

Setting up Portal Accounts

# Nebraska Department of Education Portal Setting up Portal Accounts

## *What is the NDE Portal?*

The NDE Portal provides password access to Nebraska Department of Education’s (NDE) online data collections. This is where most of the “business” of data collection and reporting will be done. The URL for the Portal is <http://portal.education.ne.gov/>. This document outlines the procedures for registering on the Portal and if you are a District Administrator, it will walk you through setting up a District Administrator account.

## *Portal Overview*

There are two access areas under the Portal; **Public** which any visitor may access and **Controlled Access** which requires a User ID and Password to access. District and/or ESU Administrators control which application users have access to.

<p><b>PUBLIC ACCESS</b></p> <p>We'll start with the public area of the Portal, as you can see, the public area of the Portal includes 5 tabs: Home, Forms, Viewer Links, Help and Training Videos</p>	
	
<b>Home</b>	This page will be the starting point of your Portal experience. The Home tab has many features such as Account Login, Related Links, News and Features, and Upcoming Events.
<b>Forms</b>	As the Forms tab develops, all of NDE’s forms will be available for download as PDF or Word Documents. You can use these forms for work copies, or to submit data if the application is not electronic
<b>Viewer Links</b>	This is where <b>anyone</b> can view program data for a selected group of applications.
<b>Help</b>	This page will have information and help documents. If you have any questions or issues, please check this tab before contacting NDE. .
<b>Training Videos</b>	This page contains “How To Videos” for various portal applications.
<b>Site Help</b>	This link will contain contact information to the NDE Helpdesk.

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### CONTROLLED ACCESS

All users of the Portal must register to use many of the features of this website. Most registered users will see the 5 public tabs: Home, Forms, Viewer Links, Help and Training Videos following along with Data Collections, GMS, Student & Staff (NSSRS), and My Profile. If you are a District Administrator you will also see a District Admin tab.



**NEBRASKA DEPARTMENT OF EDUCATION**  
**Portal**

Helpdesk (888) 285-0556

| [Portal Home](#) | [Site Help](#) | [Sign Out](#)

**NEW** Helpdesk Request



<b>Data Collections</b>	This tab contains the available on-line data submission sites that you use to submit data to NDE
<b>GMS</b>	This tab will contain the available on-line grants. This page functions very similarly to the Data Collections tab
<b>Student &amp; Staff (NSSRS)</b>	The Nebraska Student and Staff Record System (NSSRS) is the official method for submitting student and staff data to the Nebraska Department of Education.
<b>District Admin</b>	Available to approved District Administrators only. This tab contains the tools required for District/ESU Administrators to manage access to the online collections.
<b>My Profile</b>	This page allows the user to add additional information and/or change existing information such as email, phone number, password, etc. If a District/ESU Admin performs this function in more than one district the District/ESU Admin may also add additional districts to their account under this tab. It is important to maintain your profile with all your current information.

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**Portal Registration:**

<p>1. From the Portal Home Page click on <b>Register</b></p> <p> Sign In – You can click this link once you have registered and created a login ID and password</p> <p> Register – You click this link the first time you create an account on the NDE Portal</p> <p> Forgot Password – This will send you a NEW password to the e-mail account you provided in your registered profile</p>	
<p>2. Fill in the required information</p> <p> A valid email address is critical to communication through the Portal. If you provide an invalid email address, you will miss out on vital communications.</p> <p>Password Requirements: Passwords must be changed every 90 days.</p>	
<p>3. Click <b>Register Now</b> to log into the Portal.</p>	<p><a href="#">Register Now</a> <a href="#">Cancel</a></p>
<p> You will know that your registration is successful if you see your name at the top of the page in the Welcome message</p>	

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### District Activation for District Administrators:

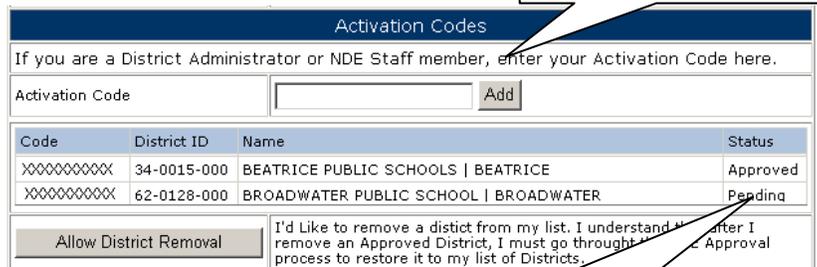
If you are the District Administrator, you must complete another step in the registration process.

PLEASE NOTE: There is only one District/ESU Admin account type per district. These are the users that would normally “signoff” on any official documents from the District/ESU. An example of a person holding this account type would be a Superintendent or Principal.

1. Contact the NDE Helpdesk via Phone 888-285-0556 or e-mail [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)
2. The NDE Helpdesk will provide you with the District Activation Code either via phone or e-mail. Once you have this code, you will add it to your Portal account, as follows:

3. Log into the Portal
4. Click on the **My Profile** tab
5. Locate the block titled **District Activation Codes**
6. **Type (or copy/paste)** the activation code you obtained from the helpdesk in the “Activation Code” field
7. Click **Add**

 After you enter in this code, that district will show up in the table just below the code box.



Activation Codes

If you are a District Administrator or NDE Staff member, enter your Activation Code here.

Activation Code

Code	District ID	Name	Status
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS   BEATRICE	Approved
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL   BROADWATER	Pending

I'd Like to remove a district from my list. I understand that after I remove an Approved District, I must go through the Approval process to restore it to my list of Districts.

Your status will be 'Pending' until you have been approved by NDE.

 Notice that it's Status is Pending. NDE will do an additional validation step, checking this District Administrator name against the Fall Personnel Report (02-014) or what has been submitted through NSSRS in the Staff Assignment Template. You will receive notification through email about your approval or denial for your chosen district. These approvals are made at NDE, and usually take 1-2 business days for completion.

#### SAMPLE EMAIL

District/ESU Admin Email

**A Note from the NDE Portal Website**

**District/ESU Admin Request**

Your District/ESU Admin request has been approved. You may now login to the site through the portal.

District: \_\_\_\_\_ (District Name)

This is an unmonitored email. Please contact the NDE Helpdesk with questions at [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

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### *Removal of District Activation for District Administrators*

If you wish to remove a District from your list, understand that after you remove an 'Approved' District, you must go through the NDE Approval Process to restore that district to your list.

1. Click on **Allow District Removal**

Activation Codes			
If you are a District Administrator or NDE Staff member, enter your Activation Code here.			
Activation Code	<input type="text"/>	<input type="button" value="Add"/>	
Code	District ID	Name	Status
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS   BEATRICE	Approved
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL   BROADWATER	Pending
<input type="button" value="Allow District Removal"/>			I'd Like to remove a distict from my list. I understand that after I remove an Approved District, I must go throught the NDE Approval process to restore it to my list of Districts.

2. Click on **Remove** of the district you wish to be removed from.

Notice that a new column appears in the table and the button text changes to *Hide Remove*.

Click on *Hide Remove*, and you will notice that the Remove column disappears, and the button changes back to *Allow District Removal*.

Activation Codes			
If you are a District Administrator or NDE Staff member, enter your Activation Code here.			
Activation Code	<input type="text"/>	<input type="button" value="Add"/>	
Code	District ID	Name	Status
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS   BEATRICE	Approved
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL   BROADWATER	Pending
<input type="button" value="Hide Remove"/>			I'd Like to remove a distict from my list. I understand that after I remove an Approved District, I must go throught the NDE Approval process to restore it to my list of Districts.