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**User Roles in that are available in the State Education Department Delegated Account System (SEDDAS):**

<b>Role</b>	<b>Permissions</b>
Delegated Administrator (DA)	<ul style="list-style-type: none"> <li>Create a user account</li> <li>Update a user account</li> <li>Disable a user account</li> <li>Reactivate a user account</li> <li>Reset user passwords</li> </ul>
Entitlement Administrator (EA)	Entitle users to applications
Delegated/Entitlement Administrator (DA/EA)	<ul style="list-style-type: none"> <li>Create a user account</li> <li>Update a user account</li> <li>Disable a user account</li> <li>Reactivate a user account</li> <li>Reset user passwords</li> <li>Entitle users to applications</li> </ul>
Super Delegated Administrator (SDA) – (available only to Public School Superintendents)	<ul style="list-style-type: none"> <li>Create a user account</li> <li>Update a user account</li> <li>Disable a user account</li> <li>Reactivate a user account</li> <li>Reset user passwords</li> <li>Entitle users to applications</li> <li>Create other DA, EA, and DA/EA accounts</li> </ul>

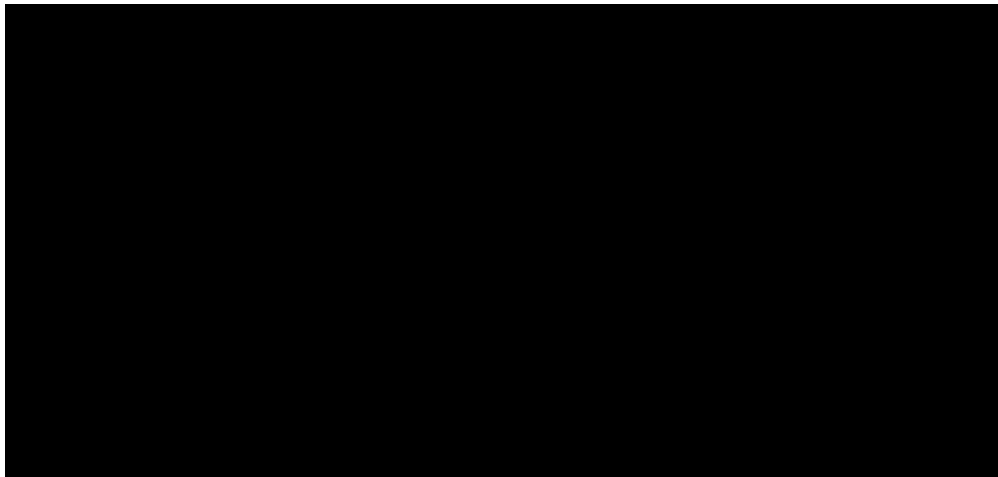
## Section 1: How a district EA or DA/EA can entitle another district user for SED Monitoring & Vendor Performance System

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

The screenshot displays the SEDDAS interface. At the top, a green banner says 'Welcome'. Below it, there's a navigation menu on the left with 'Entitlements' selected. The main area shows a search bar with 'Search User' highlighted in red and 'Advanced Search' in blue. Below the search bar, there are fields for Institution, BEDS Code, and BIC. The 'Applications' section lists 'SED Monitoring & Vendor Performance System', 'Delegated Account System', and 'Vendor Accounts'. A note at the bottom states '\*for which you are an Entitlement Administrator'.

**Step 2:** Search for the desired user.

**Step 3:** Select the desired user and click the 'View Selected' button.



**Section 1:**  
**How a district EA or DA/EA can entitle another district user**  
**for**

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How a district EA or DA/EA can entitle**

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**How a district EA or DA/EA can entitle another district user**  
**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 8:** Select Data Entry access for each survey owner by selecting all appropriate boxes under the Data Entry section. If no Data Entry option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

Data Access ▼

Role

N/A

APPR

Charter School Office...

MVPS

Data Entry

N/A

APPR

Charter School Office...

MVPS

**Step 9:** Select Data View access for each survey owner by selecting all appropriate boxes under the Data View section. If no Data View option is desired, please check 'N/A'.

SED Monitoring & Vendor Performance System

Data Access ▼

Role

N/A

APPR

Charter School Office...

MVPS

Data Entry

N/A

APPR

Charter School Office...

MVPS

Data View

N/A

APPR

Charter School Office...

MVPS

**Section 1:**  
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**for SED Monitoring & Vendor Performance System**  
**(Continued)**

**Step 10:** Once appropriate selections are made in all sections, Click 'Next'

