


To Entitle a SEDDAS user to the IRS Data Exchange (IDEx)

- 1) Log on to the Application Business Portal.



[NYSED Home](#) | [Portal Home](#) | [Reset Your Password](#) | [Log In](#)

 **New York State**
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Application Business Portal

Portal Dashboard

My Applications

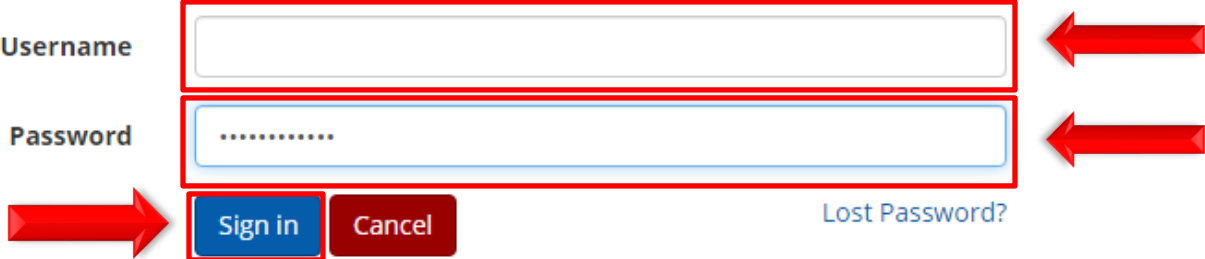
In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

Sign In

Username

Password

[Lost Password?](#)



2) Select the SEDDAS application.

My Applications

- SED **SED User Guide**
- IRS Data Exchange
- PD System
- SED Delegated Account System (SEDDAS)** ←
- SED Monitoring and Vendor Performance System

Notice:
If the Superintendent or Principal has changed, please [click here](#).
(Does **not** apply to Summer School principals.)

Public Links

- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDREF Query
- Teacher Certification Help
- TEACH Public Inquiry System

Other Applications

- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- Teacher Access and Authorization

3) Select *Search User*.

▶ Welcome	Your Account Information
Search User	Name User ID Institution CEO Institution ID RIC Inst ID Work Phone
Advanced Search	
Create User	
Reports	
SEDDAS Support	



4) Use the person's last name to search for the SEDDAS user you want to entitle to the IRS Data Exchange (IDEx) application.

User Search

Welcome

Search User

Advanced Search

Create User

Reports

SEDDAS Support

Logged In As

Search Criteria

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

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

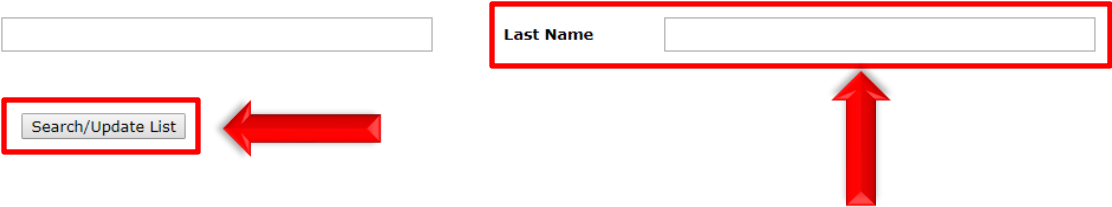
User ID

Last Name

User List

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

**** Inactive institution**
(CEO) Institution CEO as recognized by SEDDAS



5) A list of SEDDAS users will be returned. If multiple people have the same last name, you must look through the results to find the correct person you are looking to entitle. Click the button next to your selection and click *View Selected*.

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

User ID Last Name

Search/Update List

User List

	<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>	<u>Position/Title</u>	<u>Institution</u>	<u>Work Phone</u>	<u>Email</u>
<input type="radio"/>			(Disabled)				
<input type="radio"/>			(Disabled)				
<input checked="" type="radio"/>			(Enabled)	(DAEA: CEO)			

** Inactive institution
(CEO) Institution CEO as recognized by SEDDAS

View Selected

6) Now you will see that user's complete profile. Double-check that you have the correct person and select *Entitle Applications*.


View User

User Information

Name		Position/Title	
User ID		Institution	
Institution CEO		BEDS Code	
Institution ID		RIC	
RIC Inst ID		Email	
Work Phone			

<< BackAccount HistoryEntitle ApplicationsEntitle AdministratorUpdateDisableSED Lock

Application Entitlements



7) Now you will need to select the application you want to entitle that user to. Put a check in the *IDEx Highered* box and click *Next*.

Entitle Applications: Select Applications

User Information

Name	James Smith	Position/Title	OTHER
User ID	james.smith (Enabled)	Institution	CENTRAL SCHOOL DISTRICT (Active)
Institution ID	800000055555	BEDS Code	055555500000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(555) 555-5555 Ext:	Email	james.smith@csd.edu

Select applications for entitlement

IDEx Highered



<< Back  Next >>

- 8) Next you need to determine what role you want that person to play. There are two choices: *User* (can make changes to data, as well as save and submit forms), or *Read Only User* (can only review information, but cannot make changes). Select the role and click *Next*.

Entitle Applications: Select Roles

User Information

Name	James Smith	Position/Title	OTHER
User ID	james.smith (Enabled)	Institution	CENTRAL SCHOOL DISTRICT (Active)
Institution ID	800000055555	BEDS Code	055555500000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(555) 555-5555 Ext:	Email	james.smith@csd.edu

Application Roles

For each application displayed, make your selection(s)

IDEx Highered

Role

The screenshot shows a dropdown menu for role selection. The menu is open, displaying three options: 'User' (highlighted in blue), 'Read Only User', and 'Select Role'. A red arrow points from the left towards the dropdown menu. Another red arrow points from the dropdown menu towards a button labeled 'Next >>'.

9) Review the information, and if correct, click *Grant Access*.

Entitle Applications: Grant Access

User Information

Name	James Smith	Position/Title	OTHER
User ID	james.smith (Enabled)	Institution	CENTRAL SCHOOL DISTRICT (Active)
Institution ID	800000055555	BEDS Code	055555500000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(555) 555-5555 Ext:	Email	james.smith@csd.edu

Application Roles

For each application displayed, review your selection(s)

IDEx Highered

Role

User

<< Back

Grant Access



10) You will now see a *Success* message. When you click *Back*, it will take you back to Step 6 where you will see a summary of the user's profile, now showing the application you entitled them to.

Entitle Applications: Success

User Information

Name	James Smith	Position/Title	OTHER
User ID	james.smith (Enabled)	Institution	CENTRAL SCHOOL DISTRICT (Active)
Institution ID	800000055555	BEDS Code	055555500000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(555) 555-5555 Ext:	Email	james.smith@csd.edu

NOTE:

- An email message concerning this update was sent to both you and this user
- If the email address for this user is incorrect, please notify this user of the update

IDEx Highered

Role

User



<< Back

11) You see a summary of the user's profile, now showing the application you entitled them to.

View User

User Information

Name	James Smith	Position/Title	OTHER
User ID	james.smith (Enabled)	Institution	CENTRAL SCHOOL DISTRICT (Active)
Institution CEO	DIRECTOR MARIA GARCIA		
Institution ID	800000055555	BEDS Code	055555500000
Parent Inst ID	N/A	Parent Inst	N/A
Work Phone	(555) 555-5555 Ext:	Email	james.smith@csd.edu

[<< Back](#) [Account History](#) [Entitle Applications](#) [Entitle Administrator](#) [Update](#) [Disable](#) [SED Lock](#) [Reassign](#) [List Administrators](#)

Application Entitlements

IDEx Highered	
Role	User