A Quick Guide:
Creating and Entitling
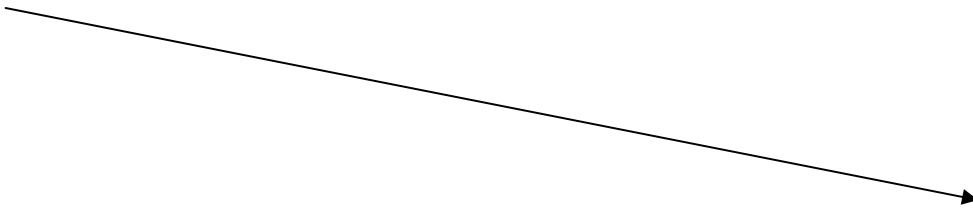# L2RPT Users

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Sign In

Go to The NYSED Business Application Portal at: <u>portal.nysed.gov</u>

Log on

Different Users have different applications available to them; Delegated Administrators (DA's) have access to SEDDAS. Only a DA can grant access to applications. Select SEDDAS from the list of applications.

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Create a User

Once you have signed into SEDDAS, use the menu on the left to begin your work. Click where it says Create User. Follow the on-screen prompts. You are not done until you receive the message saying," User is created successfully." Now, you must still entitle the user to the L2RPT application.

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Entitle a User

Using the menu on the left, select Entitlements, enter the User ID or last name of the user you wish to entitle.

If more than one user is shown, select the user by clicking on the radio button that precedes the

name, and click on the button.

Next, select the applications you want the user to be able to access. Click .

Entitle a User

There are five roles for L2RPT:
- x Free and Reduced Lunch: this Role grants access to the Free and Reduced Price Lunch Eligibility verification report.
- x L2RPT: this Role grants access to verification reports containing student enrollment, demographic, assessment and course data for accountability, assessments, enrollment, CTE, WATN, TSDL.
- x Staff Evaluations: this Role grants access to the Staff Evaluation verification report.
- x Staff Human Resource Data: this Role grants access to verification reports containing staff data other than evaluation that may be viewed as human resource related (Staff Snapshot, Staff Tenure).
- x Staff Data – Other: this Role grants access to verification reports containing staff data other than human resource and evaluation.

Indicate all the Roles the user should be granted by checking (x) the corresponding box and

click the _____ button.

On the next page, after confirming the information is correct, select _____.
The user will now have access to the L2RPT application.

What is different about L2RPT?

The primary difference is SEDDAS must be used to create, entitle, and reset passwords, but, the application must be accessed through the website of the RIC with which the entity is affiliated. <u>Users must sign in at their RIC's Website (COGNOS)</u>.

When signed in at The NYSED Application Business Portal, users that have access to other applications through the portal will <u>NOT</u> see L2RPT, only their other applications. See example below:

However, SEDDAS users can use the Search function, this will show whether or not the user has been entitled to L2RPT, as shown below: