

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

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

My Applications

- SEDAS User Guide
- SEDAS Resources
- New York State Student Identification System (NYSSIS)
- SED Delegated Account System (SEDDAS)**
- SED Monitoring and Vendor Performance System
- SEDFEF Main Menu

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

Welcome

Your Account Information

Name	Position/Title
User ID (Enabled)	Institution
Institution CEO	COMMISSIONER OF EDUCATION MARYELLEN ELIA
Institution ID	800000055504
RIC Inst ID	800000055504
Work Phone	Ext: Email
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

Navigation Menu:

- Welcome
- Search User**
- Advanced Search
- Create User
- Reports
- SEDDAS Support

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

Search Criteria

• Enter **User ID, Last Name** or Both

All Accounts **Enabled Accounts** **Disabled Accounts** **Locked Accounts** **SED Locked Accounts**

User ID Last Name

User List *

	<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>	<u>Position/Title</u>
<input checked="" type="radio"/>	Mayor	McCheese	mayor.mccheese (Enabled)	OTHER

* 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
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'

Select applications for entitlement

SED Monitor & Vendor Performance System

<< Back

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

For each application displayed, make your selection(s)

SED Monitoring & Vendor Performance System

Role	<input type="text" value="Data Access"/>
Data Entry	<input type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Educator Quality <input type="checkbox"/> Facilities <input type="checkbox"/> IDEA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Office of Audit Services <input type="checkbox"/> Office of Bilingual Education and World Languages <input checked="" type="checkbox"/> Office of Child Nutrition <input type="checkbox"/> Office of Curriculum <input type="checkbox"/> Office of ESSA-Funded Programs <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Safe Schools <input type="checkbox"/> School Closure <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> State Aid <input type="checkbox"/> Student Support Services
Data View	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Ed Tech <input type="checkbox"/> Education Management Services <input type="checkbox"/> Educator Quality <input type="checkbox"/> Facilities <input type="checkbox"/> IDEA <input type="checkbox"/> Office of Audit Services <input type="checkbox"/> Office of Bilingual Education and World Languages <input checked="" type="checkbox"/> Office of Child Nutrition <input type="checkbox"/> Office of Curriculum <input type="checkbox"/> Office of ESSA-Funded Programs <input type="checkbox"/> Office of Early Learning <input type="checkbox"/> Safe Schools <input type="checkbox"/> School Closure <input type="checkbox"/> Smart Schools Bond Act <input type="checkbox"/> State Aid <input type="checkbox"/> Student Support Services

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

SED Monitoring & Vendor Performance System	
Role	Data Access
Data Entry	Office of Child Nutrition
Data View	Office of Child Nutrition

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.