Log into https://portal.nysed.gov/abp

Once logged in, click on SED Delegated Account System (SEDDAS)

Step 1: After logging into SEDDAS, use the menu on the left to select ‘Search User’.

Welcome

Search User

Your Account Information

Name:
User ID: (Enabled)
Institution CEO: COMMISSIONER OF EDUCATION MARVEN ELIA
Institution ID: 8000000055504
RIC Inst ID: 8000000055504
Work Phone: Ext:

Administrator Role: NYSED Database Unit Administrator
Applications: SED Monitoring & Vendor Performance System Delegated Account System Vendor Accounts

* for which you are an Entitlement Administrator
** inactive application

Logged In As

NYS DEPT OF EDUCATION
NYSED Database Unit Administrator
Step 2: Type in name of user that needs to be entitled to SEDMON and select the desired user and click the ‘View Selected’ button

User List *

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>User ID</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>McCheese</td>
<td>mayor.mccheese (Enabled)</td>
<td>OTHER</td>
</tr>
</tbody>
</table>

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

**Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

Step 3: Select the ‘Entitle Applications’ button

User Information

Name          Mayor McCheese
User ID       mayor.mccheese (Enabled)
Institution CEO
Institution ID N/A
Parent Inst ID N/A
Work Phone    (518) 555-5555  Ext:
Step 4: Check the box next to ‘SED Monitor & Vendor Performance System’ and click ‘Next’
Step 5: In the Role drop down box select ‘Data Access’. Select ‘Office of Child Nutrition’ for Data Entry and Data View. Then click ‘next’

![Application Roles](image)

Step 6: Click ‘Grant Access’, this will trigger an email to the Superintendent from SED stating the changes that were made to the username

![Grant Access](image)

If you have any questions, please contact the Child Nutrition Office by email cn-sedmon@nysed.gov or contact your Child Nutrition Representative at 518-473-8781.