

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. 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 Email: ADVISERHelp@nebraskacloud.org
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

District Activation Codes			
If you are a District Administrator, enter your District Activation Code here.			
District Activation Code	*Enter Code Here*	Add	
Code	District ID	Name	Status
<input type="checkbox"/> Allow District Removal		<small>I'd Like to remove a district from my list. I understand that after I remove an Approved District, I must go through the NDE Approval process to restore it to my list of Districts.</small>	

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**

District Activation Codes			
If you are a District Administrator, enter your District Activation Code here.			
District Activation Code	<input type="text"/>	Add	
Code	District ID	Name	Status
██████	78-0104-000	* PRAGUE PUBLIC SCHOOLS PRAGUE - CLOSED 2+ Years	Approved
<input type="button" value="Allow District Removal"/>		I'd Like to remove a district from my list. I understand that after I remove an Approved District, I must go through the NDE Approval process to restore it to my list of Districts.	

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.


[HELPDESK REQUEST - Click here to SUBMIT](#)



Tasks [Help](#) This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection:  

What are the different UserTypes?



Choose District: 

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter O's, or Upper Case letter L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

NSSRS Validation

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.

NSSRS Validation

	Code	Agency ID	District/School	UserType	Restrictions	Instructions						
	pf2povydg2	████████	████████ PUBLIC SCHOOLS	Role - Student Data Steward	None	View						
	<table border="1"> <thead> <tr> <th>Login ID</th> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>████████ DA</td> <td>████████</td> <td>Remove</td> </tr> </tbody> </table>		Login ID	Name		████████ DA	████████	Remove				
Login ID	Name											
████████ DA	████████	Remove										
	p18tax3ep1	████████	████████ PUBLIC SCHOOLS	Role - Basic Student	None	View						
	pr2vilrhpa	████████	████████ PUBLIC SCHOOLS	Role - Staff Data Steward	None	View						
	<table border="1"> <thead> <tr> <th>Login ID</th> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>████████ DA</td> <td>████████</td> <td>Remove</td> </tr> </tbody> </table>		Login ID	Name		████████ DA	████████	Remove				
Login ID	Name											
████████ DA	████████	Remove										
	pxb77jtoy1	████████	████████ PUBLIC SCHOOLS	Role - Basic Staff	None	View						

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

[Page Help](#)

Administrator Reports

[Collection Activation Codes](#)

Choose Report:

Choose District: [View Report](#)

[Administrator Reports](#)

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.

Collections

[Page Help](#)

Available

You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Activation Code(s)	Collection Name/Link	Note
Available	Edit/Remove	AQUESTT-EBA	EBA for 2016-2017 now available. DUE DATE: June 30, 2017
Available	Edit/Remove	Consolidated Data Collection (CDC)	If you have questions, please contact the help desk at 1-888-285-0556.
Available	Edit/Remove	Data Reporting System (DRS) Secured Site	
Available	Edit/Remove	SPED Discipline Information System	If you have questions, please contact the help desk at 1-888-285-0556

Online

Enter your Activation Code for access to a collection by clicking on 'Add' under Request.

Status	Activation Code(s)	Collection Name	Note
Available	Add	2015-2016 Part B Performance and Determination Report (ILCD)	
Available	Add	2015-2016 Part C Performance and Determination Report (ILCD)	
Closed		Adult Information Management System (AIMS)	Please contact the help desk. 1-888-285-0556.
Closed		Annual Financial Report - 2012-2013	

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.

Census Report 2017(Census)

Collection System Information			
<p>Activation Code</p> <input type="text"/> <p>Add</p>		<p>This Activation Code is available from your District Administrator. District Administrators, click here for Activation Codes. What are the different UserTypes?</p>	
Agency ID	Name	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.