

A Quick Guide:
Creating and Entitling
L2RPT Users

New York State Education Department
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Introduction

The L2RPT Application is currently not available in the NYSED Application Business Portal. However, in order to assure compliance with NYSED security policy, the User ID/username and the passwords are created and stored within the NYSED Application Business Portal. For Delegated Administrators already familiar with SEDDAS (State Education Department Delegated Account System), little is substantially different when creating an account for L2RPT.

To be useful to all users, those familiar and those unfamiliar with SEDDAS, this guide will provide a brief review of the Creating and Entitling functions, as well as an explanation of the unique features specific to the L2RPT entitlement process. More detailed information concerning Creating and Entitling can be found in the SEDDAS User Guide.

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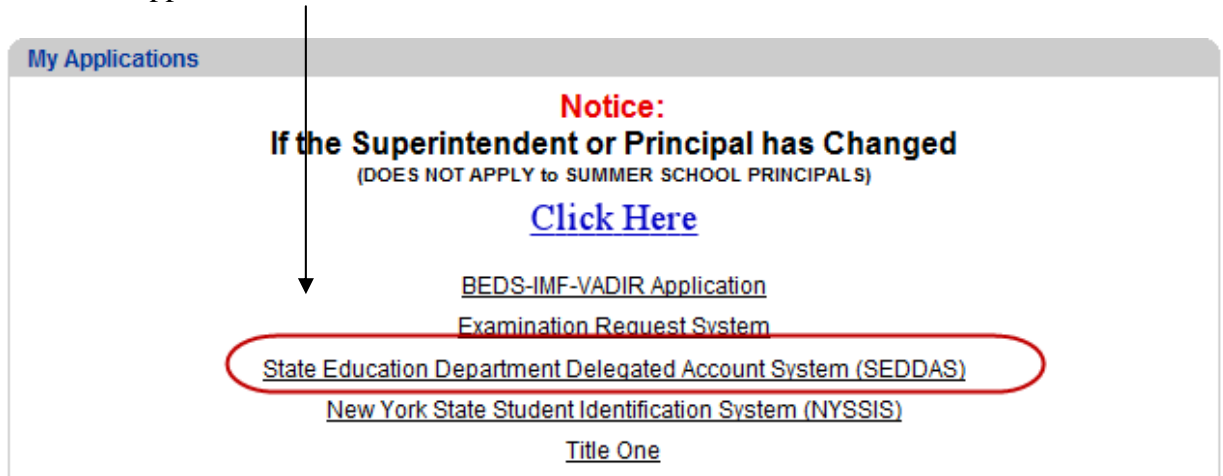
Sign In

Go to The NYSED Business Application Portal at: portal.nysed.gov

Log on



Different Users have different applications available to them; Delegated Administrators (DA's) have access to SEDDAS. Only a DA can grant access to applications. Select SEDDAS from the list of applications.



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Create a User

Once you have signed into SEDDAS, use the menu on the left to begin your work. Click where it says Create User. Follow the on-screen prompts. You are not done until you receive the message saying, "User is created successfully." Now, you must still entitle the user to the L2RPT application.

Delegated Account System

Welcome	
▸ Welcome	About Your Delegated Administration Account
Search User	
Advanced Search	
Create User	
Update User	
Disable User	
Reactivate User	
Reset User Password	
Entitlements	
Reassign Institution	
SEDDAS Support	

Create User

You can access the SEDDAS User Guide by clicking on SEDDAS Support

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Entitle a User

Using the menu on the left, select Entitlements; enter the User ID or last name of the user you wish to entitle.

Delegated Account System

Search User	
Welcome	Entitle User Account - Search and select a user to grant/change entitlements. Users <ul style="list-style-type: none">Please enter User ID or Last Name or both.A wildcard character (*), following a minimum of 3 characters, may be used on any text field. User ID <input type="text"/> Last Name <input type="text"/> <input type="button" value="Go"/> User List Either nothing was found or you have not yet entered a User ID or Last Name.
Search User	
Advanced Search	
Create User	
Update User	
Disable User	
Reactivate User	
Reset User Password	
Entitlements	
▶ Entitle-Rest Of Applications	
Entitle-Delegated Account System	
Reassign Institution	
SEDDAS Support	

When you click on Entitlements, it defaults to Entitle-Rest Of Applications. This where you want to be when entitling L2RPT. Enter User ID or Last Name and click the GO button.

If more than one user is shown, select the user by clicking on the radio button that precedes the name, and click on the button.

Next, select the applications you want the user to be able to access. Click .

Select Application for Entitlement										
Welcome	User Information <table border="1"><tr><td>User ID</td><td>andy.example</td><td>Institution</td></tr><tr><td>Name</td><td>Andy Example</td><td>Work Phone</td></tr><tr><td>Email</td><td>andyx@point.net</td><td>Position/Title</td></tr></table> Application Choices Please select applications for entitlement. <input type="checkbox"/> Examination Request System <input type="checkbox"/> Race to the Top <input type="checkbox"/> Institution Master File (BEDS)/VADIR <input type="checkbox"/> L2RPT Level 2 Reporting <input type="button" value="Start Entitling"/>	User ID	andy.example	Institution	Name	Andy Example	Work Phone	Email	andyx@point.net	Position/Title
User ID		andy.example	Institution							
Name		Andy Example	Work Phone							
Email		andyx@point.net	Position/Title							
Search User										
Advanced Search										
Create User										
Update User										
Disable User										
Reactivate User										
Reset User Password										
Entitlements										
▶ Entitle-Rest Of Applications										
Entitle-Delegated Account System										
Reassign Institution										

Entitle a User

There is only one role for L2RPT; select “Data View” and Click the **Next >>** button.

User Information

User ID	andy.example	Institution
Name	Andy Example	Work Phone
Email	andyx@point.net	Position/Title

Grant Access To Applications

For each application displayed, please make your selections.

L2RPT Level 2 Reporting

Role	Select Role	
	Select Role	
	Data View	

<< Back **Next >>**

On the next page, after confirming the information is correct, select **Grant Access**.
The user will now have access to the L2RPT application.

What is different about L2RPT?

The primary difference is SEDDAS must be used to create, entitle, and reset passwords, but, the application must be accessed through the website of the RIC with which the entity is affiliated. **Users must sign in at their RIC's Website (COGNOS).**

When signed in at The NYSED Application Business Portal, users that have access to other applications through the portal will NOT see L2RPT, only their other applications. See example below:

The screenshot shows the top navigation bar with "Reset Password" and "Change Password" links. Below the navigation bar, it says "Welcome Andy Example" and "Search". The main heading is "The NYSED Business Application Portal" with a link to "CLICK HERE for new Password Change procedures for some applications". A grey bar contains the word "Applications". A red "Notice:" box states: "If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS) Click Here". A red arrow points from "Click Here" to "BEDS-IMF-VADIR Application" and "State Education Department Delegated Account System (SEDDAS)".

However, SEDDAS users can use the Search function, this will show whether or not the user has been entitled to L2RPT, as shown below:

The screenshot shows the "View User" page. On the left is a sidebar menu with "Search User" circled in red. The main content area is divided into "User Information" and "Application Entitlements".

User Information			
User ID	andy.example	Institution	
Name	Andy Example	Position/Title	
Work Phone	555-555-5555	Email	
Institution ID	800000055743	BEDS Code	

Application Entitlements	
Delegated Account System	
Role	Entitlement Administrator Only
Applications	Institution Master File (BEDS)/VADIR Examination Request System L2RPT Level 2 Reporting
L2RPT Level 2 Reporting	
Role	Data View

A red arrow points from the "Applications" row in the "Application Entitlements" table to the "L2RPT Level 2 Reporting" row, which is circled in red.