A Quick Guide:
Entitling Users to
L0HIST Level 0 Historical Update

New York State Education Department
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Table of Contents

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

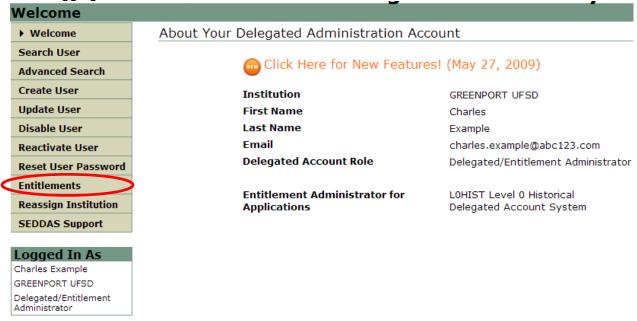| Role	Permissions
Delegated Administrator (DA)	• Create a user account • Update a user account • Disable a user account • Reactivate a user account • Reset user passwords
Entitlement Administrator (EA)	• Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	• Create a user account • 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

Quick Notes about entitling L0HIST Level 0 Historical Update:

1. A RIC user **must** have L0HIST Level 0 Historical View privileges **before** they can be given L0HIST Level 0 Historical Update privileges.
2. A RIC user can only get L0HIST Level 0 Historical View privileges from either the EA or DA/EA at their RIC before they can be granted L0HIST Level 0 Historical Update privileges from a specific district.
3. A district administrator (EA, DA/EA or SDA) can grant L0HIST Level 0 Historical Update privileges to a RIC user only after that user has obtained L0HIST Level 0 Historical View privileges from their RIC EA or DA/EA.

Section 1:
How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Update

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

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'Select to Entitle User Account' button.

Step 4: Check the box next to "L0HIST Level 0 Historical"

Step 5: Click the 'Start Entitling' button.

Section 1:
How a district administrator (EA, DA/EA, or SDA) can entitle another district user to Level 0 Historical Update
(Continued)

Step 6: Select "Level 0 Historical - View" from the Role drop-down.
Step 7: Select "Level 0 Historical - Update" from the Update Role drop-down.
Step 8: Click the 'Next' button.

Grant Access To Applications

For each application displayed, please make your selections.

L0HIST Level 0 Historical

Role   Level 0 Historical - View ▾

Update Role   Level 0 Historical - Update ▾

<< Back   Next >>

Step 9: To complete the process, click the 'Grant Access' button.

Review Access To Applications

For each application displayed, please review your selections.

L0HIST Level 0 Historical

Role   Level 0 Historical - View

Update Role   Level 0 Historical - Update

<<Back   Grant Access

Section 2:
How a RIC EA or DA/EA can entitle another RIC user for Level 0 Historical View

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

Welcome	
▸ Welcome	**About Your Delegated Administration Account**
Search User	
Advanced Search	🆕 Click Here for New Features! (May 27, 2009)
(Entitlements)	Institution RIC SUFFOLK/EASTERN SUFFOLK
SEDDAS Support	First Name Zane
	Last Name Example
Logged In As	Email zany@yyahoo.gov
Zane Example	Delegated Account Role Entitlement Administrator Only
RIC SUFFOLK/EASTERN SUFFOLK	
Entitlement Administrator Only	Entitlement Administrator for L0HIST Level 0 Historical
	Applications

Step 2: Search for the desired user.

Step 3: Select the desired user and click the 'Select to Entitle User Account' button.

User List

	User ID	First Name	Last Name
◉	ricuser.example	RICuser	Example
○	zane.example	Zane	Example

(Select To Entitle User Account)

Step 4: Check the box next to "L0HIST Level 0 Historical"

Please select applications for entitlement.

☐ L0HIST Level 0 Historical

(Start Entitling)

Step 5: Click the 'Start Entitling' button.

Step 6: Choose a Role -
　　　　For Regional View, **proceed to Step 7**.
　　　　For Institute Specific View, **skip Steps 7-9 and proceed to Step 10 (page 8).**

Step 7: For Regional View, select "Regional View" from the Role drop-down.

Grant Access To Applications

For each application displayed, please make your selections.

L0HIST Level 0 Historical

Role   Regional View ▼

<< Back   Next >>

Step 8: Click the 'Next' button.
Step 9: To complete the process, click the 'Grant Access' button.

Review Access To Applications

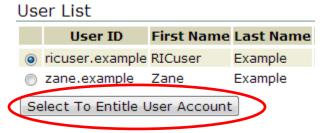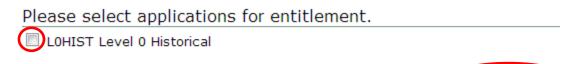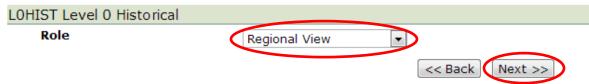For each application displayed, please review your selections.

L0HIST Level 0 Historical

Role   Regional View

Update Role

<<Back   Grant Access

Step 10: For Institute Specific View, select "Institute Specific View" from the Role drop-down.
Step 11: Click the 'Next' button.

Grant Access To Applications

For each application displayed, please make your selections.

L0HIST Level 0 Historical

Role   Institute Specific View

<< Back   Next >>

Step 12: Click on the link that says "Click to Select Specific Institutes for Viewing".

Review Access To Applications

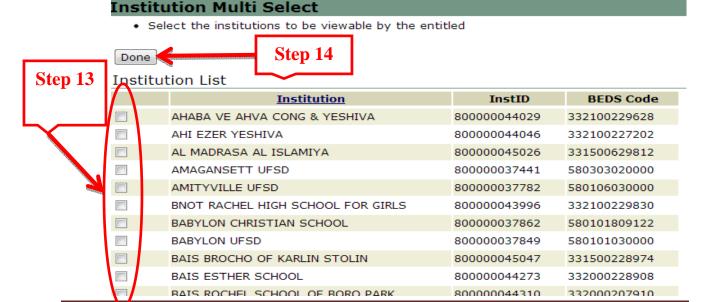For each application displayed, please review your selections.

L0HIST Level 0 Historical

Role   Institute Specific View

Click to Select Specific Institutes for Viewing

Update Role

<<Back   Grant Access

Step 13: In the pop-up window, check the boxes next to all desired institutions.

Step 14: Click the 'Done' button.

Institution Multi Select

- Select the institutions to be viewable by the entitled

Done   **Step 14**

Step 13   Institution List

	Institution	InstID	BEDS Code
☐	AHABA VE AHVA CONG & YESHIVA	800000044029	332100229628
☐	AHI EZER YESHIVA	800000044046	332100227202
☐	AL MADRASA AL ISLAMIYA	800000045026	331500629812
☐	AMAGANSETT UFSD	800000037441	580303020000
☐	AMITYVILLE UFSD	800000037782	580106030000
☐	BNOT RACHEL HIGH SCHOOL FOR GIRLS	800000043996	332100229830
☐	BABYLON CHRISTIAN SCHOOL	800000037862	580101809122
☐	BABYLON UFSD	800000037849	580101030000
☐	BAIS BROCHO OF KARLIN STOLIN	800000045047	331500228974
☐	BAIS ESTHER SCHOOL	800000044273	332000228908
☐	BAIS ROCHEL SCHOOL OF BORO PARK	800000044310	332000207910

Step 15: To complete the process, click the 'Grant Access' Button.

Review Access To Applications

For each application displayed, please review your selections.

L0HIST Level 0 Historical

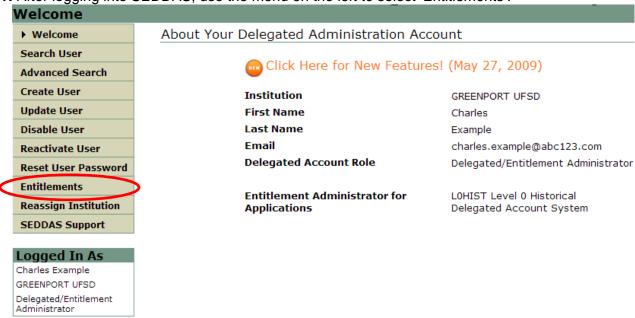**Role**   Institute Specific View

Click to Select Specific Institutes for Viewing

Update Role

[<<Back] [Grant Access]

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

Step 2: Search for the desired user. (Please note that the RIC user must already have L0 View privileges that were granted by their own RIC administrator. See Section 2 of this guide for instructions.)

Step 3: Select the desired user and click the 'Select to Entitle User Account' button.

Step 4: Check the box next to "L0HIST Level 0 Historical"

Step 5: Click the 'Start Entitling' button.

Section 3:
How a district administrator (EA, DA/EA, or SDA) can entitle RIC user to
Level 0 Historical Update
(Continued)

Step 6: Select "Institute Specific Update" from the Update Role drop-down.
Step 7: Click the 'Next' button.

Grant Access To Applications

For each application displayed, please make your selections.

L0HIST Level 0 Historical

Update Role   Institute Specific Update ▼

<< Back   Next >>

Step 8: To complete the process, click the 'Grant Access' button.

Review Access To Applications

For each application displayed, please review your selections.

L0HIST Level 0 Historical

Update Role   Institute Specific Update

<<Back   Grant Access