

User Roles in SEDDAS 3

Section 1: 4

The steps to follow when providing access to the survey

How a district CEO EA or DA/EA can entitle users to SED Monitoring & Vendor Performance System

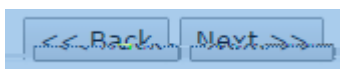
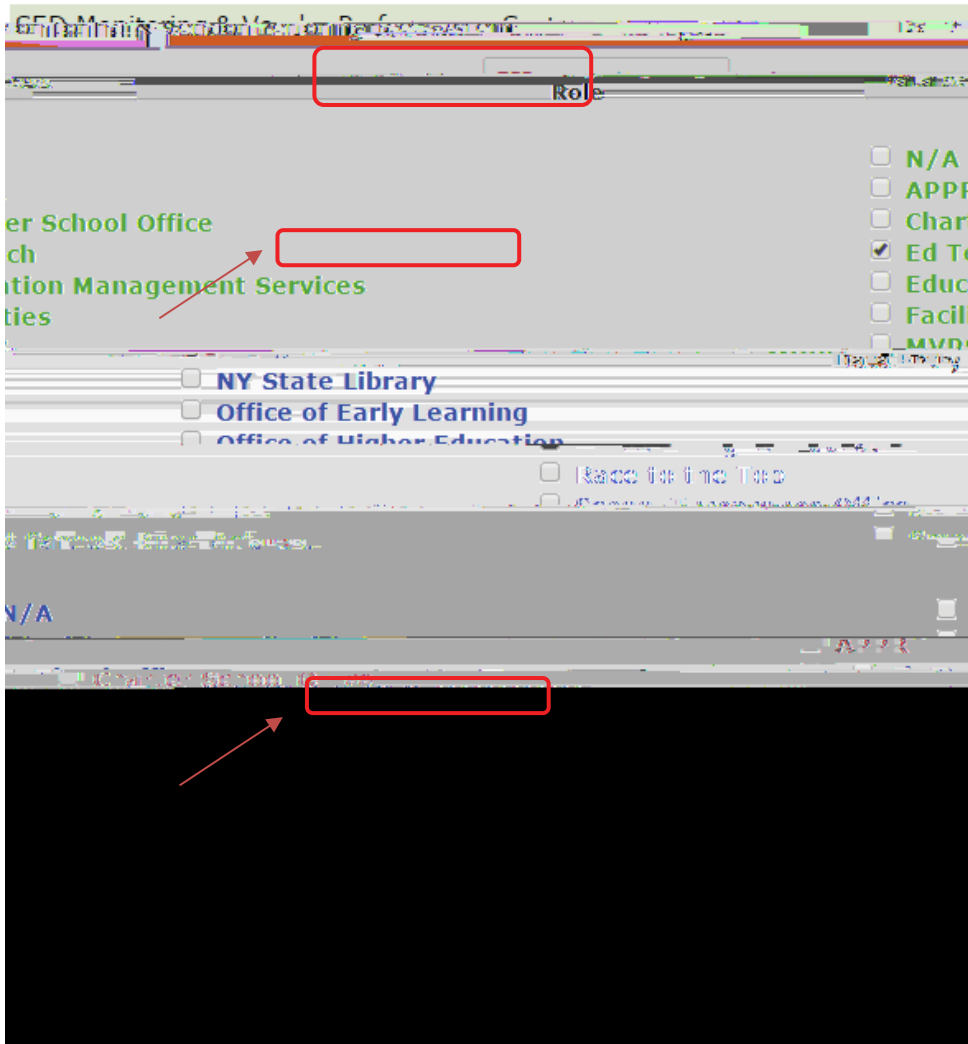
User Roles that exist in the State Education Department Delegated Account System (SEDDAS):

Role	Permissions
Delegated Administrator (DA)	x x

The steps to follow when providing access to the survey:

1)

- f. Click [Next](#)
- g. Select " Data Access" from the Role drop down
- h. Check Ed Tech in the Data Entry section to give the user the ability to view data and fill out the Tech Plan
- i. Check Ed Tech in the Data View section to give them read only rights
- j. Check both Data Entry and Data View if they will be responsible for both functions



- k. Click [Next](#)
- l. Click [Grant/Update Access](#)

An email concerning the update will be sent to both the DA/EA and the user informing them of the granting and or updating access

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IMPORTANT:

You can verify the access granted right away by asking the person assigned to log on to the business portal at <http://portal.nysed.gov> to verify and confirm that they have access to the SED Monitoring and Vendor Performance application and the Ed Tech survey.

If you have any questions regarding how to create and entitle SEDDAS accounts, please email seddas@nysed.gov. You can find more information about SEDDAS by going to the SEDDAS home page at: <http://www.p12.nysed.gov/seddas/seddashome.html>

If you have questions about the Ed Tech survey, please do not hesitate to contact the program office at NYSED by emailing: edtech@nysed.gov