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

Role	Permissions
Delegated Administrator (DA)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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

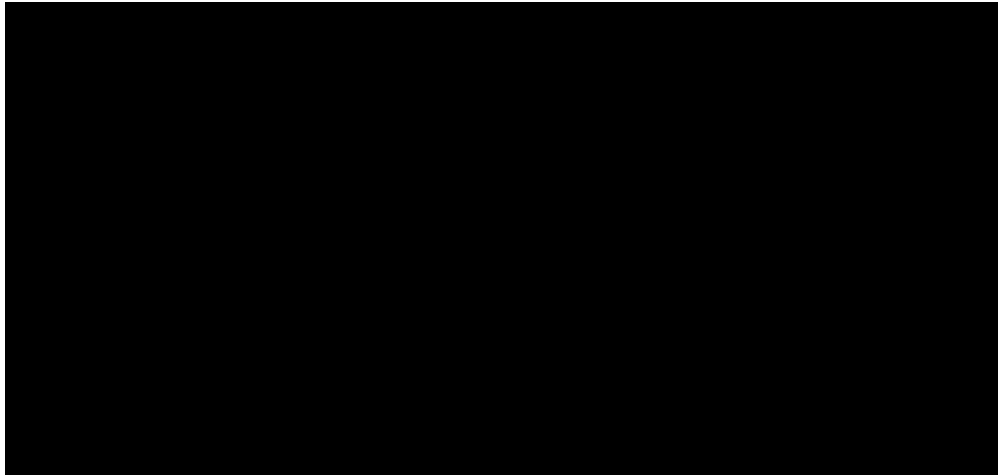
Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

The screenshot displays the SEDDAS interface. At the top, there is a 'Welcome' banner. Below it, the 'Entitlements' menu is visible on the left. The main content area shows a search bar with 'Search User' and 'Advanced Search' buttons. 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'.

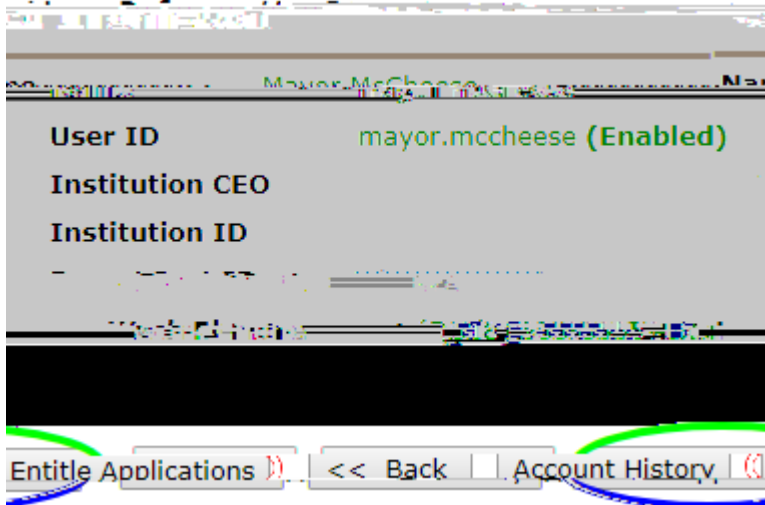
Step 2: Search for the desired user.

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

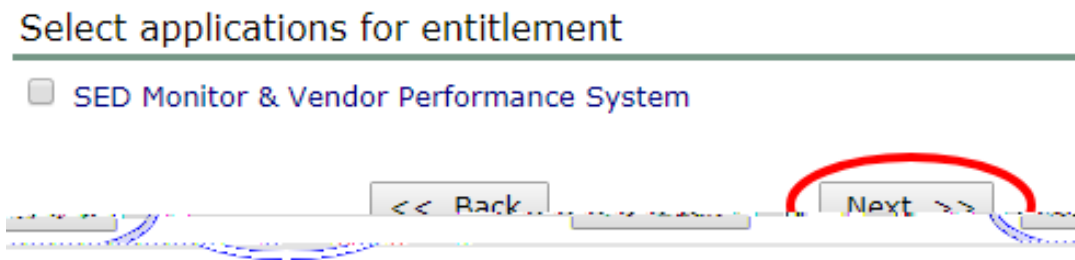


Section 1:
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(Continued)

Step 4: Select the “Entitle Applications” button



Step 5: Check the box next to “SED Monitor & Vendor Performance System”



Step 6: Click the ‘Next’ button.

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

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

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 View

N/A

APPR

Charter School Office

MVPS

Section 1:
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(Continued)

Step 10: Once appropriate selections are made in all sections, Click 'Next'

