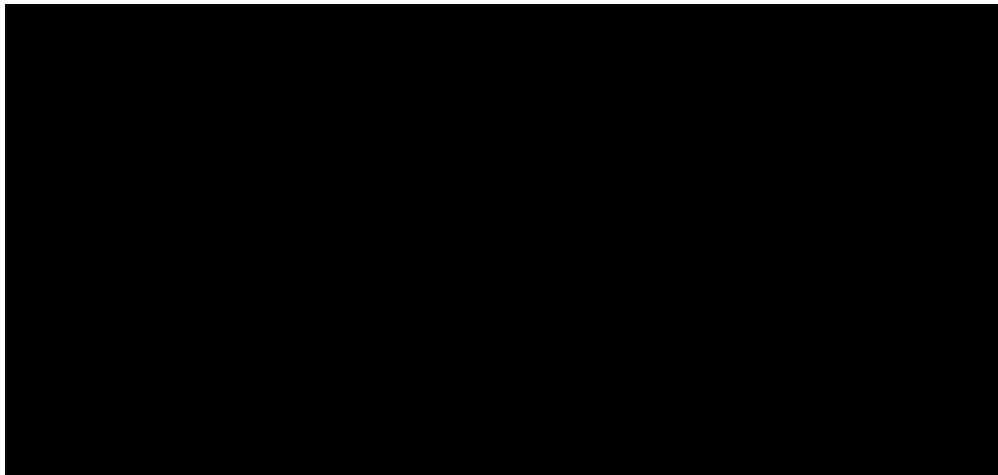
## Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

The screenshot displays the SEDDAS interface. At the top, a green banner says 'Welcome'. Below it, there's a navigation menu on the left with 'Entitlements' selected. The main area features a search bar with 'Search User' highlighted in red and 'Advanced Search' in blue. Below the search bar, there are fields for Institution ID (800000055504) and BEDS Code. The 'Applications' section lists 'SED Monitoring & Vendor Performance System', 'Delegated Account System', and 'Vendor Accounts'. A note at the bottom states '\*for which you are an Entitlement Administrator'.

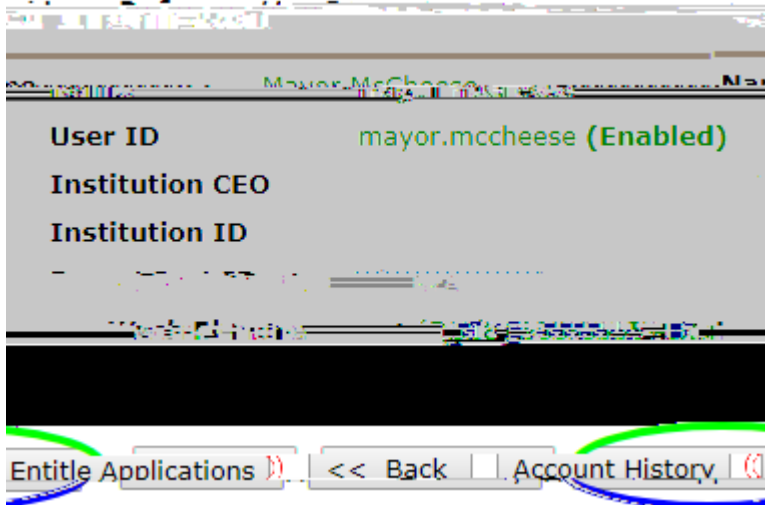
**Step 2:** Search for the desired user.

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

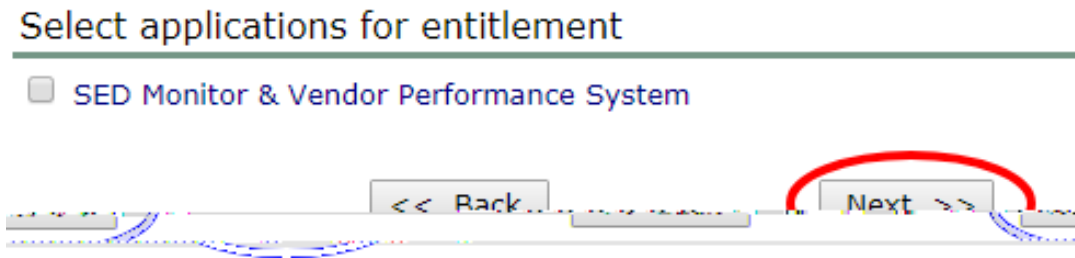


**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 4:** Select the “Entitle Applications” button



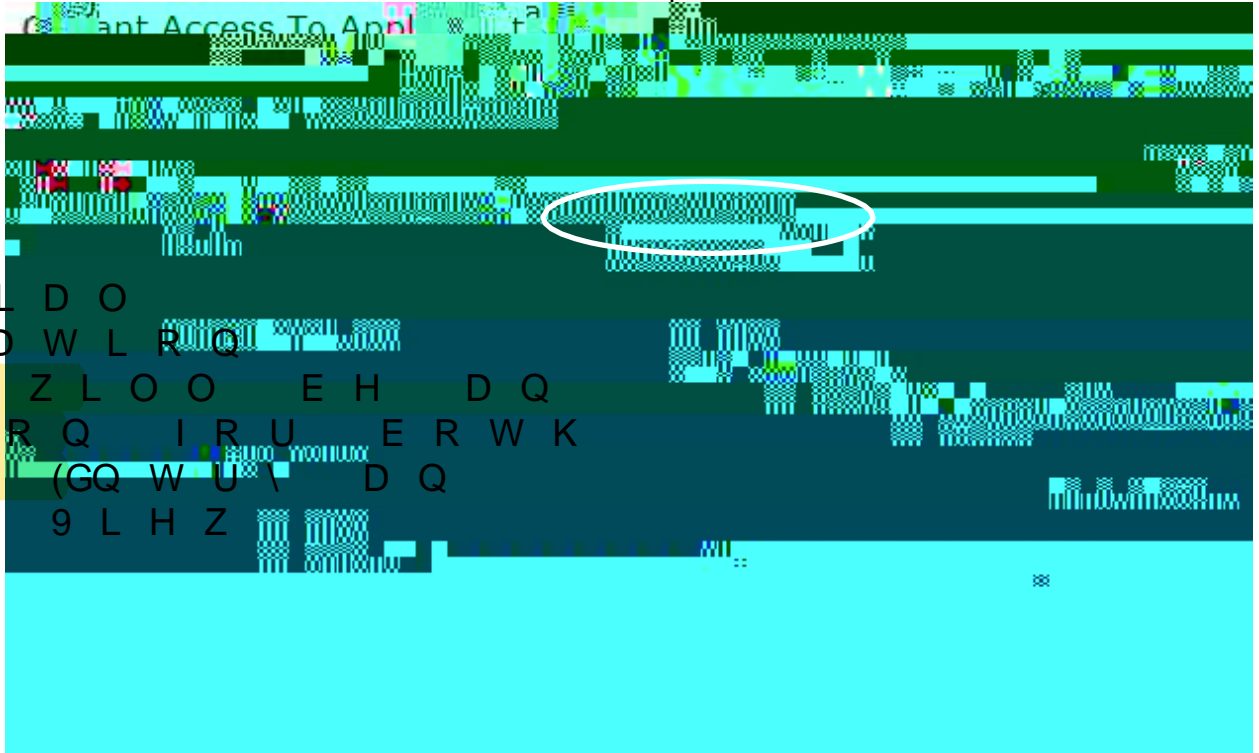
**Step 5:** Check the box next to “SED Monitor & Vendor Performance System”



**Step 6:** Click the ‘Next’ button.

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**Step 7:** Choose a Role – Select 'Data Access' from the drop-down menu next to "Role"



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(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'.

SED Monitoring & Vendor Performance System

**Data Access** ▼ **Role**

N/A **Data Entry**

APPR

MVPS

**Data View**

N/A

APPR

Charter School Office

MVPS

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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'.

SED Monitoring & Vendor Performance System

**Data Access** ▼ **Role**

N/A **Data Entry**

APPR

MVPS

**Data View**

N/A

APPR

Charter School Office

MVPS

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**(Continued)**

**Step 10:** Once appropriate selections are made in all sections, Click 'Next'

The screenshot shows a web interface for configuring user roles. At the top, there is a header with the word "Role" and a dropdown menu. Below this, there are two main sections: "Data Entry" and "Data View". Each section contains a list of roles with corresponding checkboxes. The roles listed are N/A, APPR, Charter School C, and MVPS. At the bottom of the screen, there are two buttons: "<< Back" and "Next >>". The "Next >>" button is circled in white.

**Step 11:** Click 'Grant Access'

The screenshot shows a web interface for granting access. It features a table with two columns: "Data Access" and "Role". The table contains two rows of data. The first row shows "MVPS" under "Data Access" and "Data Entry" under "Role". The second row shows "MVPS" under "Data Access" and "Data View" under "Role". At the bottom of the screen, there are several buttons, including "<< Back" and "Grant Access". The "Grant Access" button is circled in white.