How to Grant Access to the NYSSIS State Match System

A SEDDAS QUICK START GUIDE

NYSED

Contents

Introduction

Effective July 2017, select Direct Certification features of the Child Nutrition Management System (CNMS) will be transitioned to the NYSED Business Applications Portal found at: http://portal.nysed.gov. To access the new NYSSIS pages for the Child Nutrition Direct Certification Matching Process (DCMP), users must have a State Education Department Delegated Account System (SEDDAS) username and password. Information on SEDDAS can be found at the SEDDAS Home page found at http://www.p12.nysed.gov/seddas/seddashome.html.

Every LEA across the State has a delegated administrator and it is typically an institution's CEO. In public school districts, access to the NYSSIS application, with the new Child Nutrition role, must be designated by the superintendent (Super DA) or the district account manager. In nonpublic schools and Charter schools, the CEO entitle access to the NYSSIS application with the new Child Nutrition role to the correct staff member located at the same institutional location as the CEO.

For nonpublic schools that may be unfamiliar with SEDDAS, an email was sent automatically to your school CEO once their DA account was created. Oftentimes since the email is computer generated it can get caught in the spam folder, so it is important your CEO look there first and set the SEDDAS donotreply@nysed.gov and the seddas@nysed.gov email as a safe email address. For users that know their user name but forgot their password they can follow the instructions can be found at http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf

CEO's and Delegated Account Administrators can find complete instructions on using SEDDAS at http://www.p12.nysed.gov/seddas/completeuserguide.pdf

If your CEO does not know their username or needs any other assistance with using SEDDAS, your CEO should contact NYSED at, seddas@nysed.gov .

The following screen shots show Step-by-Step how Superintendents and Principals (CEOs) can set up accounts, assign roles, and grant entitlements for food service staff to gain access to the NYSSIS State Match system. The screenshots provided are generic so the options you see on each screen may be slightly different.

Steps 1-5 for users that already have a SEDDAS username and password

Step 1: CEOs go to the NYSED Application Business Portal to Log In at https://portal.nysed.gov.

Step 2: Click the Link for State Education Department Delegated Account System (SEDDAS).

Step 3: Click the "Search User" button.

Step 4: Enter the last name and click the "Search/Update List" button.

Step 5: Click the radio button next to the you would like to delegate.
        Click the View Selected" button.

User Search

Search Criteria

- Enter **User ID, Last Name** or Both
- A wildcard character (*) may be used on either field

◉ **All** Accounts   ○ **Enabled** Accounts   ○ **Disabled** Accounts   ○ **Locked** Accounts

User ID [   ]   **Last Name**   doe

[Search/Update List]

User List *

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
◉ Sally	Doe	sally.doe **(Enabled)**	ACCOUNTANT	COHOES HIGH SCHOOL	(518) 555-5555 Ext:	seddas@nysed.gov

* Any account, not in your jurisdiction, will have a grayed-out radio button

** Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

[View Selected]

Step 1a: If the user is not found you will need to create one. Click the "Create User" menu choice and enter the first and last name and email of the user you want to create. Then click the search icon in the institution field.

Step 2a: The Search Institution Screen is returned. Enter one of several different search criteria and then click Search.

 Step 3a: Your Institution or a list of Institutions will display. Click the button of the Institution you want to choose.

Institution Search

The beginning portion of any field(s) may be entered to limit the search results

Popular Name	Cohoes
Institution ID	
BEDS Code	

Search

Click a button to choose the Institution

Institution List

3 items found, displaying all items.
1

	Institution	Parent Institution	Inst ID	BEDS Code
●	COHOES CITY SD		800000055422	010500010000
○	COHOES HIGH SCHOOL	COHOES CITY SD	800000055426	010500010007
○	COHOES MIDDLE SCHOOL	COHOES CITY SD	800000055443	010500010008

Step 4a: The Create User screen returns with the Institution name filled in. Click Next.

Create User: Enter Information

Welcome

Search User

Advanced Search

Search Teacher

▶ Create User

Reports

SEDDAS Support

Logged In As

User Information

- *To create a user account, complete the form below, then click the **Next** button*
- ** indicates required*
- *To select the current institution for this user, click the 🔍 icon*

First Name *	George
Middle Initial	
Last Name *	Doe
Email *	jdoe@xxxx.k12.ny.gov
Institution	COHOES CITY SD 🔍

☐ This is a vendor account (leave Institution blank)

Next >>

Step 5a: If the User ID does not exist in the system you will see a screen like the below and fill out any remaining fields. Click Create.

Create User: Title and Contact Information

User Information

Name	jane smith	**Position/Title ***	Select Title ⌄
User ID	jane.smith	**Institution**	COHOES HIGH SCHOOL **(Active)**
Work Phone *	[ ] **Ext:** [ ]	**Email**	janesmith@school.gov

Identification *

Select a valid and not expired document for identity confirmation

- ○ Driver's License or ID Card
- ○ ID Card issued by NY State or a NY local government, agency, or entity
- ○ ID Card issued by US Federal agency or entity
- ○ Military Dependent's ID
- ○ U.S. Passport
- ○ Social Security Card
- ○ Voter's Registration

[Cancel]   [Create]

Note: If you get the message "User_Name already exists in our system… you may not be able to choose the Reassign Institution option", it is because you cannot reassign the institution of a user that is not in your jurisdiction or district. You will have to select Create User if they are not under your BEDS code.

Step 6: The View User screen will now open and it will say: User does not have access to any applications. Click the "Entitle Applications" button.

View User

User Information

Name	Jane Doe	**Position/Title**	SUPERINTENDENT
User ID	jane.doe (Enabled)	**Institution**	COHOES CITY SD (Active
Institution CEO	SUPERINTENDENT George Doe		
Institution ID	800000055422	**BEDS Code**	010500010000
RIC Inst ID	800000055274	**RIC**	RIC ALBANY/NORTHEASTE
Work Phone	(555) 444-3333 Ext: 22	**Email**	janedoe@school.k12.ny 1

| << Back | Account History | Entitle Applications | Entitle Administrator | Update | Disable |

Step 7: Under Select Applications for Entitlement, check the boxes next to each application you wish to entitle the user to and click Next. For the State Match System, you need to choose, NYSSIS.

Entitle Applications: Select Applications

User Information

Name	Jane Doe	**Position/Title**	SUPERINTENDENT (CEO)
User ID	jane.doe (Enabled)	**Institution**	COHOES CITY SD (Active)
Institution ID	800000055422	**BEDS Code**	010500010000
RIC Inst ID	800000055274	**RIC**	RIC ALBANY/NORTHEASTERN/NERIC
Work Phone	(518) 222-3333 Ext: 9	**Email**	janedoe@school.k12.ny 1

Select applications for entitlement

- ☐ AIR Growth Reporting System
- ☐ Examination Request System
- ☐ L2RPT Level 2 Reporting
- ☐ NYSSIS
- ☐ PD System
- ☐ SED Monitor & Vendor Performance System

Step 8: For each application displayed assign roles as needed, make your selections of applications to entitle and then click Next. For the State Match System (DCMP), you need to choose, Child Nutrition User. If you need access to both NYSSIS and the State Match System, you would choose the role, NYSSIS & Child Nutrition User.

Step 9: Review your selections and then click Grant Access.

Step 10: An email message will be sent to the user with their User ID and password instructions. You will be sent an email confirming the change to your accounts.

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(1)   mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2)   fax: (202) 690-7442; or

(3)   email: program.intake@usda.gov.

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