

Nebraska Department of Education
Office of Data, Research, & Evaluation
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
NDE Helpdesk 1-888-285-0556 or ADVISERHelp@nebraskacloud.org

District Administrator/Superintendent Responsibilities

Periodically, Administrators/Superintendents transition, retire or depart a school district or system for a variety of reasons. The important role in the management of the electronic access to finance and data systems is a part of the administrator’s role and requires action(s) by the district or system to ensure timely and secure access. The following identifies the processes NDE uses to respond to changes at the district or system leadership level.

In an effort to manage the changes, NDE has centralized the management and information about district and school leadership contacts with the NDE Helpdesk. Contact the NDE Helpdesk at the phone number or email address above for assistance if needed.

REMOVING ADMINISTRATOR/SUPERINTENDENTS THAT HAVE LEFT THE DISTRICT/SYSTEM

When a District Administrator/Superintendent is leaving the district/system, the access to their NDE Portal account should be removed from the account.

1. The departing District Administrator will log onto their NDE Portal account
2. Click on the **Data Collections** tab
3. On each of the collections in the Available section, click on the [Edit/Remove](#) link to the left of the collection name.

NOTE: If the District Administrator/Superintendent that is exiting has already left, please contact the NDE Helpdesk for assistance at the above phone number or email address.

Available

You have access to this online Collector
Please proceed by clicking on the name

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	2018-2019 AQuESTT-EBA
Available	Edit/Remove	Consolidated Data Collection (CDC)
Available	Edit/Remove	Data Reporting System (DRS) Secured Site
Available	Edit/Remove	Special Education Post-School Outcomes
Available	Edit/Remove	SPED Discipline Information System

- On the next screen, click the **Remove** to the far right of each collection access to remove the collection from the account.

2018-2019 AQuESTT-EBA

Collection System Information

Activation Code

Add

This Activation Code is available from your District Administrator. District Administrators, [click here](#) for Activation Codes. [What are the different UserTypes?](#)

Agency ID	Name	UserType	
00-0000-000	EXAMPLE PUBLIC SCHOOLS	District	Remove
00-0000-001	EXAMPLE MIDDLE SCHOOL	District	Remove

- When all of the collections under the **Data Collection** tab have been removed, proceed to the **Student & Staff (NSSRS)** tab on the Portal account and follow the same instructions to remove all Available collections under this tab.
- Once all access is removed, the District Activation Code will need to be removed from the exiting Superintendent’s Portal account. The code is located under the **My Profile** tab. Scroll down to the *District Activation Codes* section toward the bottom of the page. Click on the Allow District Removal button.

District Activation Codes

If you are a District Administrator, enter your District Activation Code here.

District Activation Code

[Add](#)

Code	District ID	Name	Status
879abc45ew	00-0000	EXAMPLE PUBLIC SCHOOLS	Approved

[Allow District Removal](#)

I'd Like to remove a district 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.

- Click the **Remove** to the far right to remove the code.

District Activation Codes

If you are a District Administrator, enter your District Activation Code here.

District Activation Code

[Add](#)

Code	District ID	Name	Status	
879abc54ew	00-0000	EXAMPLE PUBLIC SCHOOLS	Approved	Remove

[Hide Remove](#)

I'd Like to remove a district 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.

- The NDE Portal account follows the user so if the Superintendent exiting is moving to another district, this Portal account will remain in their name and can be used at their new district. At this point, contact with the NDE Helpdesk will need to be made in order to either set the exiting Superintendent up at their new district, if moving, or to disable the Portal account if no longer needed.

ADDING NEW ADMINISTRATOR/SUPERINTENDENT – REGISTERING FOR NDE PORTAL ACCOUNT

1. If the new District Administrator/Superintendent does not already have an NDE Portal account in their name, they will need to register. On the Portal Home Page, <https://portal.education.ne.gov/site/DesktopDefault.aspx>, click the blue [Register](#) link located below the Login ID and Password boxes.

The screenshot shows the top navigation bar with buttons for Home, Forms, Viewer Links, and Help. Below this is the 'Portal Sign In' section with a 'Help' link, a 'Login ID:' field, a 'Password:' field, and 'Sign In' and 'Register' buttons. A red arrow points to the 'Register' button. To the right is the 'Collection Announcements' section with a heading 'District ADVISER Monthly Meetings' and a description. Below that is the 'Upcoming Events' section.

2. Complete the information requested in all of the boxes (include the hyphens in the phone number) and click the [Register Now](#) link.

Welcome to the NDE Portal! Please set up a Portal account for each person that will be accessing a Data Col 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 xxx-xxx-xxxx	<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) " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ ` [|] ~

- If the registration was successful, new user should see their name at the top right of the page with a Welcome message before it.

- Once the new District Administrator/Superintendent has successfully registered their Portal account, contact the NDE Helpdesk to obtain the District Activation Code to add to the account.

ADDING THE DISTRICT ACTIVATION CODE TO THE ADMINISTRATOR/SUPERINTENDENT PORTAL ACCOUNT

NOTE: Whether adding the District Activation Code to a brand new District Administrator or Superintendent, or adding the code to a District Administrator/Superintendent’s account that has changed districts, follow the steps below. It is not uncommon to have one District Admin for more than one District. However, there is only one District/ESU/System Admin account per District/System. **DO NOT share your login and password to other district personnel to use in your stead. District personnel needing to have access in the NDE Portal need to have their own NDE Portal accounts.**

- Contact the NDE Helpdesk via phone: 888-285-0566 or Email: ADVISERHelp@nebraskacloud.org.
- The NDE Helpdesk will provide the District Activation Code to the District Administrator/Superintendent
- Log onto the Portal
- There should be 6 blue tabs across the top: Home, Data Collections, Student & Staff (NSSRS), My Profile, Forms, Viewer Links and Help
- Click on the **My Profile** tab

6. Locate the section titled *District Activation Codes*

District Activation Codes			
If you are a District Administrator, enter your District Activation Code here.			
District Activation Code	*Enter Code Here*		Add
Code	District ID	Name	Status
<input type="button" value="Allow District Removal"/>	I'd Like to remove a district 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.		

7. **Type (copy /paste)** the activation code you received from the NDE Helpdesk in the Activation Code box
8. Click the blue **Add** link
9. Click the red **UPDATE** button
10. The district name for which the code has been entered will display and the "Status" will be *Pending* while NDE validates this request with the Superintendent/ESU/Administrator Transparency Pay Act.
11. An email notification will be sent about your approval or denial for the chosen district
12. If approved, the next time the District Administrator logs onto their Portal account there will be a new tab, **District Admin**. The District Administrator/Superintendent's Portal account is the only account that will have this tab. This tab is where the activation codes for the Portal collections are housed.



13. The District Administrator/Superintendent will provide their staff with the appropriate activation code UserType for a specific collection and the staff will then add the collection to their Portal account. (See the **MANAGING DISTRICT/SYSTEM PORTAL USERS' ACCESS Part B** for instructions.)

SUBSCRIBING TO THE NDE BULLETIN

1. Access the NDE Bulletin on the website at <https://www.education.ne.gov/bulletin/>. Note: This is the website where all active bulletin items are displayed.



2. Click on the envelope icon in the upper right
3. Enter your First Name, Last Name and Email Address

Subscribe

Form fields for subscription:

- First Name
- Last Name
- E-Mail (REQUIRED)

Red arrows point to each of these three input fields.

4. Uncheck the box for **Send me all items** to view the categories available for selection

Which categories of updates do you wish to receive?
(This can be changed later. If you are already subscribed, please use the manage link in your email to change your preferences.)

Send me all items

Uncheck *Send me all items* to see a list of all available categories.

5. Click the button to the right of the categories to see the available subcategories for selection
Note: By selecting the main category, all subcategories will be included in the selection.

Categories and subcategories for selection:

- Educational Service Unit **8 SUBCATEGORIES**
- Nonpublic System **5 SUBCATEGORIES**
- Postsecondary **4 SUBCATEGORIES**
- Public School District **10 SUBCATEGORIES**
 - ADVISER
 - AQuESTT
 - Consolidated Data Collections
 - Data Collections
 - GMS
 - Other

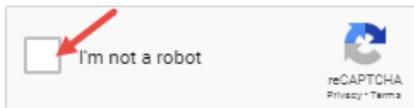
6. Select how often to receive the bulletin items

How often do you wish to receive updates?
(this can be changed later)

Right Away Daily Digest Weekly Digest

- a. Right Away – As soon as a bulletin is published to the website, an email will be sent to the subscriber
- b. Daily Digest – If there are bulletin items published on any particular day, a digest of these items will be sent to the subscriber
- c. Weekly Digest – If there are any bulletin items published during a particular week, a digest of these items will be sent to the subscriber on Thursday afternoon. Note: If a new bulletin item goes out on a Friday, the Weekly subscriber will not receive the item/s until the following Thursday.

7. Check the box in the CAPTCHA – Solve the picture grid if one displays and click the Subscribe button.



SUBSCRIBE

CLOSE

MANAGING DISTRICT/SYSTEM PORTAL USERS' ACCESS

- A. The District Administrator/Superintendent is responsible for managing NDE Portal Users' Access to ensure the correct staff have the appropriate access to the collections they need to manage. It is also their responsibility to remove access from users who either no longer require the access or who have left the district/system.
1. Located under the **District Admin** tab are two links on the left side of the screen; [Collection Activation Codes](#) and [Administrator Reports](#).
 2. The [Collection Activation Codes](#) is the landing page when selecting the **District Admin** tab. This is where the Activation Codes for the Portal Collections can be located.
 3. The [Administrator Reports](#) are reports of who at a particular district/system has access to which collections. There are two types of reports;
 - a. [District User Report](#)
 - i. Displays by the staff name of the Portal user and lists the collections they have added to their Portal accounts
 - b. [Collection User Report](#)
 - i. Displays by collection name and lists the name/s of the Portal user that have access to that particular collection
 4. Select the type of report preferred, choose the district from the drop down box for the district/system, and click [View Report](#)



Tasks

[Help](#)

Administrator Reports

[Collection Activation Codes](#)

[Administrator Reports](#)

Choose Report:

Choose District:

[View Report](#)

5. The reports can be exported and either saved to a local computer or printed for reviewing.

Choose Report:

Choose District:
[View Report](#)

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

District Users By User

[Redacted]

- If a staff member needs to be removed from a collection, the District Administrator/Superintendent will need to click on the [Collection Activation Codes](#) link and locate the collection in the drop down box.



Tasks

[Help](#)

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

[Collection Activation Codes](#)

[Administrator Reports](#)

Choose Collection: [What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, U L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

- Perkins Supplementation Grant
- Planning Region Team Grant
- Postsecondary Data Manager
- Promotion Tool
- Rule 10 Assurance
- Special Education Post-School Outcomes
- SPED Collaborative Grant
- SPED Collaborative Internal
- SPED Discipline Information System
- SPED Early Dev. Network Grant
- SPED IDEA Consolidated
- SPED Proportionate Share Worksheet for Non-Public Schools
- SPED Sec Transition Grant
- Staff Reporting 2014-2015
- Staff Reporting 2015-2016
- Staff Reporting 2016-2017
- Staff Reporting 2017-2018
- Staff Reporting 2018-2019
- Standards Instructional Tool
- State Aid Component Verification 2018-2019
- State Aid Component Verification 2019-2020
- State of the Schools Report Card - Preview Site 2014-2015
- State of the Schools Report Card - SOSR Staging 2012-2013
- State of the Schools Report Card - SOSR Staging 2014-2015
- Student Unique Identifier (Uniq-ID)**
- Teacher Vacancy Survey - 2017-2018
- Teacher Vacancy Survey - 2018-2019
- Title I Accountability Funds
- Title IC - Migrant
- TitleI Comparability Report

- A table will display with the users that have access to the selected collection listed. To remove that user's access to that collection, click the [Remove](#) link to the right of their name.



Tasks

[Help](#)

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

[Collection Activation Codes](#)

[Administrator Reports](#)

Choose Collection:

[What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, U L's. However, Lower Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

Student Unique Identifier (Uniq-ID)

Login ID	Name		Code	Agency ID	District/School	UserType	Restrictions	Instructions
	Denise Schuyler	Remove		78-0104-000		District User	None	View
				78-0104-000		Search Only User	None	View

- B. In order to assign new staff members the responsibility of a collection or to assign a new collections to current staff members, the District Administrator will need to provide the staff member with the activation code for the collection with the appropriate UserType access.

NOTE: New staff members will first need to register for their NDE Portal account before collections can be added to their account.

- Under the District Admin tab, locate the desired collection in the drop down box **Choose Collection**.

The screenshot shows the NDE Portal navigation bar with buttons for Home, Data Collections, Student & Staff (NSSRS), District Admin, My Profile, Forms, Viewer Links, and Help. Below the navigation bar, the 'Tasks' section is visible. A red arrow points to the 'Choose Collection' dropdown menu, which currently displays 'Please Choose'. Below it, the 'Choose District' dropdown menu is set to 'All'. A red error icon is visible to the right of the 'Choose Collection' dropdown.

- Click on the desired collection to display the table of available activation codes. For this example, the **Consolidated Data Collection** has been chosen.

NOTE: Some collections will have multiple **UserTypes** of activation codes and some will only have one code. Be sure to select the appropriate UserType access.

The screenshot shows the NDE Portal interface with the 'Consolidated Data Collection (CDC)' selected in the 'Choose Collection' dropdown. Below the dropdown, a table of activation codes is displayed. The table has columns for Code, Agency ID, District/School, UserType, Restrictions, and Instructions. Each row represents a different activation code with its corresponding details.

Code	Agency ID	District/School	UserType	Restrictions	Instructions
1a2b3c4d5e6f	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	GENERAL	None	View
z9y8x7v6u5	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	ASSESSMENT	None	View
gh54jku18e	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	TRANSPORTATION	None	View
pk548wty5q	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	STAFF	None	View
mg81uy40cn	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	DISCIPLINE	None	View
jj561uwpxb	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	FEDERAL	None	View
wmac9932nb	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	ALL	None	View
trs56e1sqn	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	APPROVER	Only one user	View
qyb159w1j5	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	FINANCIAL	None	View
uy48asihq9	78-0104-000	EXAMPLEVILLE PUBLIC SCHOOLS	MIPS	None	View

- Copy the activation code from the first column and preferably paste the code in an email to the staff member. They will then add the code to the associated collection to add the collection to their own Portal account. (See the document titled **Portal Activation Codes** for directions on adding codes to Portal collections.)