

# RENEWAL AND ACCELERATION

*with Data*

District  
Administrator  
Portal  
Responsibilities





# District Administrators Portal Responsibilities

## Responsibilities related to Portal Management

- Portal Access
  - District Administrator
    - Collection Activation Codes
    - Administrator Reports
  - Student / Staff
    - ADVISER Validation
    - Staff Reporting & NSSRS Validation
  - Data Collections
    - Consolidated Data Collections (CDC)

# Portal Management

[NDE Portal - portal.education.ne.gov](https://portal.education.ne.gov)

Help tab

- Setting Up Portal Accounts
  - Topic #2
  - Portal accounts belong to a person, not a district/system
- District Administrator Responsibilities
  - Topic #3
  - New vs Outgoing Administrators



**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

## Collection Announcements

**2020-2021 ADVISER Year End Virtual Work**  
May 27, June 1, June 4, June 7, June 9, June 11. ND can participate in. We encourage all Data Stewards to assist you with any questions and troubleshooting. <https://docs.google.com/forms/d/e/1FAIpQLSctaCW>

**ADVISER Monthly Webinars \*\* Registratio**  
ADVISER Monthly Meetings will take place on the 2nd webinar as well as to view slides and recordings from

**NDE Bulletin - manage your subscription**  
The NDE Bulletin system is used share up-to-date in grant opportunities, accountability and accreditation allowing recipients to self-select their categories of i begun to distribute Bulletin items. If you wish to up depth information regarding the Bulletin process, pl NDE Bulletin webpage (<https://www.education.ne.g>)



# Portal Management

To obtain District Administrator portal access

1. The previous administrator's access needs to be removed
  - They can do this themselves or NDE Helpdesk can assist
2. NDE Helpdesk sends the new administrator a code
3. The code is added to the new administrator's portal account in the *My Profile* tab
4. NDE Helpdesk receives notice and approves new administrator

# Portal Management

Once District Administrator access approved by NDE Helpdesk - 3 Main Tabs

- District Admin
  - Only District Administrators have this tab
- Student & Staff (NSSRS)
- Data Collections





# District Admin Tab

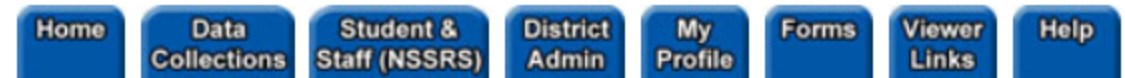
## Two sections

- Collection Activation Codes

- Lists activation codes for every collection in the portal
  - NDE Helpdesk does not distribute district level codes, only the District Admin does this

- Administrator Reports

- Lists access for district by User or by Collection



### Tasks

[Help](#)

[Collection Activation Codes](#)

[Administrator Reports](#)

This page provides District Administrators with the Activatio

Choose Collection:

[What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. Case letter L's ( l ) can exist in the codes, and might be con

*Do Not Share Log In Information*



# District Admin Tab

## Collection Activation Codes

- Choose the collection to which access is needed



### Tasks

[Help](#)

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

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 O's, or Upper Case letter 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 these.

[Collection Activation Codes](#)

[Administrator Reports](#)

# District Admin Tab

## Collection Activation Codes

- Activation Codes will display by UserType
  - Current collection users will display
    - Example: John D
  - Potential Restrictions are listed
    - Example: Only one user
  - District Admin can Remove access from current users
    - Example: Remove

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 letter O's, or Upper Case letter L's. However, Lower Case letter L's ( l ) can exist in the codes, and might be confused with number 1's. Please look out for these.

### Consolidated Data Collection (CDC)

			Code	Agency ID	District/School	UserType	Restrictions	Instructions
<b>Login ID</b>	<b>Name</b>							
123	John D	<a href="#">Remove</a>	g7rgxumrmo			GENERAL	None	<a href="#">View</a>
			gdv2oqu0ik			ASSESSMENT	None	<a href="#">View</a>
			gq97ofasgr			TRANSPORTATION	None	<a href="#">View</a>
			gwee715dvv			STAFF	None	<a href="#">View</a>
			le5yvuebqc			DISCIPLINE	None	<a href="#">View</a>
			h3c2yjbuck			FEDERAL	None	<a href="#">View</a>
<b>Login ID</b>	<b>Name</b>							
abc12	Abb	<a href="#">Remove</a>	hfau3h91cd			APPROVER	Only one user	<a href="#">View</a>

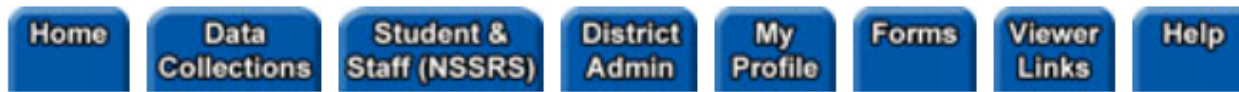




# District Admin Tab

## Administrator Reports

- District User Report – displays district access by User and
- Collection User Report – displays district access by Collection



### Tasks

[Help](#)

[Collection Activation Codes](#)

[Administrator Reports](#)

### Administrator Reports

Choose Report:

Choose District:

[View Report](#)



# Student & Staff (NSSRS) Tab



## Student Collections

- ADVISER Validation
- ADVISER Person ID

## Staff Collections

- Staff Reporting
- NSSRS Validation
- NDE Staff ID



# Student & Staff (NSSRS) Tab



## Student Collections

- ADVISER Validation
  - 3 collection periods
    - Fall (Sept – Oct)
    - Year End (November – June)
    - Follow Up (July – Sept)
  - 4 activation code UserTypes
    - District
    - Program – Special Education
    - Program – Food Program
    - Program – Discipline



# Student & Staff (NSSRS) Tab



## Student collections (continued)

- ADVISER Person ID
  - Create and view student ID numbers
  - Populates ADVISER Validation student data with first name, last name, and date of birth
  - Should be updated once a year (in the fall), at a minimum
    - Full student population
    - “Every student, every year”



# Student & Staff (NSSRS) Tab



## Student Data Resources

### ADVISER

- <https://www.education.ne.gov/dataservices/adviser-resources/>
  - Calendar
  - ADVISER Data Elements
  - Approval How To
  - Program Specific Links (CTE, Early Childhood)
  - ADVISER Person ID Instructions, templates



# Student & Staff (NSSRS) Tab



## Staff Collections

- Staff Reporting
  - New collection added every school year
  - Open all year (approx. August – June) with various deadlines
    - Sept 15 – Statutory Due Date
    - Oct 30 – Fall Deadline
    - June 30 – End of Year Deadline
  - Resources: <https://www.education.ne.gov/dataservices/staff/>
    - Staff Reporting Manual



# Student & Staff (NSSRS) Tab



## Staff Collections (continued)

- NSSRS Validation
  - Errors and Verification Reports related to Staff Reporting
    - Example: Out of Endorsement report
- NDE Staff ID
  - Create and view Staff ID numbers
    - If creating a new Staff ID, be sure to add SSN if known

Staff data resource: TEACH – certification site

Cert lookup: <https://teach.education.ne.gov/#/VerifyLicense>

Business Partner Portal



# Data Collections Tab



Supports the collection of many different types of data.

Examples include:

- Financial data
  - Annual Financial Report, Census Report, LC-2
- Accreditation
  - Counselor and Library/Media Specialist Not Endorsed, Rule 10 Assurances, Nonpublic Curriculum
- Other
  - DHHS Superintendent Letter, High Ability Learners, Exempt Schools, Consolidated Data Collections (CDC)





# Data Collections Tab



## Consolidated Data Collection (CDC)

- A collection of collections
- Activation Code UserTypes
  - Multiple Users: All, General, Finance, Staff, Assessment, Discipline, Transportation, Federal, MIPS
  - Only One User: Approver – must be District Admin
- Collection examples
  - Substitute Teachers
  - Nonpublic Membership
  - Title I Nonpublic Consultation Form
  - Pupil Transportation Report



# Data Collections Tab



## Data Resources

### Consolidated Data Collection

(CDC) <https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/>

- Calendar
- Instructions for each collection

Finance page: <https://www.education.ne.gov/fos/>



# Additional Information

Questions – Email the Helpdesk  
at [ADVISERHelp@NebraskaCloud.org](mailto:ADVISERHelp@NebraskaCloud.org)

## NDE Bulletin

- Subscribe here: <https://www.education.ne.gov/bulletin/>



# Closing Notes

Registration opens tomorrow for August webinar!

<https://data.events.education.ne.gov/>

August 11, 2021 – 930am to 1130am CDT

ADVISER monthly updates/feedback

Connecting with Data Stewards

20-21 ADVISER Follow Up collection

Thank you!

