Ent the District Level Administrator Account to Exam Request System

Locate the account of the user you would like to ent the by dicking on Search Users

Search/Update List

Users with that name will appear, there may be more than one if there is check the **Inst tut on** district to decide which one you need to ent tle

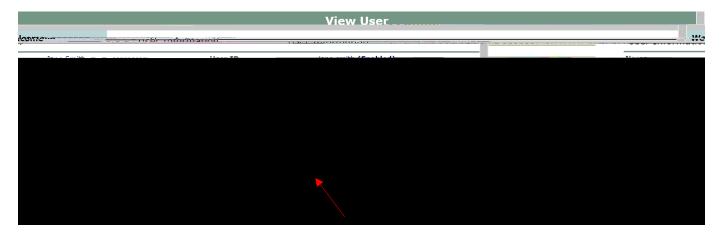
Select the radio but on next

View Selected but on

scroll to the bot om of the screen and

User Search Welcome Search Search Criteria Search Users n containe Reports Jane smith First Name Last Name SEDDAS SI User TD Emai Logged In As Patricia Krouse puate Lis Heat liet. Tigle Active Figet Name Lact Name Urge TD. Frashind Ewall nas_ado IS@Dysed.nov INSTITUTION STAFE N/A iane smjth CSD..../ Smith N/A Iane N/A ·-----View Selected

Click Ent tle Applicat ons



Check the box next to Exam Request System Next

User Information Institution 10 DIC Just ID DIC No. of Change of the (518) 555-5555 Ext: secdas@nysed.gov Work Phone Email Password changed vay. 26, 2024 (u days ago Select applications for entitlement ARRA Reporting System
Academic Intervention Services
August Graduation Rate (AGR) << Back Next >>

Role View Only

8) Next

9) Grant Update Access

A confirm∉t on p∉g∉ will dispa s r