A Quick Guide: Entitling Users to SED Monitoring System
Ed Tech

Instructional Technology Plan 2018

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

Role	Permissions
Delegated Administrator (DA)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords
Entitlement Administrator (EA)	Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords Entitle users to applications
Super Delegated Administrator (SDA) (available only to Public School Superintendents)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords Entitle users to applications Create other DA, EA, and DA/EA accounts

All public school districts have a Super Delegated Administrator (SDA). They may or may not have assigned the roles of DA, EA, or DA/EA to one or more persons working at the district.

**These are the steps to follow when providing access to the survey:**

The DA/EA will create a user account if the person who will enter the plan into the portal does not have SEDDAS permissions. **Important note:** The user account must be at the district, not school level in order for the user to be able to access the Ed Tech plan.

Once a user has SEDDAS permissions, the EA or DA/EA will entitle the user to the SED Monitoring application. The user will then be assigned the role of Data Access for Data View and Data Entry.
1. Click "Entitlements"
2. Search for the desired user by last name or user name
3. Select the desired user and click "Select to Entitle"
4. Select "SED Monitoring & Vendor Performance System" and click "Start Entitling"
5. Select "Data Access" in the Role drop down, if it not already selected
6. Select Ed Tech in the Data Entry section to give the user the ability to view data and fill out the Tech Plan or in the Data View section to give them read only
7.

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Step 6: Choose a Role   **Select 'Data Access'** from the drop-down menu next to
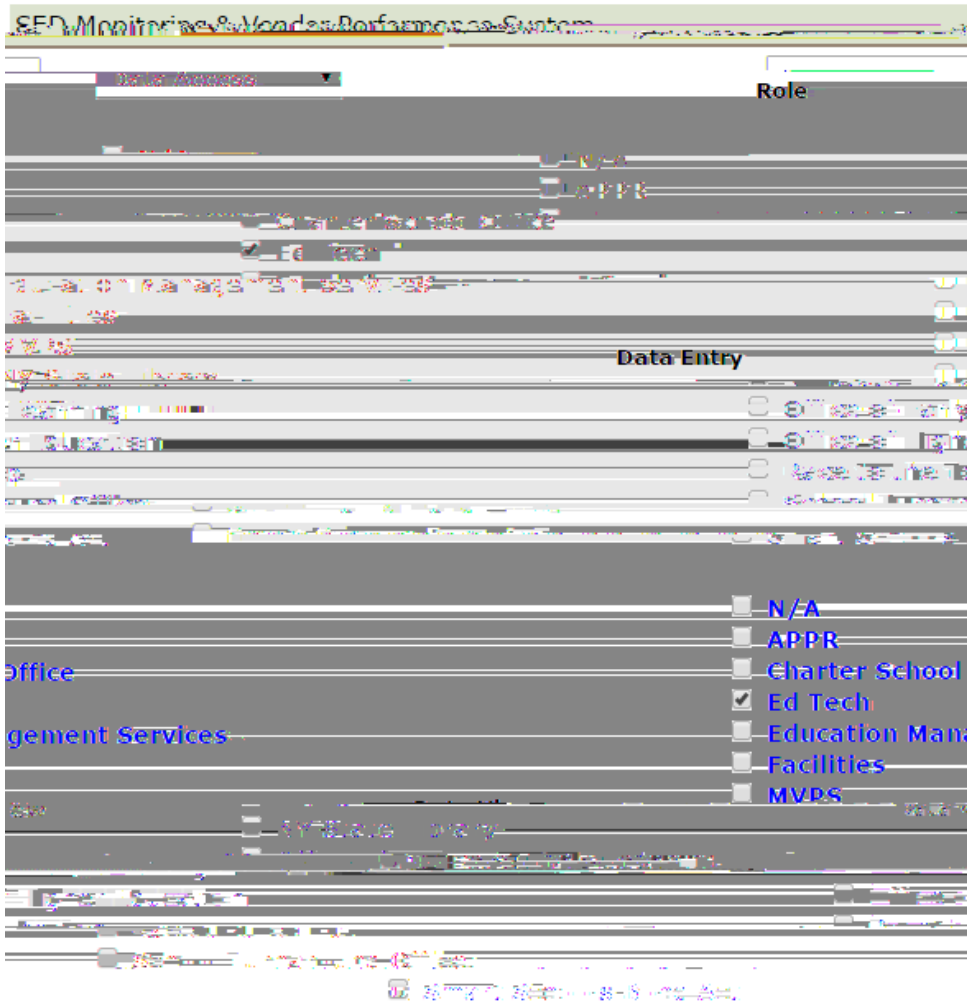
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Step 7: Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is

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Completing the process:

Once appropriate selections are made in all sections, click Next. You will then be able to click Grant Access. The process will then be complete.

IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the business portal to verify and confirm that they have access to the Ed Tech survey.

If you have any questions, please do not hesitate to contact NYSED at:
edtech@ nysed.gov or by phone at (518) 474-5461.