

*Accessing the Business Portal and Assigning User Rights*

<http://portal.nysed.gov>

\_\_\_\_\_ to ensure that user accounts and user roles are up-to-date

As the Department transitions to its new online process, your input will be valuable in ensuring that the tools and resources created effectively support the programming and planning needs of LEAs across New York State. Additional guidance material will be issued by the Office of ESSA-Funded Programs to provide on-

Access to Portal and User Rights



[Reset Your Password](#)  
[Log In](#)



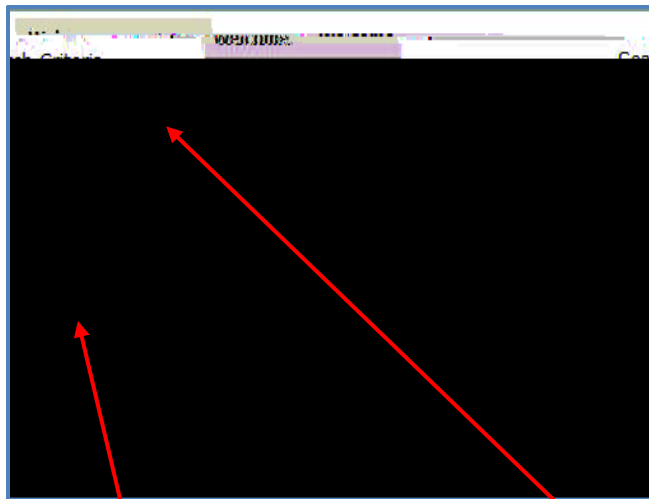
Dw 1094 Dw 1031 Dw 1028 Dw 1020



Access to Portal and User Rights

Super Delegated Administrator (SDA)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords Entitle users to applications Create other DA, EA, and DA/EA accounts
Delegated/Entitlement Administrator (DA/EA)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords Entitle users to applications
Delegated Administrator (DA)	Create a user account Update a user account Disable a user account Reactivate a user account Reset user passwords
Entitled Administrator	Entitle users to applications

*all , the superintendent is the only user with the ability to submit/certify a completed application.*

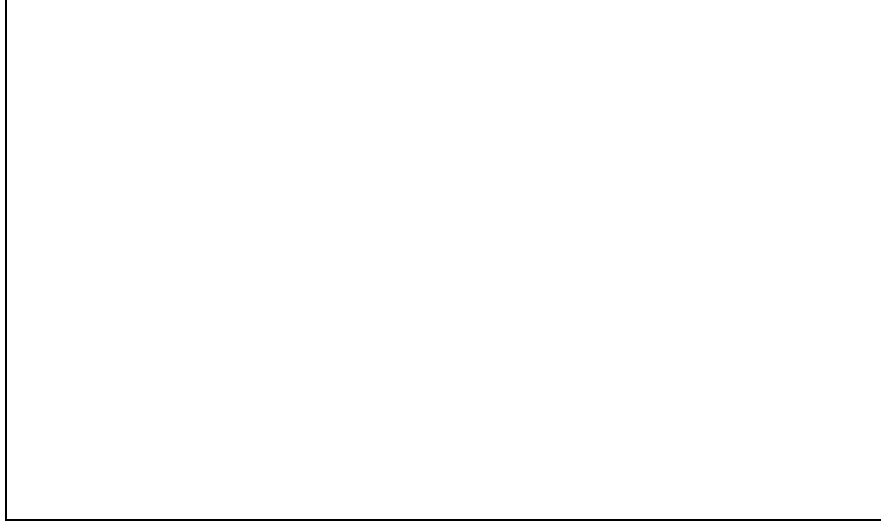


*Or*

*Create User*

*Search User*

## Access to Portal and User Rights



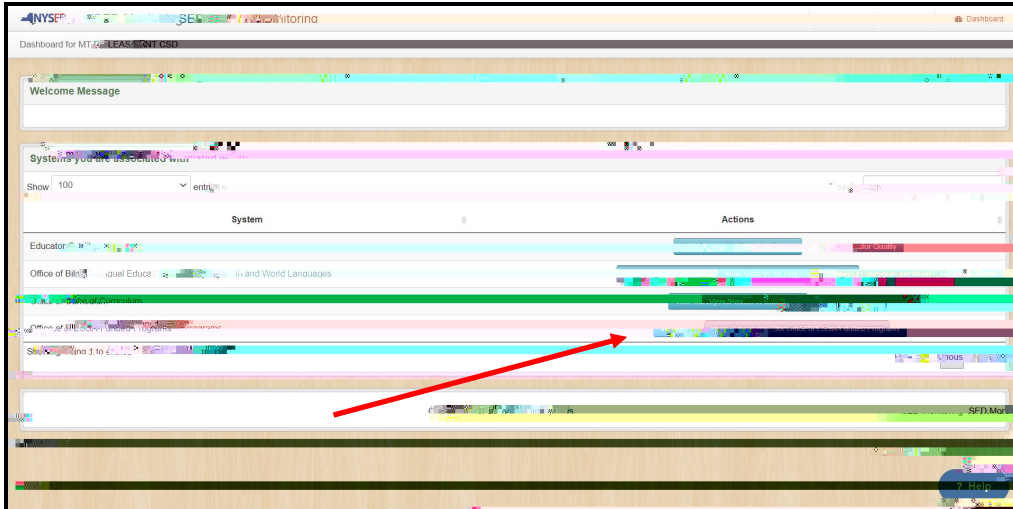
*View*



*Data Access*



## Access to Portal and User Rights



*[View Surveys for Office of ESSA-Funded Programs](#)*



*[Inbox](#)*

*[View](#)*

*[Outbox](#)*

*[Thank You for Your Continued Support!](#)*

