

RENEWAL AND ACCELERATION

with Data

District
Administrator
Portal
Responsibilities





A Portal District Administrator manages electronic access to financial and data systems for their District / School through the NDE Data Portal.



The Portal

NDE Portal: portal.education.ne.gov



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

Please email ADVISERHelp@nebraskacloud.org for portal assistance.

- [Home](#)
- [Forms](#)
- [Viewer Links](#)
- [Help](#)

Portal Sign In [Help](#)

Login ID:

Password:

- [Sign In](#)
- [Register](#)
- [Forgot Password](#)

Collection Announcements [Help](#)

Upcoming Events

District Administrators

Portal Help Tab

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



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.

To view this web site **requires** Internet Explorer 5.0 or higher.



Click on the Internet

Help Topics

1. Activation Codes

There are two areas in the Portal utilizing Activation Codes:

To learn more, click here --> [Activation Codes](#)

2. Setting up Portal Accounts

This document outlines how a person registers in the Portal:

To learn more, click here --> [Portal Accounts](#)

3. District Administrator Responsibilities

As the Portal District Administrator for your district, it is your responsibility to manage the Student Record Systems. This help document will lead you to create their own District Administrator account in the Portal. **Please**

To learn more, click here --> [District Administrator Responsibilities](#)



Portal Management Access

To obtain District Administrator portal access

1. The previous administrator's access will need to be removed
2. Once removed, the NDE Service Desk sends the new administrator a unique activation code
3. The code is added to the new administrator's portal account in the *My Profile* tab
4. The Service Desk receives notice and approves the new administrator

Portal Management

Once a District Administrator has been approved, they will see and utilize 4 main tabs in their portal account:

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





Student & Staff (NSSRS) Tab



Student Data Collections

ADVISER - Advanced Data Views Improving Student Educational Response

- ADVISER Validation
- ADVISER Person ID

Staff Data Collections

- Staff Reporting
- NSSRS Validation
- NDE Staff ID



Student & Staff (NSSRS) Tab



Student Collections

- ADVISER Validation – student data from district SIS validated here
 - 3 collection periods
 - Fall (Sept – Oct)
 - Year End (November – June)
 - Follow Up (July – Sept)
 - 4 activation codes
 - 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 Resources

<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 (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
- NDE Staff ID
 - Create and view Staff ID numbers

Additional Staff reporting resources:

TEACH – certification site / (BPP) Business Partner Portal

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



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 Codes based on UserTypes
 - Multiple Users: All, General, Finance, Staff, Assessment, Discipline, Transportation, Federal, MIPS
 - Only One User per District: Approver – must be District Admin
- Collection examples
 - Nonpublic Membership
 - Title I Nonpublic Consultation Form
 - Pupil Transportation Report



Data Collections Tab



Resources related to various data collections

Consolidated Data Collection (CDC)

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

- Calendar
- Instructions for each collection

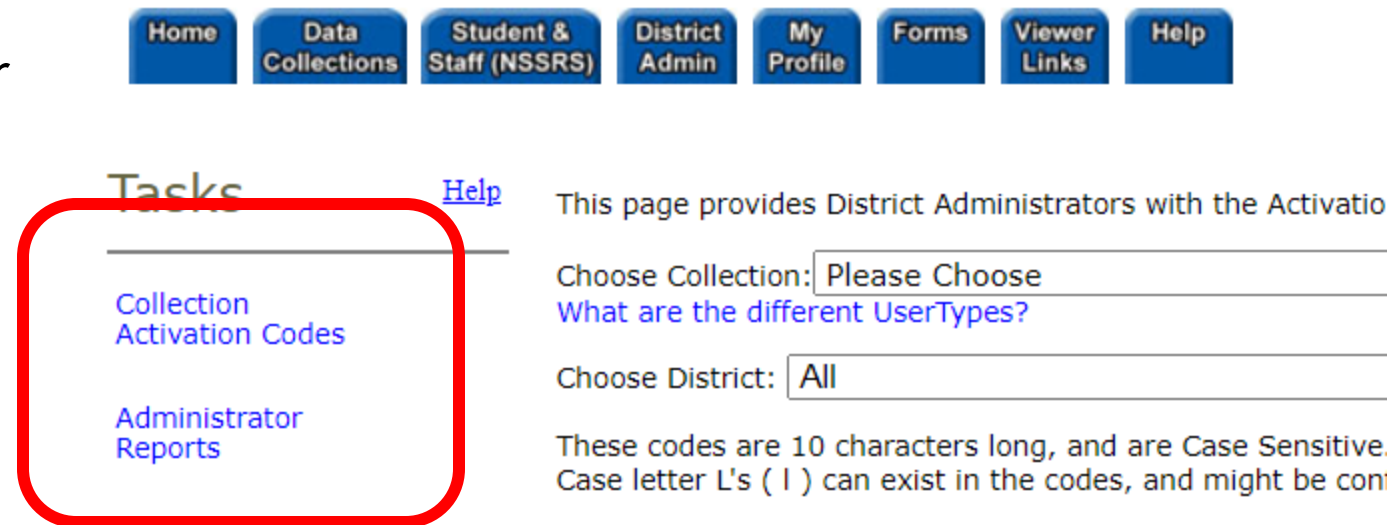
Finance page: <https://www.education.ne.gov/fos/>



District Admin Tab

Where district/system access managed

- Collection Activation Codes
 - Lists activation codes for every collection in the portal
 - NDE does not distribute district level codes, only the District Admin does this
- Administrator Reports
 - Lists access for district by User or by Collection



The screenshot shows a navigation menu with buttons for Home, Data Collections, Student & Staff (NSSRS), District Admin, My Profile, Forms, Viewer Links, and Help. Below the menu is a 'Tasks' section with a red box highlighting two links: 'Collection Activation Codes' and 'Administrator Reports'. To the right of the tasks is a 'Help' link and a text area that reads: 'This page provides District Administrators with the Activation Codes for every collection in the portal. Choose Collection: Please Choose. What are the different UserTypes? Choose District: All. 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 (continued)

- Activation Codes display by UserType
 - Current collection users will be visible
 - Example: John D
 - Potential Restrictions are listed
 - Example: Only one user
 - The 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
Login ID	Name							
123	John D	Remove	g7rgxumrmo			GENERAL	None	View
			gdv2oqu0ik			ASSESSMENT	None	View
			gq97ofasgr			TRANSPORTATION	None	View
			gwee715dvv			STAFF	None	View
			le5yvuebqc			DISCIPLINE	None	View
			h3c2yjbuck			FEDERAL	None	View
Login ID	Name							
abc12	Abbv	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



The screenshot shows a navigation bar with the following tabs: Home, Data Collections, Student & Staff (NSSRS), District Admin, My Profile, Forms, Viewer Links, and Help. Below the navigation bar, there are two main sections: "Tasks" and "Administrator Reports".

In the "Tasks" section, there are two links: "Collection Activation Codes" and "Administrator Reports". The "Administrator Reports" link is circled in red.

In the "Administrator Reports" section, there are two dropdown menus. The first is labeled "Choose Report:" and has "District User Report" selected. This dropdown is circled in red. The second is labeled "Choose District:" and has "Please Choose" selected. To the right of the second dropdown is a "View Report" link.



Additional Resources

Questions – Email the Service Desk

ADVISERHelp@NebraskaCloud.org

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

Thank you!