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## Setting up a Portal Account

### **What is the NDE Portal?**

The NDE Portal provides access to the 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.education.ne.gov> This document outlines the procedures for registering on the Portal.

### **Portal Overview**

There are two access areas under the Portal:

1. Public – any visitor may access
2. Controlled Access – requires a User ID and Password

### **Guide**

**Public Access – page 2**

**Portal Registration – page 3**

**Controlled Access – page 5**

# PUBLIC ACCESS

The public area of the Portal includes 4 tabs: Home, Forms, Viewer Links, and Help.



[Portal Home](#) | [Site Help](#) |

**Portal Sign In** [Help](#)

Login ID:

Password:

[Sign In](#)

[Register](#)

[Forgot Password](#)

This is a government computer system. Unauthorized access is prohibited. Anyone using this system is subject to monitoring. Unauthorized access or attempts to use, alter, destroy, or damage data, programs or equipment could result in criminal prosecution.

**Members**  
New Today: 3  
New Yesterday: 1  
New This Week: 13  
District Administrators: 671  
Overall: 3373

**Related Links**

- [US Dept of Education](#)
- [NE Dept of Education](#)
- [NCES](#)

**Collection Announcements** [Help](#)

**NDE Bulletin**  
The NDE Bulletin is sent out each week with current and upcoming information from NDE regarding data reporting. It is sent automatically to your email if you have an NDE Portal account with a specific activation code added. If you do not receive the NDE Bulletin directly and wish to receive them, please contact the NDE Helpdesk at [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov). Current and past NDE Bulletins are available on the main NDE Website [www.education.ne.gov](http://www.education.ne.gov)

**Upcoming Events**

**District Administrators**

If you or any of your staff leave a District or a School, 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. The District Administrator needs to review the list of users within their district for the new school year, and remove users as needed.

Please read the new help documentation available on the Help tab under 'District Administrator Responsibilities,' or [click here](#).

Remember, our Help Desk can be reached by calling toll free at 888-285-0556, or at our local number 402-471-3151. You can also send an email to [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)

**Note:** There are Related Links in the lower left hand corner of the home page which refer to the US Dept. of Education, Nebraska Dept. of Education and NCES.



**Home** – The Home tab features Account Login, Collection Announcements, Upcoming Events, District Administrator information and Related Links.

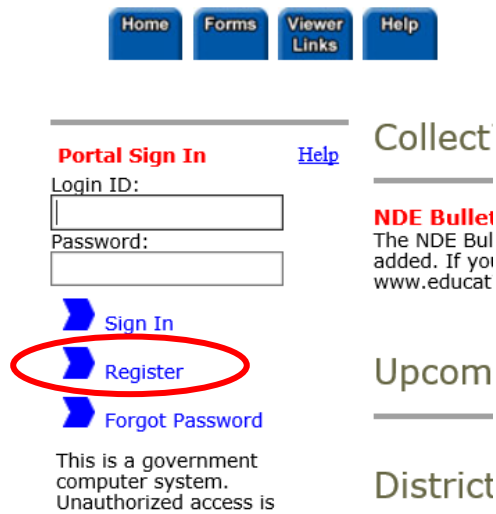
**Forms** – In this tab, NDE’s forms are available for download as PDF or Word documents.

**Viewer Links** – Specific program data available for public use.

**Help** – The help tab contains additional information and helpful documents such as Activation Code instructions and District Administrator Responsibilities.










# PORTAL REGISTRATION

From the Portal home page, click on **Register**.



Fill in the information required. This includes First Name, Last Name, Phone, Email and Password. A valid email address is critical, as this is the main form of communication from NDE relating to your Portal account.

Welcome to the NDE Portal! Please set up a Portal account for each person that will be accessing a Data Collection. Click on the 'Forgot Password' link just below the LoginID and Password on the Home page.

 Required Entry	First Name	<input type="text"/>	
	Last Name	<input type="text"/>	
	Phone <b>xxx-xxx-xxxx</b>	<input type="text"/>	
	Email	<input type="text"/>	
	Confirm Email	<input type="text"/>	
	Login ID	<input type="text"/>	
	Password	<input type="text"/>	
	Confirm Password	<input type="text"/>	

[Register Now](#) [Cancel](#) Please wait while your Registration is processing. Do not click more than once.






Login ID must be 4-20 Characters

Password must be 8-20 Characters and it must include at least one ALPHA character and one numeric value

**Non-acceptable Characters for 'Login ID' or 'Password'**  
(space) " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ ` [ | ] ~

Click **Register Now** to log into the Portal.

Welcome to the NDE Portal! Please set up a Portal account for each person that will be accessing a Data Collection or GM 'Forgot Password' link just below the LoginID and Password on the Home page.

 Required Entry	First Name	<input type="text" value="Jon"/>	
	Last Name	<input type="text" value="Snow"/>	
	Phone <b>xxx-xxx-xxxx</b>	<input type="text" value="308-252-1111"/>	
	Email	<input type="text" value="jon.snow@education.org"/>	
	Confirm Email	<input type="text" value="jon.snow@education.org"/>	
	Login ID	<input type="text" value="JSnow"/>	
	Password	<input type="password" value="....."/>	
	Confirm Password	<input type="password" value="....."/>	

[Register Now](#) [Cancel](#)

Please wait while your Registration is processing.  
Do not click more than once.

Login ID must be 4-20 Characters

Password must be 8-20 Characters and it must include at least one ALPHA character and one numeric value

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Registration is successful when your name is listed at the top right of the page with a Welcome before it.



NEBRASKA DEPARTMENT OF EDUCATION  
Portal

Helpdesk (888) 285-0556

Welcome Jon Snow ! ( JSnow )

Portal Home | Site Help | Sign Out

HELPDESK REQUEST - Click here to SUBMIT

- Home
- Data Collections
- Student & Staff (NSSRS)
- My Profile
- Forms
- Viewer Links
- Help

Related Links

- US Dept of Education
- NE Dept of Education
- NCES

Collection Announcements

[Help](#)

**NDE Bulletin**

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Upcoming Events

District Administrators



If you or any of your staff leave a District or a School, 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. The District Administrator needs to review the list of users within their district for the new school year, and remove users as needed.

Please read the new help documentation available on the Help tab under 'District Administrator Responsibilities,' or [click here](#).

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**Note:** Passwords must be changed every 90 days.

# CONTROLLED ACCESS

Most registered Portal users will see 6 tabs: Home, Data Collections, Student & Staff (NSSRS), My Profile, Forms, Viewer Links, and Help.

**NEBRASKA DEPARTMENT OF EDUCATION**  
Portal Helpdesk (888) 285-0556

Welcome Jon Snow | JSnow | Portal Home | Site Help | Sign Out

HELPDESK REQUEST - Click here to SUBMIT

Home Data Collections Student & Staff (NSSRS) My Profile Forms Viewer Links Help

**Related Links**  
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**Upcoming Events**

**District Administrators**

**NDE NEWS**  
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District Administrators will see 7 tabs: Home, Data Collections, Student & Staff (NSSRS), District Admin, My Profile, Forms, Viewer Links, and Help.



Home – The Home tab features Account Login, Collection Announcements, Upcoming Events, District Administrator information and Related Links.

Data Collections – The Data Collections tab contains available online data submission sites used to submit data to NDE.

Student & Staff (NSSRS) – ADVISER Validations, Student Uniq-ID, Staff Reporting, NSSRS Validations and NDE Staff ID collections are included in this tab.

District Admin (*District Administrators only*) – This tab contains the tools needed for District Administrators to manage access of their online collections.

My Profile – The My Profile tab allows users to add additional information and/or change existing information such as email, phone number, password, etc. (*For District Administrators: This is where the District Administrator activate code is managed.*)

Forms – In this tab, NDE’s forms are available for download as PDF or Word documents.

Viewer Links – Specific program data available for public use.

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