

District Administrator Responsibilities

As the District Administrator for your district in the Portal, it is your responsibility to manage the access of your district personnel to any and all Data Collections, GMS, and Staff and Student Record Systems. This document will lead you through the processes to add and remove districts from your account, how to view, manage add and remove your district users and activation codes. The new district administrator needs to set up their own District Administrator account in the Portal. **Please 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 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 from 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 via 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 received from the NDE Helpdesk in the “Activation Code” field
7. Click on **Add**
8. Click on **Update**

The screenshot shows the 'Activation Codes' section of the portal. At the top, there is a header 'Activation Codes'. Below it, a text prompt says 'If you are a District Administrator or NDE Staff member, enter your Activation Code here.' There is an input field for the 'Activation Code' and an 'Add' button. A callout box points to the 'Add' button with the text: 'Enter your “District Admin Activation Code” here and click “Add”'. Below the form is a table with columns: Code, District ID, Name, and Status. The table contains two rows: one with 'Approved' status and one with 'Pending' status. A callout box points to the 'Pending' status with the text: 'Your status will be “Pending” until you have been approved by NDE.' At the bottom, there is a button labeled 'Allow District Removal' and a note: 'I'd Like to remove a distict 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.'

Notice that the Status is Pending. NDE will do an additional validation step, checking this District 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.

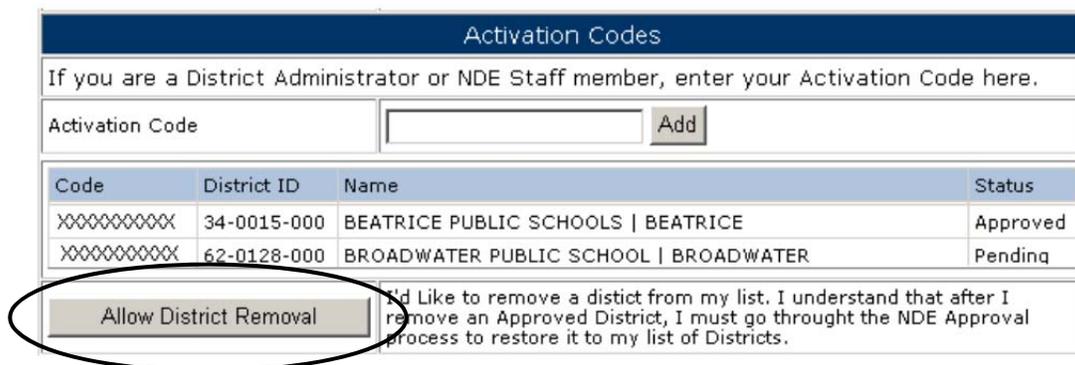
District: _____ (District Name)

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 Portal. **Do not hand over your login and password to other district personnel.**

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**
5. Click on **Remove** of the district from which you want to be removed
6. Click on **Update**



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 NSSRS Staff and Student Record System.

- Log into the Portal
- Click on the **District Admin** tab. This will bring up the *Collection Activation Codes* 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 NSSRS Validations.*
- 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, User Type, District ID, 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.

Collection Activation Codes [Page Help](#)

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

Choose
Collection:

[What are the different UserTypes?](#)

Choose District:

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

- You can also view all users and the collections they have Activation codes for by: Going to the District Admin Tab
- Click on Administrator Reports
- From the dropdown select either District User Report or Collection User Report

Tasks [Help](#) Administrator Reports [Help](#)

Collection Activation Codes

Choose Report:

Choose District: [View Report](#)

Administrator Reports

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District Users By Collection

- To **Assign** an activation code you simply need to provide the code listed to the district user who needs access to a collection/application (it is recommended that you copy the code and paste it in an email).
- Then the user would go to that collection and select Add
- A new screen will appear to enter the code into the **Activation Code** box.

Collection System Information

Activation Code

This Activation Code is available from your District Administrator.

[What are the different UserTypes?](#)

- To **Remove** an activation code you would click on the blue code associated with the user you want to remove.
- This will take you to a new window listing the Collection, UserType and DistrictID, and all users who have used that code.
- You would then simply click on **Remove**
- An “Are you sure” message will appear. You may click on either **Remove** or **Cancel**

Collection Name: LC-2
 AgencyID: 28-0066-000
 UserType: District - Submit and Key Entry
 DataYears: 20052006

Login ID	Name	
UserID1	User 1	Remove

- 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.

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