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# How to Grant Access to the NYSSIS State Match System

A SEDDAS QUICK START GUIDE

NYSED

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## 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](mailto: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](mailto: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>.

The screenshot shows the top navigation bar with 'NYSED Home' and 'Portal Home' on the left, and 'Reset Your Password' and 'Log In' on the right. The 'Log In' button is highlighted with a red box. Below the navigation bar is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. The main heading is 'Application Business Portal' with 'Portal Dashboard' underneath. A blue banner reads 'My Applications'. Below the banner, a message states: 'In order to view secure applications, you must be logged in. Please Log In to continue to your NYSED Business Portal Applications.'

The screenshot shows the 'Application Authentication' page with 'Login' in the top right. It features the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. A blue banner reads 'Sign In'. Below the banner are two input fields: 'Username' with the text 'jane.doe' and 'Password' with masked characters. At the bottom are two buttons: 'Sign in' and 'Cancel'.

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

The screenshot shows the 'My Applications' section of the portal. It contains a list of links: '> SEDDAS User Guide' and '> SED Delegated Account System (SEDDAS)'. The second link is highlighted with a red box. To the right of the links is a 'Notice' box with the text: 'Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'. At the bottom, there are two sections: 'Public Links' and 'Other Applications'.

Step 3: Click the "Search User" button.

**Welcome**

>Welcome

**Search User**

Advanced Search

Search Teacher

Create User

SEDDAS Support

Logged In As  
Chris Cross

### Your Account Information

<b>Name</b>	Chris Cross	<b>Position/Title</b>
<b>User ID</b>	chris.cross <b>(Enabled)</b>	<b>Institution</b>
<b>Institution CEO</b>	PRINCIPAL BRYAN WOOD	<b>BEDS Code</b>
<b>Institution ID</b>	800000055426	<b>Parent Inst</b>
<b>Parent Inst ID</b>	800000055422	<b>Email</b>
<b>Work Phone</b>	(518) 555-5555 Ext:	
<b>Administrator Role</b>	Delegated/Entitlement Administrator	
<b>Applications *</b>	AIR Growth Reporting System Institution Master File (BEDS)/VADIR IRS Data IRS Portal L2RPT Level 2 Reporting SED Monitor & Vendor Performance System	

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

Search vendor accounts

**Search/Update List**

#### User List \*

Enter a **User ID** or **Last Name** to search

\* Any account, not in your jurisdiction, will have a grayed-out radio button  
\*\* Inactive institution  
(CEO) Institution CEO as recognized by SEDDAS

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**

**User List \***

	First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
<input checked="" type="radio"/>	Sally	Doe	sally.doe <b>(Enabled)</b>	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

Steps 1a-5a for users that do not have a SEDDAS username and password

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.

**Create User: Enter Information**

Welcome

Search User

Advanced Search

Search Teacher

**▶ Create User**

SEDDAS Support

Logged In As  
Chris Cross

**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 \*

Middle Initial

Last Name \*

Email \*

Institution \*

Next >>

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

**NYSED - SEDDAS - Internet Explorer**

**Institution Search**

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

Popular Name

Institution ID

BEDS Code

**Search**

**Institution List**

Enter search criteria

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   
Institution ID   
BEDS Code

Search

Click a button to choose the Institution

### Institution List

3 items found, displaying all items.

	Institution	Parent Institution	Inst ID	BEDS Code
1	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 \*   
Middle Initial   
Last Name \*   
Email \*   
Institution  🔍

- 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

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**User Information**

<b>Name</b>	jane smith	<b>Position/Title *</b>	Select Title <span style="float: right;">▼</span>
<b>User ID</b>	janesmith	<b>Institution</b>	COHOES HIGH SCHOOL <b>(Active)</b>
<b>Work Phone *</b>	<input type="text"/>	<b>Ext:</b>	<input type="text"/>
		<b>Email</b>	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

  

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.

## [Steps 6-10 for all users, Entitle Applications](#)

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**

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

<< BackAccount HistoryEntitle ApplicationsEntitle AdministratorUpdateDisable

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**

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**User Information**

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

**Select applications for entitlement**

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- 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.

NYSSIS

Role

NYSSIS & Child Nutrition User ▾

Select Role

Child Nutrition User

NYSSIS & Child Nutrition User

NYSSIS User

NYSSIS View Only

Next >>

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

### Entitle Applications: Grant Access

#### User Information

<b>Name</b>	Jane Doe	<b>Position/Title</b>	N
<b>User ID</b>	<del>jane.doe</del> (Enabled)	<b>Institution</b>	N
<b>Institution ID</b>	800000055504	<b>BEDS Code</b>	0:
<b>RIC Inst ID</b>	800000055504	<b>RIC</b>	N
<b>Work Phone</b>	(518) 473-0845 Ext:	<b>Email</b>	gs

NYSSIS

Role: Child Nutrition User

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.

## Legal Notice

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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](mailto:program.intake@usda.gov).

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