Every Student Succeeds Act (ESSA)
Per Pupil Spending Reporting

How to Get Access to IRS Data Exchange (IDEx) and/or Access to ESSA Financial Transparency (EFT) Reporting
How to Determine if You have Access

Log into the Business Portal. Do you see under “My Applications” the option for selecting IRS Data Exchange (IDEx)?
If You Do Not Have Access to Application and/or Not Entitled to ESSA Reporting

Have the Superintendent (Super DA) sign into Business Portal at:

https://portal.nysed.gov/abp and Select **SED Delegated Account System (SEDDAS)**
How to Assign Applications and/or Entitlements

Step 1: Open SEDDAS

Step 2: Click on Search User and select Person Who Will be doing ESSA reporting

This needs to be done by the Super Delegated Administrator (Superintendent or designee)
To Search User

Delegated Account System

User Search

1 user account found

Search Criteria

- Enter User ID, Last Name or Both

- All Accounts
- Enabled Accounts
- Disabled Accounts
- Locked Accounts

User ID

1 Last Name
Name Here

Search/Update List

User List *

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>User ID</th>
<th>Position / Title</th>
<th>Institution</th>
<th>Work Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICHAEL</td>
<td></td>
<td>(Enabled) Cfo (DAEA)</td>
<td>CSD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Only NYSED Database Unit admins may view user accounts at Inactive institutions
Only Super DA and NYSED Database Unit admins may view Super DA user accounts

** Inactive institution

(CEO) Institution CEO as recognized by SEDDAS

View Selected
Once You Find Name of Person Reporting ESSA Information

Delegated Account System

View User

<table>
<thead>
<tr>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>User ID</td>
</tr>
<tr>
<td>Institution CEO</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>Password Changed</td>
</tr>
</tbody>
</table>

Application Entitlements

<table>
<thead>
<tr>
<th>Delegated Account System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role</td>
</tr>
<tr>
<td>Applications</td>
</tr>
<tr>
<td>SSBA Reimbursement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education Law Reporting</th>
</tr>
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<tbody>
<tr>
<td>Role</td>
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<thead>
<tr>
<th>IRS Data</th>
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<td>Role</td>
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<th>IRS Portal</th>
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<td>Role</td>
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</table>
Why Do I Have Access to the Application but Not to the ESSA Reporting?

- SED has assigned the NYC Chancellor and all CEOs (Superintendents) of school districts access to Submit/Certify ESSA FT data within IDEx, as well as delegate that same ability to other users within their jurisdiction.

- **No business officials** have access until delegated authority within their own district by their superintendent.

- To delegate other users to the forms, the superintendent has to login to the SEDDAS application and entitle the user with the **ESSA Financial Transparency (EFT) application**.

- The ESSA Financial Transparency entitlement has 3 possible roles available for delegation: **Submit/Certify, Save, and Read Only**.
Once Person Reporting has Access to Application, Entitle Them to ESSA Reporting

**Delegated Account System**

### View User

<table>
<thead>
<tr>
<th>User Information</th>
<th>Position/Title</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>CFO (DAEA)</td>
<td>CPO (AAE)</td>
</tr>
<tr>
<td>User ID</td>
<td>Institution</td>
<td>CPO (AAE)</td>
</tr>
<tr>
<td>Institution CEO</td>
<td>Work Phone</td>
<td>Institution</td>
</tr>
<tr>
<td>Work Phone</td>
<td>Email</td>
<td>Institution</td>
</tr>
<tr>
<td>Password Changed</td>
<td>August 28, 2019</td>
<td>112 days ago</td>
</tr>
</tbody>
</table>

- **<< Back**
- **Account History**
- **Entitle Applications**
- **Entitle Administrator**
- **Update**

### Application Entitlements

#### Delegated Account System

- Role: Delegated/Entitlement Administrator
- Applications:
  - **Education Law Reporting**
  - SSBA Reimbursement

#### Education Law Reporting

- Role: Submit and Certify

#### IRS Data

- Role: Data View

#### IRS Portal

- Role: IRSP User

Click on Entitle Applications to give access to ESSA Reporting
Click on ESSA Financial Transparency Application

Select ESSA option, give access level and select Grant Access.

Three access levels:
- Read only
- Save
- Submit/Certify

You should be all set now!

Need more help? →

Contact them at: seddas@nysed.gov
For Additional Assistance

Click here for instructions on how to give permissions

Have a brand-new user to add?
Detailed instructions available at this link.
The SEDDAS User Guide

27 pages long with detailed instructions on adding/modifying persons and permissions.