Portal District Administration Nebraska Department of Education Portal District Administration

District Administrator Responsibilities

As the District Administrator, it is your responsibility to manage your staff's access to the NDE portal applications: Data Collections, GMS, and Nebraska Staff and Student Record Systems (NSSRS). This document will review how to add and remove districts from your account, how to view, manage, add and remove your district users and activation codes.

Adding District Activation Code/s to Your Account

If you are the District Administrator, you must complete <u>another step</u> in the registration process. PLEASE NOTE: There is only one District/ESU Admin account 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. It is not uncommon to have one District Admin for more than one district.

- 1. Contact the NDE Helpdesk via Phone 888-285-0556 or e-mail 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
- Type (or copy/paste) the activation code you obtained from the helpdesk in the "Activation Code" field
- 7. Click Add

After you click **Add** that district will show up in the table just below the code box.



Notice that its 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

Portal District Administration

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 Portal. **Do not hand over your login and password.**

1. Log into the Portal	Activation Codes		
2. Click on the My Profile tab	If you are a District Administrator or NDE Staff member, enter your A	ctivation Code here.	
3. Locate the block titled	Activation Code Add		
District Activation Codes	Code District ID Name	Status	
4. Click on Allow District	XXXXXXXXXX 34-0015-000 BEATRICE PUBLIC SCHOOLS BEATRICE XXXXXXXXXXX 49-0128-000 BROADWATER PUBLIC SCHOOL BROADWATER	Approved Pending	
Removal	Allow District Removal	derstand that after I Ight the NDE Approval	
5. Click on Remove of the	Activation Codes		
district from which you want	If you are a District Administrator or NDE Staff member, enter your Activation Code here.		
to be removed.	Activation Code Add		
	Code District ID Name	Status	
Notice that a new column	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Approvid Remove Pending Remove	
appears in the table and the button	Hide Remove		
text changes to <i>Hide Remove</i> .	restore it to my list of Districts.		
مهم Click on <i>Hide Remove</i> , and			
you will notice that the Remove			
column disappears, and the button			
changes back to Allow District			
Removal.			

Portal District Administration

Reviewing, Adding, Managing and Removing District Users

 Log into the Portal Click on the District Admin tab. This will bring up the <i>Collection Activation Codes</i> screen. From the Choose Collection dropdown list select the collection/application for which you wish to see the activation codes. For this example we choose NCLB <i>Consolidated Application</i>. If you are a District Admin for more than one district you will need to select the district you will wish to view from the <i>Choose District admin form</i> of a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name listing their login, last name and first name listing their login, last name and first name and first name and strict you will show up in the table, shaded in yellow, listing their login, last name and this no code you simply need to provide the code listed to the district user who needs access to a collection/application. If a user has already entered an Activation Code there and their to you wish to view from the <i>Choose District</i> drop down menu. This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code. If a user has already entered an Activation code you simply need to provide the code listed to the district user who needs access to a collection/application. The assign and activation code you simply need to provide the code listed to the district user who needs access to a collection/application. Please see steps below to <i>remove</i> an activation code struct user and the different user who allow the different user and the different use	As the District Administrator, you are able to view all users who can access Data Collections, GMS, and Staff and Student Record System (NSSRS) for your district.				
 2. Click on the District Adminiation of the second s	 Log into the Portal Click on the District Admin tab. This will bring up the <i>Collection Activation Codes</i> screen. 	🐂 💫 Official Nebraska Government Website			
3. From the Choose Collection dropdown list select the collection/application for which you wish to see the activation codes. For this example we choose NCLB Consolidated Application. ✓ [*] If you are a District Admin for more than one district you will need to select the district you will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code. ✓ [*] If a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name listing their login, last name and first name access to a collection/application. ✓ [*] Please see steps below to <i>remove</i> an activation code from a district user. Collection Activation Codes This age provides District Administrators with the Activation Rule. Visit to the different UserType, DistrictID, and all users who have used that code. ^{**} If a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name listing their login, last name and first name ^{**} Please see steps below to <i>remove</i> an activation code from a district user. ^{**} Please see steps below to <i>remove</i> an activation code from a district user. ^{**} Not assign and activities the different Mainterbeaus with the Activation Codes ^{**} To assign and activities the different Mainterbeaus with the Activation Codes and Users for Date ^{**} To assign and activities of the different Mainterbeaus with the Activation Codes ^{**} To assign and activities of the different Mainterbeaus with the Activation Codes and Users for Date ^{**} To assign and activities defined Application ^{**} To assign and activities defined Application ^{**} Please see steps below to <i>remove</i> an activation code from a district user. ^{**} Please see steps below to <i>remove</i> an activation code from a district user. ^{**} Collection Activation Codes ^{**} Collection Activation Codes ^{**} Collection Activation Codes ^{**} Collection A		Welcome WR DistAdmin! Portal Home Site Help Sign Out Nebraska Department of Education Portal Nebraska Department of Education Portal Sign Out Home Data GMS Student & District My Forms Help Viewer Training Help Viewer Help Viewer Help Viewer Help Viewer Help Admin			
District drop down menu. This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code. If a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name If a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name If a user has already entered an Activation Code, they will show up in the table, shaded in yellow, listing their login, last name and first name If a user has already entered an Activation Code you simply need to provide the code listed to the district user who needs access to a collection/application. Image: Provide State of the activation code from a district user. Collection Activation Codes Image: Provide District Administrators with the Activation Codes and Users for Data Collection: NCLB Consolidated Application What are the different UserType? Choose District Code District NLB Consolidated Application Restate all all addition Nucle Code District UserType UserType Data Entry Multiple Image: Code District OutstrictD District UserType UserType <td< td=""><td> 3. From the Choose Collection dropdown list select the collection/application for which you wish to see the activation codes. For this example we choose NCLB Consolidated Application. If you are a District Admin more than one district you will need to select the district you wish to view from the Choose </td><td>n Collection Activation Codes Page Help This page provides District Administrators with the Activation Codes and Users for Data Collections. Choose Collection: NCLB Consolidated Application What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER</td></td<>	 3. From the Choose Collection dropdown list select the collection/application for which you wish to see the activation codes. For this example we choose NCLB Consolidated Application. If you are a District Admin more than one district you will need to select the district you wish to view from the Choose 	n Collection Activation Codes Page Help This page provides District Administrators with the Activation Codes and Users for Data Collections. Choose Collection: NCLB Consolidated Application What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER			
This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code.	District drop down menu.				
Collection Activation Codes This page provides District Administrators with the Activation Codes and Users for Data Collections: Choose Collection: NCLE Consolidated Application What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER NCLE Consolidated Application Ke-Load Lit Code DistrictID District DataEntry, WR Code DistrictI District DataEntry, WR Code DistrictID DistrictI District UserType Users DataEntry, WR Code DistrictID District District UserType Users DataEntry Multiple Code DistrictID District District UserType Users District Admin Multiple Code DistrictID District District UserType Users District Admin Multiple Code DistrictID District Dist	that code. So If a user has already entered their login, last name and first their login and activation cod access to a collection/application So Please see steps below to ren	an Activation Code, they will show up in the table, shaded in yellow, listing ame listing their login, last name and first name be you simply need to provide the code listed to the district user who needs n. <i>nove</i> an activation code from a district user.			
This page provides District Administrators with the Activation Codes and Users for Data Collections. Choose Collection: NCLB Consolidated Application What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER NCLB Consolidated Application Re-Load List Code DistrictID District UserType Users alalalalal 40-0083-000 WOOD RIVER RURAL MS/SR HIGH UserType Users b2b2b2b2b2b 24 0-0083-000 WOOD RIVER RURAL MS/SR HIGH BookKeeper Multiple Code DistrictID District UserType Users b2b2b2b2b2b2 40-0083-000 WOOD RIVER RURAL MS/SR HIGH District Admin Multiple	Co	llection Activation Codes Page Holp			
Choose Collection: NCLB Consolidated Application What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER V NCLB Consolidated Application NCLB Consolidated Application Code DistrictID District UserType Users alalalalal 40-0083-000 WOOD RIVER RURAL MS/SR HIGH Data Entry Multiple kb_test DataEntry, WR Code DistrictID District UserType Users b2b2b2b2b2b2 40-0083-000 WOOD RIVER RURAL MS/SR HIGH District Admin Multiple	This	page provides District Administrators with the Activation Codes and Users for Data			
Code DistrictID District UserType Users d4d4d4d4d4 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple 1 1	Cha Coll Whi Cha NCI C C C D C C C C C C C C C C C C C C C	se ction: NCLB Consolidated Application are the different UserTypes? se District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER se District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER se DistrictID District test DataEntry, WR de DistrictID District b2b2b2b22 40-0083-000 WOOD RIVER RURAL MS/SR HIGH b2b2b2b22 40-0083-000 WOOD RIVER RURAL MS/SR HIGH de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrict Admin Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrict Admin Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrict Admin Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH bistrict Admin Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH View Only Multiple de DistrictID District c3c3c3c3 40-0083-000 WOOD RIVER RURAL MS/SR HIGH VIEW ONLY MULTIPLE c3c3c3c3 40-0083-000 WOOD RIVER RURAL M			

Portal District Administration

Remove Activation Code from District User

· · · · · · · · · · · · · · · · · · ·			
1. From the Choose Collection	Collection Activation Codes	Page Help	
collection/application for which you wish to see the activation codes.	This page provides District Administrators with the Activation Codes and Users for Collections. Choose Collection: NCLB Consolidated Application	r Data	
2. Click on the blue code associated with the district user you want to remove.	What are the different UserTypes? Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER V		
This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code	Code DistrictID District UserType Users alalalalal 400083-000 WOOD RIVER RURAL MS/SR HIGH Data Entry Multiple kb_test DataEntry, WR UserType Users Code DistrictID District UserType Users b2b2b2b2b2 40-0083-000 WOOD RIVER RURAL MS/SR HIGH BookKeeper Multiple		
 To remove a user from a collection click on Remove An "Are you sure" message will appear. You may click either Remove or Cancel. Once you are done close the window 	Collection Name: LC-2 AgencyID: 28-0066-000 UserType: District - Submit and Key Entry DataYears: 20052006 Login ID Name UserID1 User 1		
 You may need to refresh the users list upon making changes. Click on Re-load List to update the list with your most recent changes. 	Collection Activation Codes Page Help This page provides District Administrators with the Activation Codes and Users for Data Collections. Choose and Users for Data Collections. Choose Collection: NCLB Consolidated Application Image: Collection Codes and Users for Data Collection: What are the different UserTypes? Image: Choose District: 40-0083-000 WOOD RIVER RURAL SCHOOLS WOOD RIVER Image: Code Code Code Code Code Code Code Code		