RENEWAL AND ACCELERATION

with Data

District Administrator Portal Responsibilities

District Administrators Portal Responsibilities

Responsibilities related to Portal Management

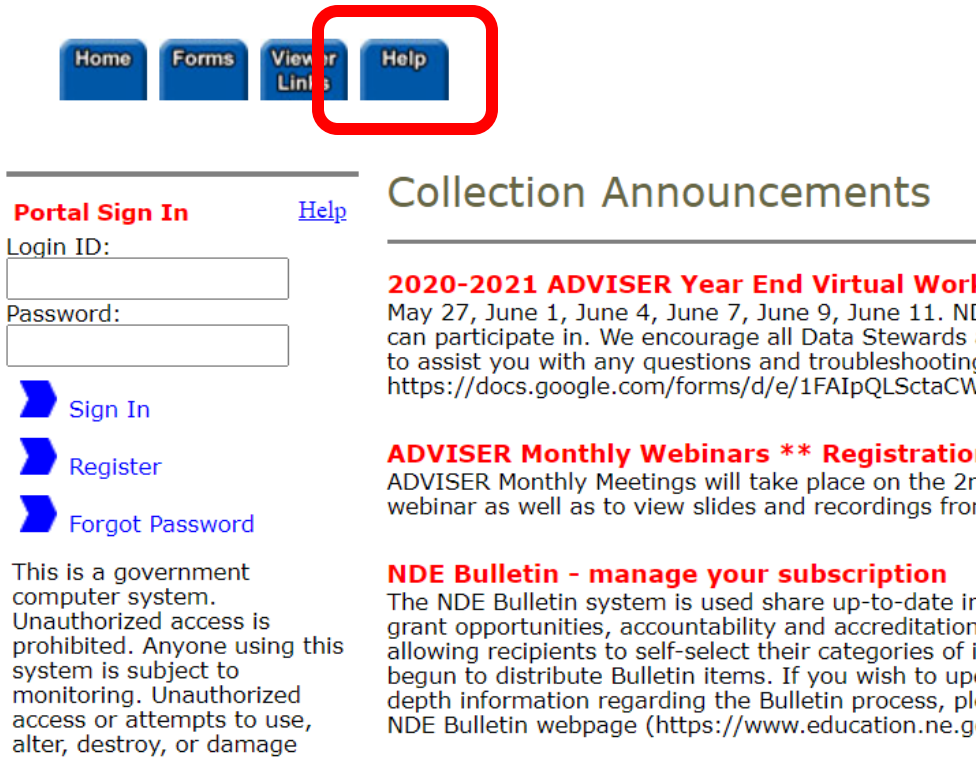
- Portal Access
  - District Administrator
    - Collection Activation Codes
    - Administrator Reports
  - Student / Staff
    - ADVISER Validation
    - Staff Reporting & NSSRS Validation
  - Data Collections
    - Consolidated Data Collections (CDC)

Portal Management

[NDE Portal - portal.education.ne.gov]

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 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

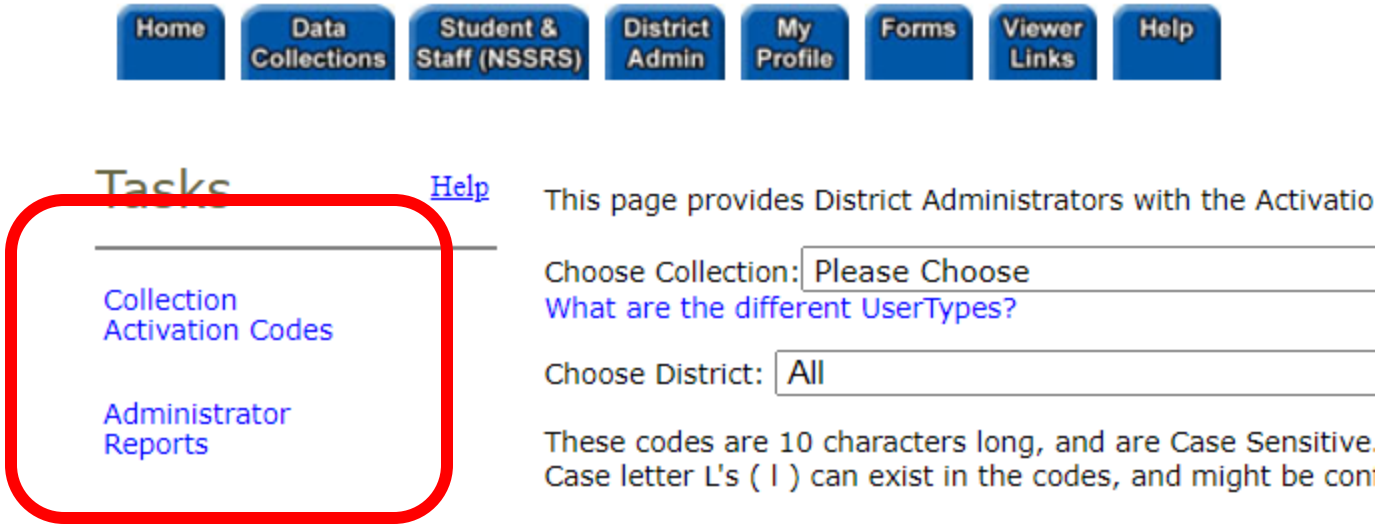
Once District Administrator access approved by NDE Helpdesk - 3 Main Tabs

- 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

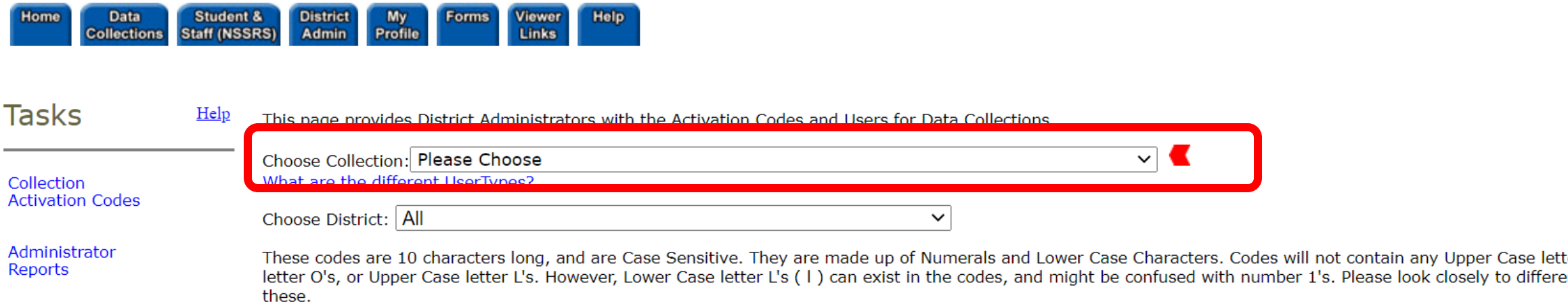


Do Not Share Log In Information

District Admin Tab

Collection Activation Codes

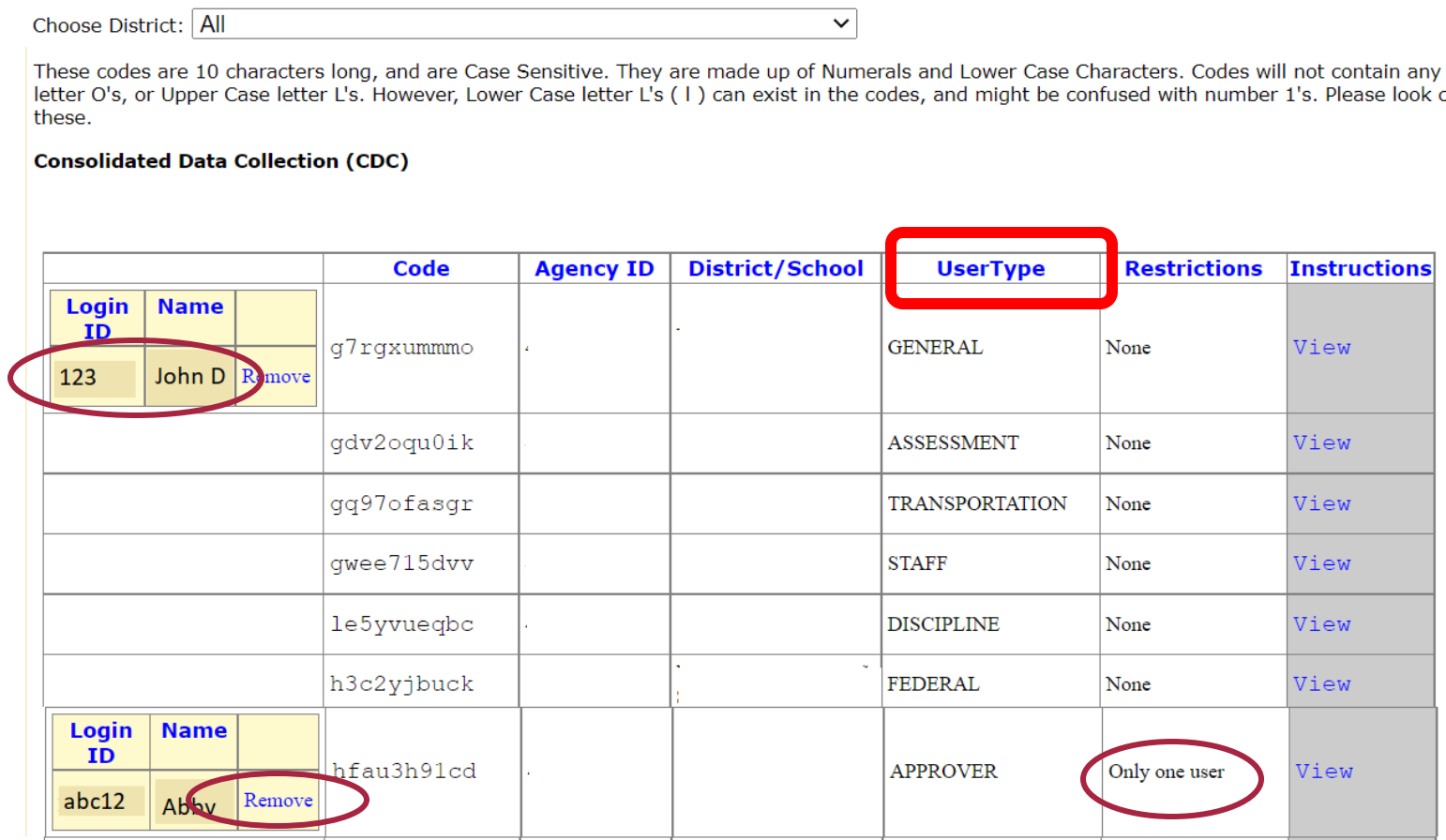
- Choose the collection to which access is needed



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: All

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 c these.

Consolidated Data Collection (CDC)

Login ID	Name		Code	Agency ID	District/School	UserType	Restrictions	Instructions
123	John D	Remove	g7rgxummmo			GENERAL	None	View
			gdv2oqu0ik			ASSESSMENT	None	View
			gq97ofasgr			TRANSPORTATION	None	View
			gwee715dvv			STAFF	None	View
			le5yvueqbc			DISCIPLINE	None	View
			h3c2yjbuck			FEDERAL	None	View
abc12	Abby	Remove	hfau3h91cd			APPROVER	Only one user	View

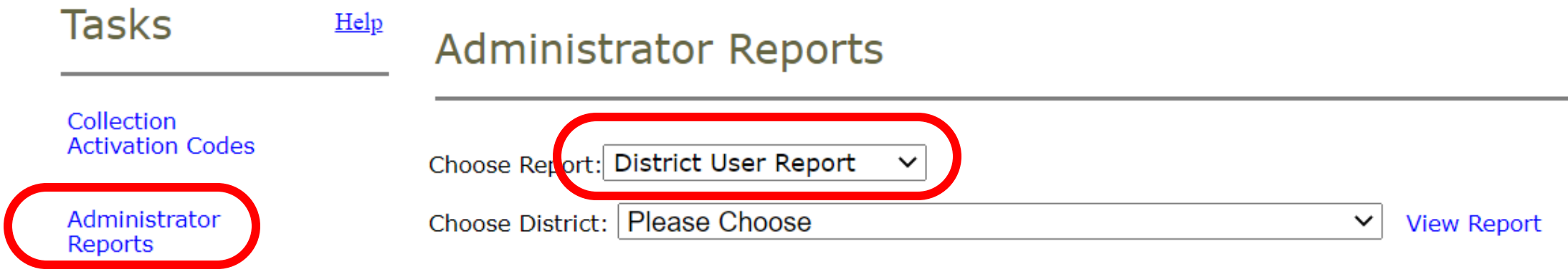
District Admin Tab

Administrator Reports

- District User Report – displays district access by User

and

- Collection User Report – displays district access by Collection



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

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!