

A Quick Guide: Creating and Entitling LOHIST Users

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Introduction

The LOHIST Application is currently not available in the NYSED Application Business Portal. However, in order to assure compliance with NYSED security policy, the User ID/username and the passwords are created and stored within the NYSED Application Business Portal. For Delegated Administrators already familiar with SEDDAS (State Education Department Delegated Account System), little is substantially different when creating an account for LOHIST.

To be useful to all users, those familiar and those unfamiliar with SEDDAS, this guide will provide a brief review of the Creating and Entitling functions, as well as an explanation of the unique features specific to the LOHIST entitlement process. More detailed information concerning Creating and Entitling can be found in the SEDDAS User Guide.

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 LOHIST application.

Delegated Account System

Welcome	
► Welcome	About Your Delegated Administration Account
Search User	
Advanced Search	
Create User	
Update User	
Disable User	
Reactivate User	
Reset User Password	
Entitlements	
Reassign Institution	
SEDDAS Support	

The screenshot shows a vertical menu on the left side of a web page. The menu items are: Welcome, Search User, Advanced Search, Create User, Update User, Disable User, Reactivate User, Reset User Password, Entitlements, Reassign Institution, and SEDDAS Support. A green oval with the text 'Create User' inside has a green arrow pointing to the 'Create User' menu item. A red oval with the text 'You can access the SEDDAS User Guide by clicking on SEDDAS Support' inside has a red arrow pointing to the 'SEDDAS Support' menu item.

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.

Delegated Account System

If more than one user is shown, select the user by clicking on the radio button that precedes the name, and click on the **Select To Entitle User Account** button.

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

Entitle a User

You must select a role for LOHIST; select a role and Click the **Next >>** button.

On the next page, after confirming the information is correct, select **Grant Access**. The user will now have access to the LOHIST 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. **Users must sign in at their RIC's Website (COGNOS).**

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

The screenshot shows the top navigation bar with "Reset Password" and "Change Password" buttons. Below the navigation bar, it says "Welcome Andy Example" and "Search". The main heading is "The NYSED Business Application Portal" with a link to "CLICK HERE for new Password Change procedures for some applications". A "Notice:" section states "If the Superintendent or Principal has Changed (DOES NOT APPLY to SUMMER SCHOOL PRINCIPALS)" with a "Click Here" link. Two red arrows point from the "Click Here" link to "BEDS-IMF-VADIR Application" and "State Education Department Delegated Account System (SEDDAS)".

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

The screenshot shows the "View User" page. On the left is a sidebar menu with options: "Welcome", "Search User", "Advanced Search", "Create User", "Update User", "Disable User", "Reactivate User", "Reset User Password", "Entitlements", "Reassign Institution", and "SEDDAS Support". The "Search User" option is circled in red. The main content area is divided into "User Information" and "Application Entitlements". The "User Information" section shows details for "andy.example" including Name, Work Phone, and Institution ID. The "Application Entitlements" section is titled "Delegated Account System" and lists "Entitlement Administrator Only" as the role and "Institution Master File (BEDS)/VADIR Examination Request System" and "L2RPT Level 2 Reporting" as applications. The "L2RPT Level 2 Reporting" application is circled in red, and its role is listed as "Data View".