District Administrator/Superintendent Responsibilities

Periodically, Administrators/Superintendents transition, retire or depart a school district or system for a variety of reasons. The important role in the management of the electronic access to finance and data systems is a part of the administrator’s role and requires action(s) by the district or system to ensure timely and secure access. The following identifies the processes NDE uses to respond to changes at the district or system leadership level.

In an effort to manage the changes, NDE has centralized the management and information about district and school leadership contacts with the NDE Helpdesk. Contact the NDE Helpdesk at the phone number or email address above for assistance if needed.

REMOVING ADMINISTRATOR/SUPERINTENDENTS THAT HAVE LEFT THE DISTRICT/SYSTEM

When a District Administrator/Superintendent is leaving the district/system, the access to their NDE Portal account should be removed from the account.

1. The departing District Administrator will log onto their NDE Portal account
2. Click on the Data Collections tab
3. On each of the collections in the Available section, click on the Edit/Remove link to the left of the collection name.

NOTE: If the District Administrator/Superintendent that is exiting has already left, please contact the NDE Helpdesk for assistance at the above phone number or email address.

<table>
<thead>
<tr>
<th>Available</th>
<th>Activation Code(s)</th>
<th>Collection Name/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>2018-2019 AQuESTT-EBA</td>
</tr>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Consolidated Data Collection (CDC)</td>
</tr>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Data Reporting System (DRS) Secured Site</td>
</tr>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>Special Education Post-School Outcomes</td>
</tr>
<tr>
<td>Available</td>
<td>Edit/Remove</td>
<td>SPED Discipline Information System</td>
</tr>
</tbody>
</table>
4. On the next screen, click the Remove to the far right of each collection access to remove the collection from the account.

5. When all of the collections under the Data Collection tab have been removed, proceed to the Student & Staff (NSSRS) tab on the Portal account and follow the same instructions to remove all Available collections under this tab.

6. Once all access is removed, the District Activation Code will need to be removed from the exiting Superintendent’s Portal account. The code is located under the My Profile tab. Scroll down to the District Activation Codes section toward the bottom of the page. Click on the Allow District Removal button.

7. Click the Remove to the far right to remove the code.

8. The NDE Portal account follows the user so if the Superintendent exiting is moving to another district, this Portal account will remain in their name and can be used at their new district. At this point, contact with the NDE Helpdesk will need to be made in order to either set the exiting Superintendent up at their new district, if moving, or to disable the Portal account if no longer needed.
1. If the new District Administrator/Superintendent does not already have an NDE Portal account in their name, they will need to register. On the Portal Home Page, https://portal.education.ne.gov/site/DesktopDefault.aspx, click the blue Register link located below the Login ID and Password boxes.

2. Complete the information requested in all of the boxes (include the hyphens in the phone number) and click the Register Now link.

   Welcome to the NDE Portal! Please set up a Portal account for each person that will be accessing a Data Co 'Password' link just below the LoginID and Password on the Home page.

   First Name
   Last Name
   Phone XXX-XXX-XXXX
   Email
   Confirm Email
   Login ID
   Password
   Confirm Password

   Please wait while your Registration is processing. Do not click more than one time.

   Login ID must be 4-20 Characters
   Password must be 8-20 Characters and it must include at least one ALPHA character and one numeric value

   Non-acceptable Characters for 'Login ID' or 'Password' (space) " # $ % & ' ( ) * + , . / ; : < = > ? @ [ \ ] ^ ` [ ] ~
3. If the registration was successful, new user should see their name at the top right of the page with a Welcome message before it.

4. Once the new District Administrator/Superintendent has successfully registered their Portal account, contact the NDE Helpdesk to obtain the District Activation Code to add to the account.

**ADDING THE DISTRICT ACTIVATION CODE TO THE ADMINISTRATOR/SUPERINTENDENT PORTAL ACCOUNT**

**NOTE:** Whether adding the District Activation Code to a brand new District Administrator or Superintendent, or adding the code to a District Administrator/Superintendent’s account that has changed districts, follow the steps below. It is not uncommon to have one District Admin for more than one District. However, there is only one District/ESU/System Admin account per District/System. **DO NOT** share your login and password to other district personnel to use in your stead. District personnel needing to have access in the NDE Portal need to have their own NDE Portal accounts.

1. Contact the NDE Helpdesk via phone: 888-285-0566 or Email: ADVISERHelp@nebraskacloud.org.
2. The NDE Helpdesk will provide the District Activation Code to the District Administrator/Superintendent
3. Log onto the Portal
4. There should be 6 blue tabs across the top: Home, Data Collections, Student & Staff (NSSRS), My Profile, Forms, View Links and Help
5. Click on the **My Profile** tab
6. Locate the section titled *District Activation Codes*

7. **Type (copy /paste)** the activation code you received from the NDE Helpdesk in the Activation Code box.
8. Click the blue **Add** link.
9. Click the red **UPDATE** button.
10. The district name for which the code has been entered will display and the “Status” will be **Pending**
    while NDE validates this request with the Superintendent/ESU/Administrator Transparency Pay Act.
11. An email notification will be sent about your approval or denial for the chosen district.
12. If approved, the next time the District Administrator logs onto their Portal account there will be a new tab, **District Admin**. The District Administrator/Superintendent’s Portal account is the only account that will have this tab. This tab is where the activation codes for the Portal collections are housed.

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**Related Links**

**US Dept of Education**

13. The District Administrator/Superintendent will provide their staff with the appropriate activation code **UserType** for a specific collection and the staff will then add the collection to their Portal account. (See the **MANAGING DISTRICT/SYSTEM PORTAL USERS’ ACCESS Part B** for instructions.)
SUBSCRIBING TO THE NDE BULLETIN

1. Access the NDE Bulletin on the website at https://www.education.ne.gov/bulletin/. Note: This is the website where all active bulletin items are displayed.

2. Click on the envelope icon in the upper right

3. Enter your First Name, Last Name and Email Address

4. Uncheck the box for Send me all items to view the categories available for selection

   Which categories of updates do you wish to receive? (This can be changed later. If you are already subscribed, please use the manage link in your email to change your preferences.)

   Uncheck Send me all items to see a list of all available categories.

5. Click the button to the right of the categories to see the available subcategories for selection

   Note: By selecting the main category, all subcategories will be included in the selection.
6. Select how often to receive the bulletin items

   How often do you wish to receive updates?
   (this can be changed later)

   - [ ] Right Away
   - [ ] Daily Digest
   - [ ] Weekly Digest

   a. Right Away – As soon as a bulletin is published to the website, an email will be sent to the subscriber.
   b. Daily Digest – If there are bulletin items published any particular day, a digest of these items will be sent to the subscriber.
   c. Weekly Digest – If there are any bulletin items published during a particular week, a digest of these items will be sent to the subscriber on Thursday afternoon. Note: If a new bulletin item goes out on a Friday, the Weekly subscriber will not receive the item/s until the following Thursday.

7. Check the box in the CAPTCHA – Solve the picture grid if one displays and click the Subscribe button.
MANAGING DISTRICT/SYSTEM PORTAL USERS’ ACCESS

A. The District Administrator/Superintendent is responsible for managing NDE Portal Users’ Access to ensure the correct staff have the appropriate access to the collections they need to manage. It is also their responsibility to remove access from users who either no longer require the access or who have left the district/system.

1. Located under the District Admin tab are two links on the left side of the screen; Collection Activation Codes and Administrator Reports.
2. The Collection Activation Codes is the landing page when selecting the District Admin tab. This is where the Activation Codes for the Portal Collections can be located.
3. The Administrator Reports are reports of who at a particular district/system has access to which collections. There are two types of reports;
   a. District User Report
      i. Displays by the staff name of the Portal user and lists the collections they have added to their Portal accounts
   b. Collection User Report
      i. Displays by collection name and lists the name/s of the Portal user that have access to that particular collection
4. Select the type of report preferred, choose the district from the drop down box for the district/system, and click View Report
5. The reports can be exported and either saved to a local computer or printed for reviewing.
6. If a staff member needs to be removed from a collection, the District Administrator/Superintendent will need to click on the Collection Activation Codes link and locate the collection in the drop down box.

7. A table will display with the users that have access to the selected collection listed. To remove that user’s access to that collection, click the Remove link to the right of their name.

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### Collection Activation Codes

**Choose Collection:**
- Perkins Supplementation Grant
- Planning Region Team Grant
- Postsecondary Data Manager
- Promotion Tool
- Rule 10 Assurance
- Special Education Post-School Outcomes
- SPED Collaborative Grant
- SPED Collaborative Internal
- SPED Discipline Information System
- SPED Early Dev. Network Grant
- SPED IDEA Consolidated
- SPED Proportionate Share Worksheet for Non-Public Schools
- SPED Sec Transition Grant
- Staff Reporting 2014-2015
- Staff Reporting 2015-2016
- Staff Reporting 2016-2017
- Staff Reporting 2017-2018
- Staff Reporting 2018-2019
- Standards Instructional Tool
- State Aid Component Verification 2018-2019
- State Aid Component Verification 2019-2020
- State of the Schools Report Card - SOSR Staging 2012-2013
- Student Unique Identifier (Uniq-ID)
- Teacher Vacancy Survey - 2017-2018
- Teacher Vacancy Survey - 2018-2019
- Title I Accountability Funds
- Title I - Migrant
- Title I Comparability Report

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### Administrator Reports

**Choose Collection:**
- Student Unique Identifier (Uniq-ID)

**What are the different UserTypes?**

<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>78-0104-000</td>
<td></td>
<td></td>
<td>District User</td>
<td>None</td>
<td>View</td>
</tr>
<tr>
<td>78-0104-000</td>
<td></td>
<td></td>
<td>Search Only User</td>
<td>None</td>
<td>View</td>
</tr>
</tbody>
</table>
B. In order to assign new staff members the responsibility of a collection or to assign a new collection to current staff members, the District Administrator will need to provide the staff member with the activation code for the collection with the appropriate UserType access.

**NOTE:** New staff members will first need to register for their NDE Portal account before collections can be added to their account.

1. Under the District Admin tab, locate the desired collection in the drop down box **Choose Collection**.

2. Click on the desired collection to display the table of available activation codes. For this example, the **Consolidated Data Collection** has been chosen.
   **NOTE:** Some collections will have multiple **UserTypes** of activation codes and some will only have one code. Be sure to select the appropriate UserType access.

3. Copy the activation code from the first column and preferably paste the code in an email to the staff member. They will then add the code to the associated collection to add the collection to their own Portal account. (See the document titled **Portal Activation Codes** for directions on adding codes to Portal collections.)