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** 6. **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.	Enter your 'District Activation Code' here, and click 'Add' Your status will be 'Pending' until you have been approved by NDE.

✎ *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

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 2. Click on the **My Profile** tab 3. Locate the block titled **District Activation Codes** 4. Click on **Allow District Removal**	**Activation Codes** If you are a District Administrator or NDE Staff member, enter your Activation Code here. Activation Code [ ] [Add] Code / District ID / Name / Status XXXXXXXXXX / 34-0015-000 / BEATRICE PUBLIC SCHOOLS | BEATRICE / Approved XXXXXXXXXX / 62-0128-000 / BROADWATER PUBLIC SCHOOL | BROADWATER / Pending [Allow District Removal] I'd Like to remove a distict from my list. I understand that after I remove an Approved District, I must go throught the NDE Approval process to restore it to my list of Districts.
5. Click on **Remove** of the district from which you want to be removed. ✏ Notice that a new column appears in the table and the button text changes to *Hide Remove*. ✏ Click on *Hide Remove*, and you will notice that the Remove column disappears, and the button changes back to *Allow District Removal*.	**Activation Codes** If you are a District Administrator or NDE Staff member, enter your Activation Code here. Activation Code [ ] [Add] Code / District ID / Name / Status XXXXXXXXXX / 34-0015-000 / BEATRICE PUBLIC SCHOOLS | BEATRICE / Approved / Remove XXXXXXXXXX / 62-0128-000 / BROADWATER PUBLIC SCHOOL | BROADWATER / Pending / Remove [Hide Remove] I'd Like to remove a distict from my list. I understand that after I remove an Approved District, I must go throught the NDE Approval process to restore it to my list of Districts.

Reviewing, Adding, Managing and Removing District Users

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.

1. Log into the 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/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 wish to view from the *Choose District* drop down menu.	
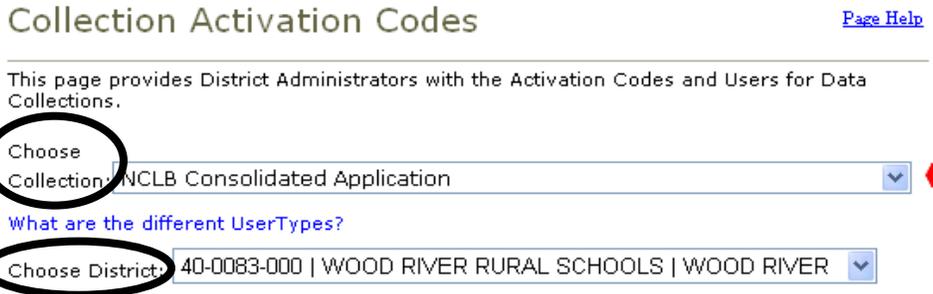
This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code.

✐ 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 listing their login, last name and first name

✐ To *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 *remove* an activation code from a district user.

Remove Activation Code from District User

1. From the **Choose Collection** dropdown list select the collection/application for which you wish to see the activation codes. 2. Click on the blue code associated with the district user you want to remove. ✎ *This will take you to a new window listing the Collection, UserType, DistrictID, and all users who have used that code*	
3. To remove a user from a collection click on **Remove** 4. An "Are you sure" message will appear. You may click either **Remove** or **Cancel**. 5. Once you are done close the window	
6. 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.	