District Administrator Responsibilities

As the District Administrator for your district in the NDE Portal, it is your responsibility to manage the access of your district personnel to any and all Data Collections, Student & Staff (NSSRS) and GMS. This document will lead you through the processes to add and remove collections from your account, how to view, manage adding and removing your district users and activation codes. The new District Administrator needs to set up their own NDE Portal account in the NDE Portal if they do not already have an NDE Portal account. The NDE Portal accounts are user based, as opposed to district based, and will follow the user if they change to another district/system. DO NOT hand over your login and password to other district personnel. Your personnel need their own account.

Adding District Administrator Activation Code to Your Account:

PLEASE NOTE: There is only one District/ESU/System Admin account per District/System. These are the personnel that would normally “signoff” on any official documents from the District/ESU/System. An example of a person holding this account type would be a Superintendent, ESU Administrator or Principal. It is not uncommon to have one District Admin for more than one District.

1. Contact the NDE Helpdesk via phone: 888-285-0566 or Email: nde.helpdesk@nebraska.gov.
2. The NDE Helpdesk will provide you with the District Activation Code. Once you have this code, you will add it to your Portal account as follows:
3. Log onto the Portal
4. Click on the My Profile tab
5. Locate the section titled District Activation Codes
6. Type (copy /paste) the activation code you received from the NDE Helpdesk in the Activation Code box
7. Click the Add button
8. Click the red UPDATE button

You will notice that the “Status” will be “Pending”. NDE will do an additional validation step, checking this District Administrator name against the Superintendent/ESU/Administrator Transparency Pay Act. You will receive notification through an email about your approval or denial for your chosen district.
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

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. When you leave the district, you need to remove all data collection access from your account. The new District Administrator needs to set up their own District Administrator account in the NDE Portal. **Do not had over your login and password to other district personnel.**

1. Log into the NDE Portal
2. Click on the **My Profile** tab
3. Locate the section titled **District Activation Codes**
4. Click on **Allow District Removal**
5. Click on **Remove** of the district from which you want to be removed
6. Click on **Update**

Reviewing, Adding, Managing and Removing District User

As the District Administrator, you are able to view all users who can access Data Collections and Student & Staff (NSSRS).

1. Log into the NDE Portal
2. Click on the **District Admin** tab. This will bring up the **Collection Activation Codes** screen.
3. From the **Choose Collection** dropdown list, select the collection for which you wish to see the activation codes. **For this example we choose NSSRS Validations.**
4. If you are a District Administrator for more than one district, you will need to select the district you wish to view from the **Choose District** dropdown menu.
A table of activation codes will display below the dropdown boxes with Code, Agency ID, District/School, UserType and Restrictions fields. If a staff member has already entered an Activation Code and added this collection to their NDE Portal account, they will show up in the table, shaded in yellow, listing their Login ID, Last Name and First Name.

<table>
<thead>
<tr>
<th>Code</th>
<th>Agency ID</th>
<th>District/School</th>
<th>UserType</th>
<th>Restrictions</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>pf2povyd9g2</td>
<td>123</td>
<td>PUBLIC SCHOOLS</td>
<td>Role - Student Data Steward</td>
<td>None</td>
<td>View</td>
</tr>
<tr>
<td>123</td>
<td>DA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pi8tax3eml</td>
<td>456</td>
<td>PUBLIC SCHOOLS</td>
<td>Role - Basic Student</td>
<td>None</td>
<td>View</td>
</tr>
<tr>
<td>pr2virlhpa</td>
<td>789</td>
<td>PUBLIC SCHOOLS</td>
<td>Role - Staff Data Steward</td>
<td>None</td>
<td>View</td>
</tr>
<tr>
<td>pxb77jtoy1</td>
<td>123</td>
<td>PUBLIC SCHOOLS</td>
<td>Role - Basic Staff</td>
<td>None</td>
<td>View</td>
</tr>
</tbody>
</table>

If a staff member that has left your district/school is listed, you can click the blue Remove to the right of their name and remove them from the collection.

You can also view all users and the collections they have added Activation Codes for to their NDE Portal accounts. Under your District Admin tab, there are two reports available.

1. Click on the Administrator Reports link on the left hand side of the screen.
2. From the dropdown box, select either the District User Report or the Collection User Report.
   a. The District User Report will display each user and the collections they have added to their NDE Portal account.
   b. The Collection User Report will display each collection and the users that have added this collection to their NDE Portal account.

Tasks

Administrator Reports

Choose District: Please Choose

Choose Report: District User Report

Choose Report: Collection User Report

View Report

To Assign a collection to a staff member with an NDE Portal account, you need to provide them with the appropriate activation code for the type of access they will need to the collection. (It is recommended that the code be copied and pasted into an email to the user and they copy and paste it into the Activation Code box.)
The staff member will log onto their NDE Portal account, locate the collection under either the Data Collections tab or the Student & Staff (NSSRS) tab. There are two sections under each of these tabs; Available and Online. The Available section displays the collections that have already been added to their account. The Online sections displays the collections that are available to add to their account. There will be a blue Add button to the left of the collections that are currently open and can be added to an account.

### Available

<table>
<thead>
<tr>
<th>Status</th>
<th>Activation Code(s)</th>
<th>Collection Name/Link</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Add</td>
<td>AQUESTT-EDB</td>
<td>EB according to 2016-2017 rules available. Due date: June 30, 2017</td>
</tr>
<tr>
<td>Available</td>
<td>Add</td>
<td>OASIS</td>
<td>If you have questions, please contact the help desk at 1-800-289-0172.</td>
</tr>
<tr>
<td>Available</td>
<td>Add</td>
<td>Data Reporting System (SRS)</td>
<td>If you have questions, please contact the help desk at 1-800-289-0172.</td>
</tr>
<tr>
<td>Available</td>
<td>Add</td>
<td>SPEED Discipline Information System</td>
<td>If you have questions, please contact the help desk at 1-800-289-0172.</td>
</tr>
</tbody>
</table>

### Online

<table>
<thead>
<tr>
<th>Status</th>
<th>Activation Code(s)</th>
<th>Collection Name</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td></td>
<td>Adult Information Management System (AIMS)</td>
<td>Please contact the help desk, 1-800-289-0172.</td>
</tr>
<tr>
<td>Closed</td>
<td></td>
<td>Annual Financial Report - 2012-2013</td>
<td></td>
</tr>
</tbody>
</table>

The staff member will locate the collection for which you have provided them the Activation Code and click the blue Add button to the left. Then they will need to enter the code in the Activation Code box and click the Add button below the box.

### Collection System Information

<table>
<thead>
<tr>
<th>Agency ID</th>
<th>Name</th>
<th>UserType</th>
</tr>
</thead>
</table>

This Activation Code is available from your District Administrator. District Administrators, click here for Activation Codes. What are the different UserType?

Return to previous page

If you have successfully entered a code, the district will show up in the above table. Click on 'Return to previous page' and click on the name in Collection Name/Link column to enter the system.

Once the code has been entered and the Add button selected, the staff member should receive a message in red that the code has been accepted. They will then click on either the Return to previous page link or click on the appropriate tab (Data Collections or Student & Staff (NSSRS)), locate the collection in their Available section and click on the Collection Name to enter into the collection.

**NOTE:** The Edit/Remove link in the Activation Code(s) column is for adding or removing activation codes and does not enter the user into the collection.