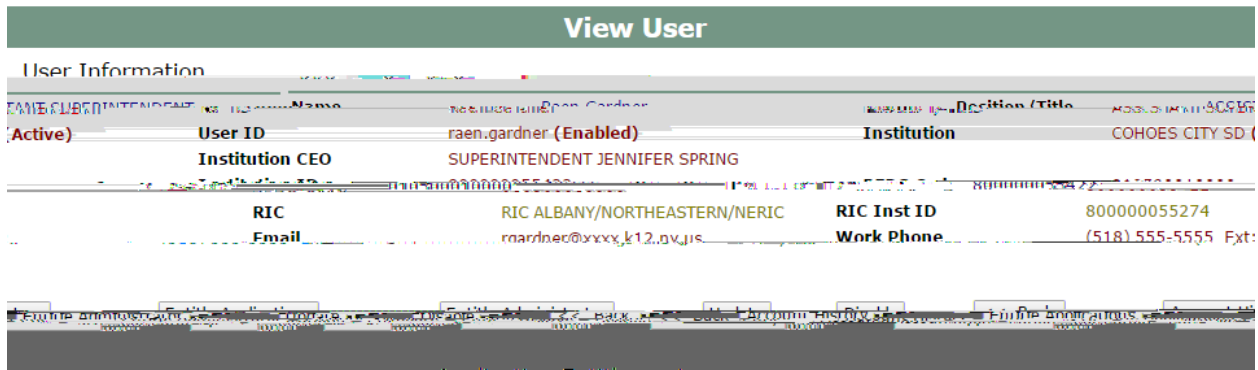


Step # 1

- 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](#).



- Select the role for the User.



- 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.

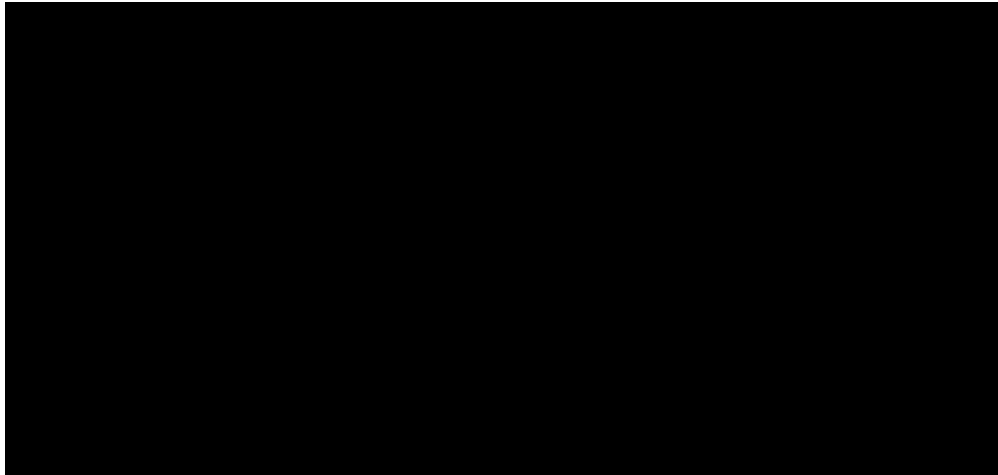
Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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 content 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'.

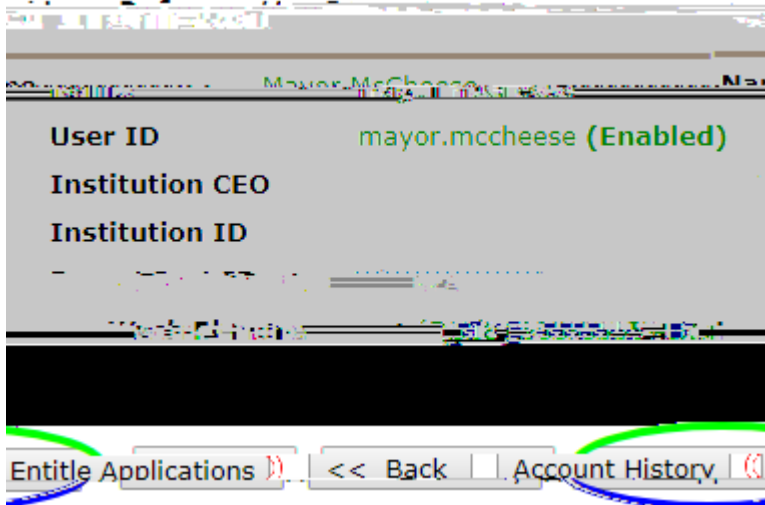
Step 2: Search for the desired user.

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

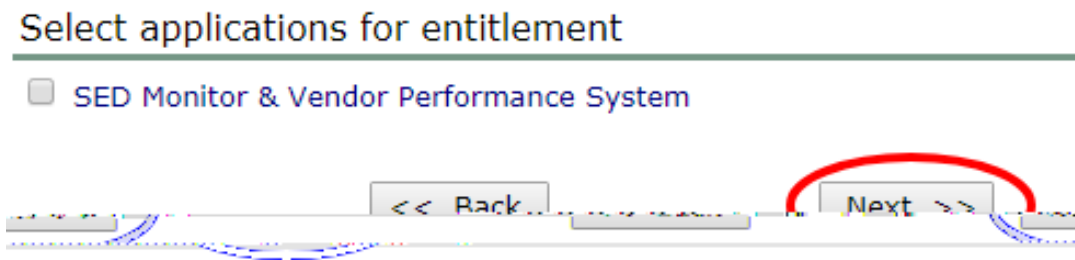


Section 1:
How a district EA or DA/EA can entitle another district user
for SED Monitoring & Vendor Performance System
(Continued)

Step 4: Select the “Entitle Applications” button



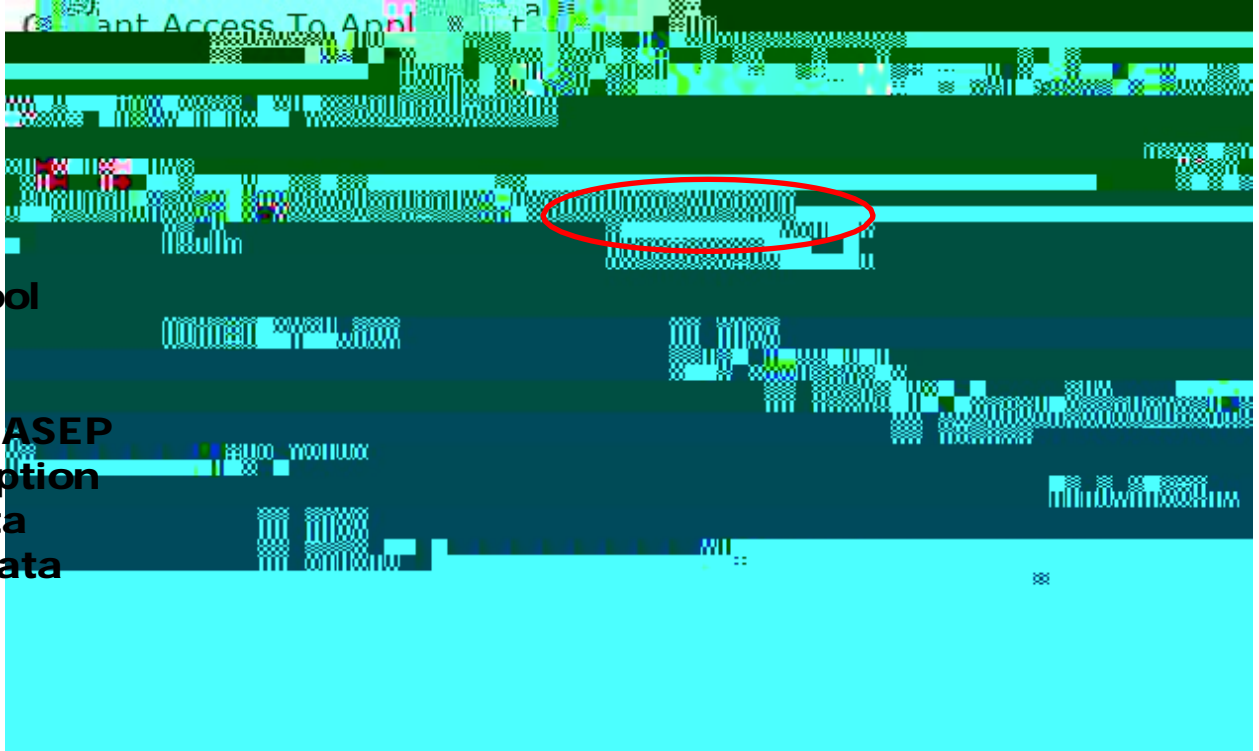
Step 5: Check the box next to “SED Monitor & Vendor Performance System”



Step 6: Click the ‘Next’ button.

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

Step 7: Choose aRoleSelectedData 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'.

SED Monitoring & Vendor Performance System

Data Access ▼

Role

N/A

APPR

MVPS

Data Entry

N/A

APPR

Charter School Office

MVPS

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'.

SED Monitoring & Vendor Performance System

Data Access ▼

Role

N/A

APPR

MVPS

Data Entry

N/A

APPR

Charter School Office

MVPS

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'

