

Setting up Portal Accounts

Nebraska Department of Education Portal Setting up Portal Accounts

What is the NDE Portal?

The NDE Portal provides password access to Nebraska Department of Education’s (NDE) online data collections. This is where most of the “business” of data collection and reporting will be done. The URL for the Portal is <http://portal.nde.state.ne.us>. The Portal was designed to be used with Internet Explorer 5.0 and greater, and Netscape 6.0 and greater on a PC. This document outlines the procedures for registering on the Portal and if you are a District Administrator, it will walk you through setting up a District Administrator account.

Portal Overview

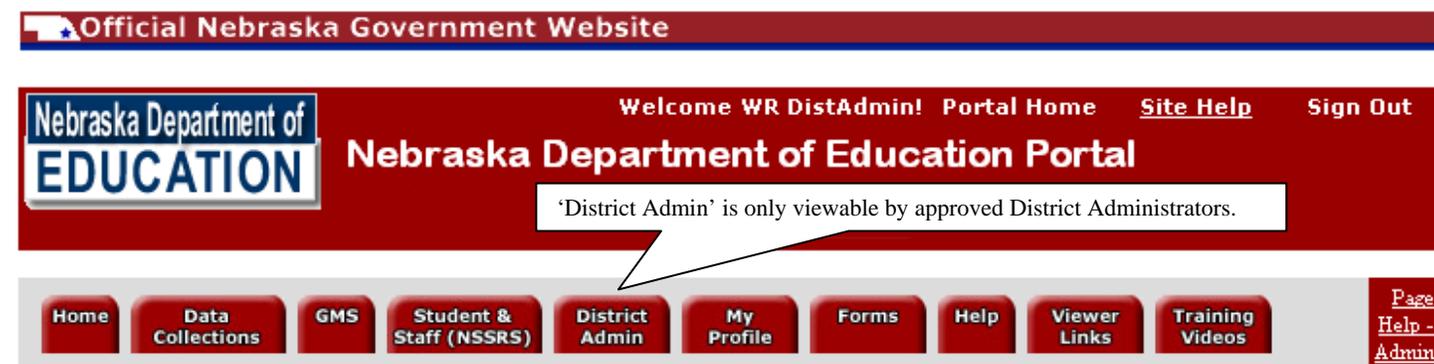
There are two access areas under the Portal; **Public** which any visitor may access and **Controlled Access** which requires a User ID and Password to access. District and/or ESU Administrators control what application users have access to.

<p>PUBLIC ACCESS</p> <p>We’ll start with the public area of the Portal, as you can see, the public area of the Portal includes 5 tabs: Home, Forms, Viewer Links, Help and Training Videos</p>	
	
Home	This page will be the starting point of your Portal experience. The Home tab has many features such as Account Login, Related Links, News and Features, and Upcoming Events.
Forms	As the Forms tab develops, all of NDE’s forms will be available for download as PDF or Word Documents. You can use these forms for work copies, or to submit data if the application is not electronic
Viewer Links	This is where anyone can view program data for a selected group of applications.
Help	This page will have information and help documents. If you have any questions or issues, please check this tab before contacting NDE. .
Training Videos	This page contains “How To Videos” for various portal applications.
Site Help	This link will contain contact information to the NDE Helpdesk.

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CONTROLLED ACCESS

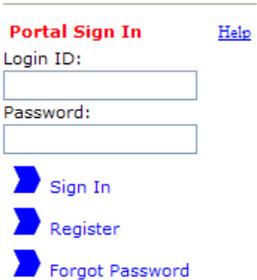
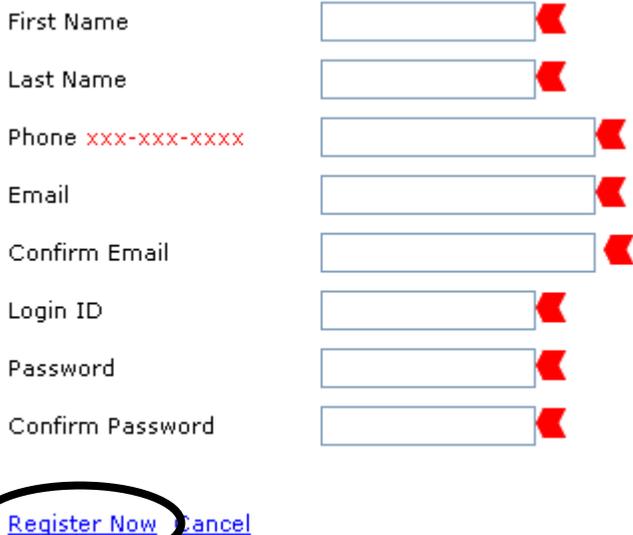
All users of the Portal must register to use many of the features of this website. Most registered users will see the 5 public tabs: Home, Forms, Viewer Links, Help and Training Videos following along with Data Collections, GMS, Student & Staff (NSSRS), and My Profile. If you are a District Administrator you will also see a District Admin tab.



Data Collections	This tab contains the available on-line data submission sites that you use to submit data to NDE
GMS	This tab will contain the available on-line grants. This page functions very similarly to the Data Collections tab
Student & Staff (NSSRS)	The Nebraska Student and Staff Record System (NSSRS) is the official method for submitting student and staff data to the Nebraska Department of Education.
District Admin	Available to approved District Administrators only. This tab contains the tools required for District/ESU Administrators to manage access to the online collections.
My Profile	This page allows the user to add additional information and/or change existing information such as email, phone number, password, etc. If a District/ESU Admin performs this function in more than one district the District/ESU Admin may also add additional districts to their account under this tab. It is important to maintain your profile with all your current information.

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Portal Registration:

<p>1. From the Portal Home Page click on Register</p> <p> Sign In – You can click this link once you have registered and created a login ID and password</p> <p> Register – You click this link the first time you create an account on the NDE Portal</p> <p> Forgot Password – This will send you a NEW password to the e-mail account you provided in your registered profile</p>	 <p>The screenshot shows the 'Portal Sign In' section with a 'Help' link. Below the title are two input fields: 'Login ID:' and 'Password:'. At the bottom of the sign-in area are three blue arrow buttons: 'Sign In', 'Register', and 'Forgot Password'.</p>
<p>2. Fill in the required information</p> <p> A valid email address is critical to communication through the Portal. If you provide an invalid email address, you will miss out on vital communications.</p> <p>3. Click Register Now to log into the Portal.</p>	 <p>The screenshot shows a registration form with the following fields: 'First Name', 'Last Name', 'Phone xxx-xxx-xxxx', 'Email', 'Confirm Email', 'Login ID', 'Password', and 'Confirm Password'. Each field has a red arrow icon to its right. At the bottom of the form, the 'Register Now' button is circled in black, along with the 'Cancel' link.</p>
<p> You will know that your registration is successful if you see your name at the top of the page in the Welcome message</p>	 <p>The screenshot shows a red banner at the top of the page. On the left is the 'Nebraska Department of EDUCATION' logo. On the right, the text 'Welcome Helpdesk Portal! (helpdesk)' is circled in black.</p>

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District Activation for District Administrators:

If you are the District Administrator, you must complete another step in the registration process.

PLEASE NOTE: There is only one District/ESU Admin 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.

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 enter in this code, that district will show up in the table just below the code box.

Activation Codes

If you are a District Administrator or NDE Staff member, enter your Activation Code here.

Activation Code

Code	District ID	Name	Status
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS BEATRICE	Approved
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL BROADWATER	Pending

I'd Like to remove a district from my list. I understand that after I remove an Approved District, I must go through the Approval process to restore it to my list of Districts.

 Notice that it's 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

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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.

1. Click on **Allow District Removal**

The screenshot shows the 'Activation Codes' page. At the top, there is a header 'Activation Codes' and a sub-header 'If you are a District Administrator or NDE Staff member, enter your Activation Code here.' Below this is an input field for 'Activation Code' and an 'Add' button. A table lists two districts:

Code	District ID	Name	Status
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS BEATRICE	Approved
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL BROADWATER	Pending

Below the table, there is a 'Hide Remove' button and a text box containing the disclaimer: '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.' The 'Allow District Removal' button is circled in black.

2. Click on **Remove** of the district you wish to be removed from.

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*.

The screenshot shows the 'Activation Codes' page after clicking 'Allow District Removal'. The 'Hide Remove' button is now visible. The table has a new 'Remove' column:

Code	District ID	Name	Status	Remove
XXXXXXXXXX	34-0015-000	BEATRICE PUBLIC SCHOOLS BEATRICE	Approved	Remove
XXXXXXXXXX	62-0128-000	BROADWATER PUBLIC SCHOOL BROADWATER	Pending	Remove

The 'Remove' buttons in the table are circled in blue. The 'Hide Remove' button is also visible below the table.