

Nebraska Department of Education Portal Website

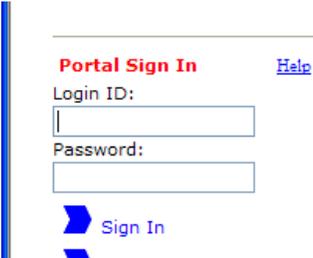
Activation Codes

There are three areas in the NDE Portal that require Activation Codes: Data Collection, GMS (Grants Management System), and Staff & Student (NSSRS). These Activation Codes are available ONLY to District Administrators online in the Portal under the District Admin tab in the red bar. If you are not an administrator, you will not see this tab. If you have been assigned a data collection you will need to obtain activation codes [for each collection or grant you are working on] from your District Administrator.

This document uses the GMS, NCLB Consolidated Application as an example. Other data collections on the Data Collection page, grants on the GMS page, and collections on the Staff & Student (NSSRS) page will follow similar steps.

This document covers the following topics: the process to **retrieve** an Activation Code, the process to **enter** an Activation Code, the process to **remove** an activation code and finally entering into the Data Collection or GMS application. Only the District Administrator can retrieve the activation codes. It is the District Administrator's responsibility to provide the activation code/s to the Data Steward responsible for each data collection.

Retrieving the Activation Codes (District Administrators Only)

<p>1. Log on to the Portal</p>	
<p>2. Click on the District Admin tab in the blue bar</p>	

Activation Codes

3. Select the collection from the **Choose Collection** dropdown list.

For this example, we'll choose NCLB Consolidated Application

 **Choose District** is an available option for those who are administrators to more than one district.

Collection Activation Codes [Page Help](#)

This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection: Choose Collection

[What are the different UserTypes?](#)

Choose District: Optional

NCLB Consolidated Application [Re-Load List](#)

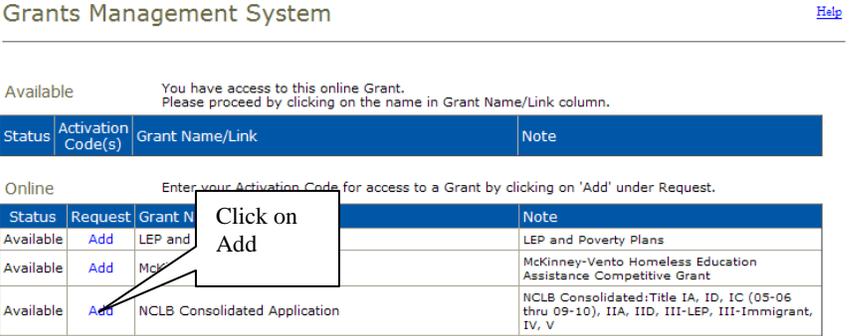
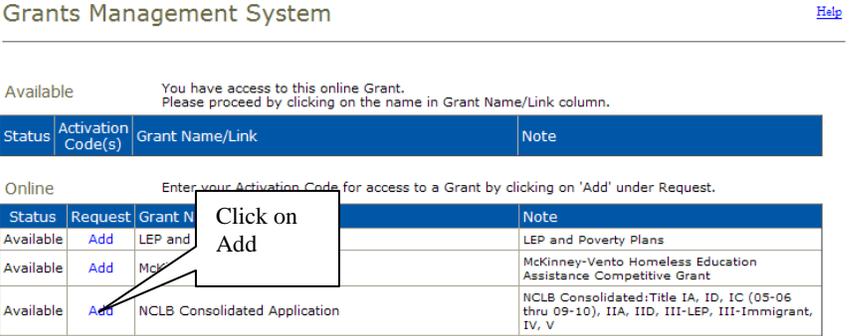
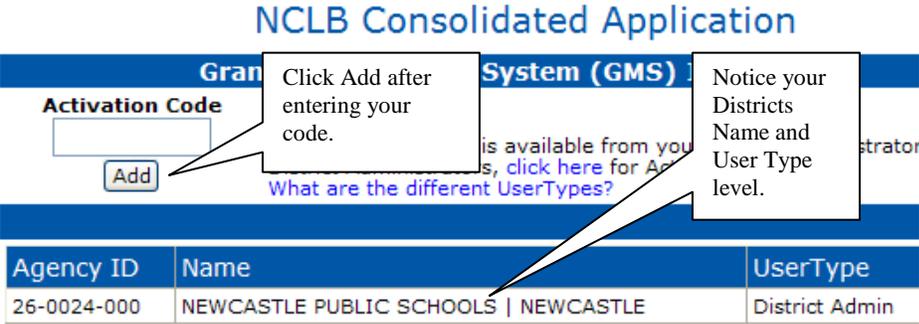
Code	DistrictID	District	UserType	Users
a1a1a1a1a1	40-0083-000	WOOD RIVER RURAL MS/SR HIGH	Data Entry	Multiple
kb_test		DataEntry, WR		
b2b2b2b2b2	40-0083-000	WOOD RIVER RURAL MS/SR HIGH	BookKeeper	Multiple
c3c3c3c3c3	40-0083-000	WOOD RIVER RURAL MS/SR HIGH	District Admin	Multiple
d4d4d4d4d4	40-0083-000	WOOD RIVER RURAL MS/SR HIGH	View Only	Multiple

Additional Information About Activation Codes

- Activation Codes are 10-character alphanumeric codes that contain numerals and lower case letters.
- There is no upper case letter “L”, letter “I”, or letter “O”. The codes are also case sensitive.
For example: 306fog71fl
Three, Zero (this is not a letter o), Six, lower case letter f, lower case letter o (this is not a Zero), lower case letter g, Seven, One (this is not a letter l), lower case letter f, lower case letter l (this is not a One).
- Each code will be listed in the table with its relevant information, including DistrictID, UserType, and Users. The **Users** column indicates how many users are allowed to use the code multiple or single. For examples the “District Admin” UserType might only be available to a single user, but there may be multiple “Date Entry” users.
- The Activation Code is **shaded in gray**. If a user has already entered an Activation Code, they will also show up in the table, **shaded in yellow**, listing their login, last name and first name, like kb_test in the screen shot above.
- Once you retrieve your district Activation Codes, you will need to assign and distribute them to the appropriate people. For the NCLB Consolidated Application and other collections, the District Admin user type may only be used by the Portal District Administrator. This is the person authorized by the district to approve data collections and is typically the Superintendent. For the Data Entry user, you will need to give this Activation Code to anyone who will be entering data in that collection for your District. This person (commonly called a data steward) might be within your office or an ESU who is handling your data entry for you. They may contact you and request this code. For example, in the STARS, the assessment director might be the “Data Entry Steward” and they would need the Activation Code for the District User Type
- To see a completed description of the District Administrator’s responsibility, refer to the NDE Portal Website.

Entering the codes (Applies to all users)

Activation Codes

<p>1. Make sure you are logged into the Portal</p>							
<p>2. Click on the Collection Tab where your application is located; Data Collections, GMS and NSSRS <i>For this example, we'll choose GMS</i></p>							
<p>3. Click on Apply. This will open a new window.</p> <p> Within the collections page you will see two tables, Available and Online. Available collections are those for which you have already entered Activation Codes. Online collections are all collections that are connected through the Portal. In order to access the application you must apply the activation code.</p>							
<p>4. Type (or copy/paste) the activation code you obtained from your District Administrator into the "Activation Code" field.</p> <p>5. Click Add. A message will appear indicating the code has been accepted OR it will give an error message.</p> <p>6. When the code is accepted Click Return to Previous Page when you are done and ready to begin using the application.</p> <p> After you enter the code in the box, and click Add, your Districts ID, Name, and your User Type level will appear in the table below the code box. The table will list all of your access to this collection, by District and by User Type.</p> <p> If you need access to more than one district, you will enter more than one code.</p> <p> See Appendix A to read about Error Messages for Activation Codes</p>	 <p style="text-align: center;">NCLB Consolidated Application</p> <p style="text-align: center;">Grant System (GMS)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Agency ID</th> <th style="width: 60%;">Name</th> <th style="width: 20%;">UserType</th> </tr> </thead> <tbody> <tr> <td>26-0024-000</td> <td>NEWCASTLE PUBLIC SCHOOLS NEWCASTLE</td> <td>District Admin</td> </tr> </tbody> </table> <p>Return to previous page If you have successfully entered a code, the district will show up above table. Click on 'Return to previous page' and click on the in Grant Name/Link column to enter the system.</p>	Agency ID	Name	UserType	26-0024-000	NEWCASTLE PUBLIC SCHOOLS NEWCASTLE	District Admin
Agency ID	Name	UserType					
26-0024-000	NEWCASTLE PUBLIC SCHOOLS NEWCASTLE	District Admin					

Activation Codes

Removing a Code (Applies to all users)

1. To remove a code from one or more district and UserType, simply click on **Remove** and it will disappear from your table.

If you click Remove in error, simply re-enter the code in the box, and click Add, and it will re-appear in your list.

NCLB Consolidated Application

Grants Management System (GMS) Information

Activation Code

This Activation Code is available from your District Administrator. District Administrators, [click here](#) for Activation Codes. [What are the different UserTypes?](#)

Agency ID	Name	UserType	
26-0024-000	NEWCASTLE PUBLIC SCHOOLS NEWCASTLE	District Admin	Remove

[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 Grant Name/Link column to enter the system.

Entering the Data Collection or GMS Grant (Applies to all users)

1. After you have clicked Add for your Activation Code, click on **Return to Previous Page** and this will return you to the GMS tab or Data Collections tab.

In our example, we use the NCLB Consolidated Application grant

NCLB Consolidated Application

Grants Management System (GMS) Information

Activation Code

This Activation Code is available from your District Administrator. District Administrators, [click here](#) for Activation Codes. [What are the different UserTypes?](#)

Agency ID	Name	UserType	
26-0024-000	NEWCASTLE PUBLIC SCHOOLS NEWCASTLE	District Admin	Remove

[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 Grant Name/Link column to enter the system.

2. Click on the Application in the Grant Name/Link column. This will open the grant or collection online system in a new window

We will use NCLB Consolidated Application for our example

[Page Help](#)

Grants Management System

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

Status	Request	Grant Name/Link	Note
Available	Change	NCLB Consolidated Application	Applications for: Titles I-A, I-C (Migrant), II-A, II-D, III-LEP, III-Immigrant Ed, IV, V

Online Enter your Activation Code for access to a Grant by clicking on 'Apply' under Request.

Status	Request	Grant Name	Note
Available	Apply	Career Ed Partnership Grant	Career Education Partnership Act (CEPA)

Activation Codes
Appendix A

Error Messages for Activation Codes

Error Message	Explanation
Please enter a code	You have not entered anything into the Activation Code box.
This is an invalid code. Please check your code for lower-case letter l vs. number One, or lower-case letter o vs. number Zero.	This code does not match anything in the Portal. Double-check your source for letters vs. numbers.
This code does not correspond to this Collection. Check your code for lower-case letter l vs. number One, or lower-case letter o vs. number Zero.	This code does not match the Collection or Grant to which you are applying. Double-check that you have the Activation Code for the correct Grant or Collection.
This is an expired code. Please contact your District Administrator for a new code.	A code can expire or be turned off. Please contact your District Administrator for an updated code.
This code is restricted to one user and has been used by another user.	Please contact your District Administrator to see who else has used that Activation Code.
This code is not available to your Portal UserType.	Some Activation Codes are limited to certain types of Portal Accounts. It might be limited to a District Administrator Portal Account, or a regular Portal account, referred to as a Portal User account.
You must be the District Administrator for this district to use this code.	You must be the District Administrator for the District represented by the Activation Code.
This collection is not set up to accept codes yet.	Please wait until a Collection is open.

Appendix B

Definitions

Activation Code: This represents a specific combination of District, Collection, and User Type. For example:

District A = *a1a1a1a1a1* for *NCLB Consolidated Application for Data Entry*.

District A = *b2b2b2b2b2* for *NCLB Consolidated Application for District Admin*.

District B = *c3c3c3c3c3* for *NCLB Consolidated Application for Data Entry*.

District B = *d3d3d3d3d3* for *Limited English Proficiency Survey (LEP) for LEP District User*.

Data Collection: Some examples of Collections in the Portal include School Age Final Financial Report (FFR), Limited English Proficiency Survey (LEP), Student Performance Reporting System (STARS), and Special Education Student Information System (SEIS).

District Administrator: There is only one District Administrator 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. NDE Staff will be checking this District Administrator name against the Fall Personnel Report (02-014).

GMS: Individual grants are represented in the GMS portion of the Portal. Some examples of these include the NCLB Consolidated Application and Title I Accountability.

LoginID: You choose your loginID during the registration process. This is normally a first initial and last name. The LoginID is 4-20 characters, and cannot contain any of the illegal characters listed on the Registration screen.

Password: You choose your password during the registration process. The password is 4-20 characters, and cannot contain any of the illegal characters listed on the Registration screen. This can be changed on the profile page.

Portal Account: Provides one password access to NDEs online Data Collections. Development of this application came about in response to many complaints from school districts trying to keep track of multiple usernames and passwords for all the different NDE Internet data collections. NDE encourages those who enter data for online data collections to have their own personal accounts.

Portal User: All users of the Portal website who are not District Administrators or NDE Staff have a Portal User account.

UserType: Access levels for each Data Collection, GMS, or NSSRS collection are different, and you could have more than one User type at the District Level. Some examples are Data Entry, District Admin, View Only, or District User.