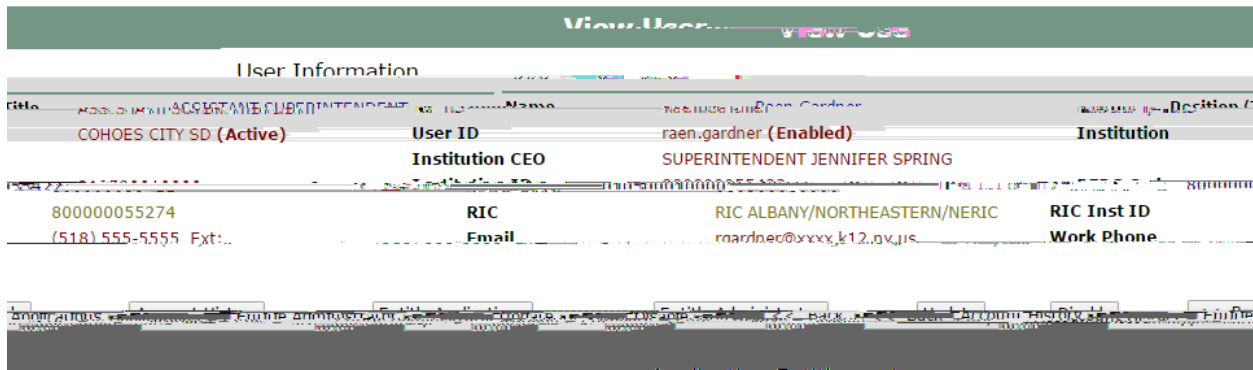
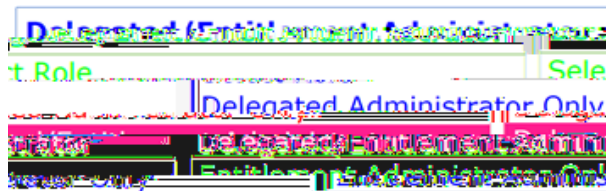


## Step # 1

- 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).
- 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.



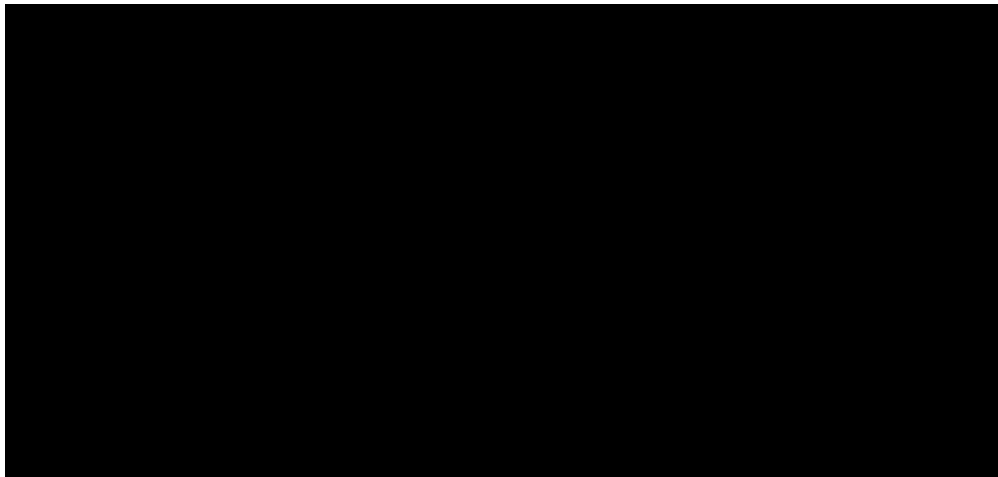
## Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

**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.

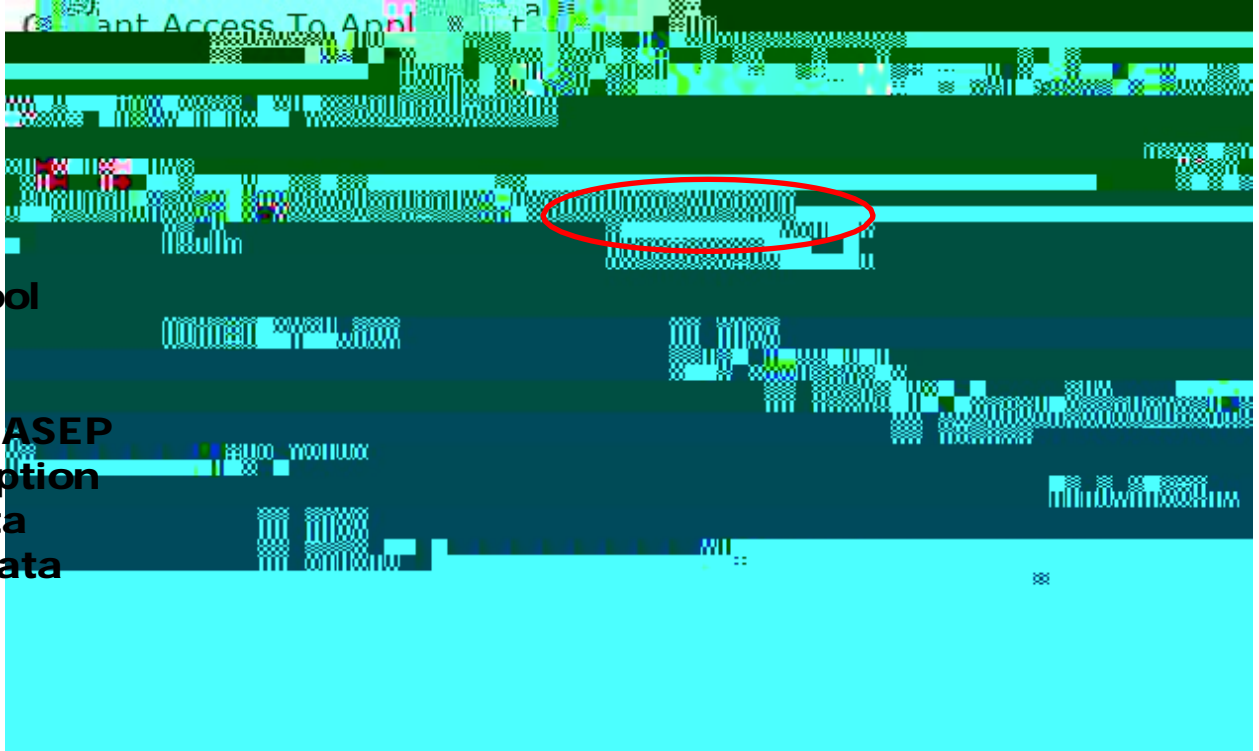
**Step 3:** Select the desired user and click the 'View Selected' button.



**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for**

**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

Data View

**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

Data View

**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'

