A Quick Guide:
SEDDAS Account Reports

New York State Education Department
May 2013

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Quick Notes About SEDDAS Reports:

Please be advised that the reports in SEDDAS will be refreshed on a daily basis. Based on the volume of SEDDAS changes from the previous day, the refreshed reports could be available as early as 10am the next morning or as late as 5pm the next afternoon.

Section 1:
Obtain a PDF Version of SEDDAS Account Report

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

Delegated Account System

Welcome

| Welcome |
| Search User |
| Advanced Search |
| Create User |
| Update User |
| Disable User |
| Reactivate User |
| Reset User Password |
| Entitlements |
| Reassign Institution |
| Reports |
| SEDDAS Support |

Logged In As
Charles Example
GREENPORT UFSD
Delegated/Entitlement
Administrator

About Your Delegated Administration Account

🔵 Click Here for New Features! (May 27, 2009)

Institution	GREENPORT UFSD
First Name	Charles
Last Name	Example
Email	charles.example@abc123.com
Delegated Account Role	Delegated/Entitlement Administrator
Entitlement Administrator for Applications	L0HIST Level 0 Historical Delegated Account System

Step 2: Click on the 'Get Report' button.

Delegated Account System

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SEDDAS Account Report

[Get Report]   [Get Workbook]

Step 3: The PDF report will be downloaded to your computer.

Step 4: Open the downloaded file to view the report.

Section 2:
Obtain an Excel Version of SEDDAS Account Report

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

Step 2: Click on the 'Get Workbook' button.

Step 3: The Excel report will be downloaded to your computer.

Step 4: Open the downloaded file to view the report.