RENEWAL AND ACCELERATION

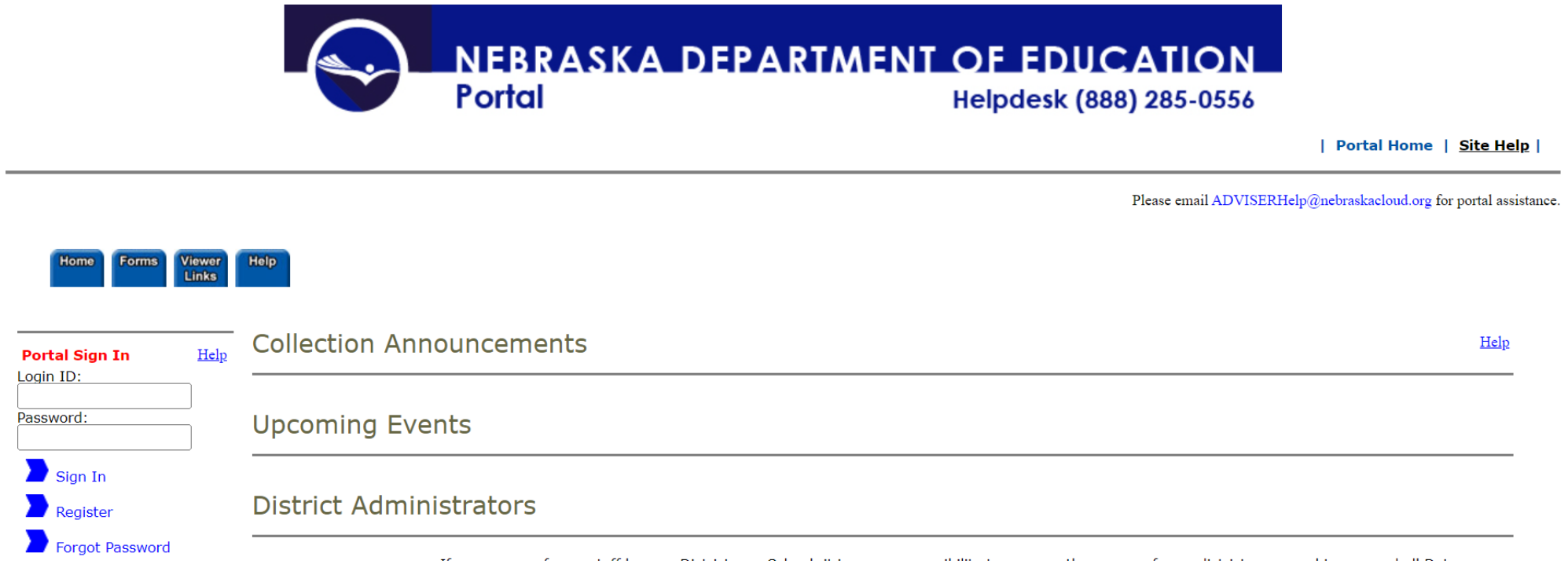
with Data

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 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

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/

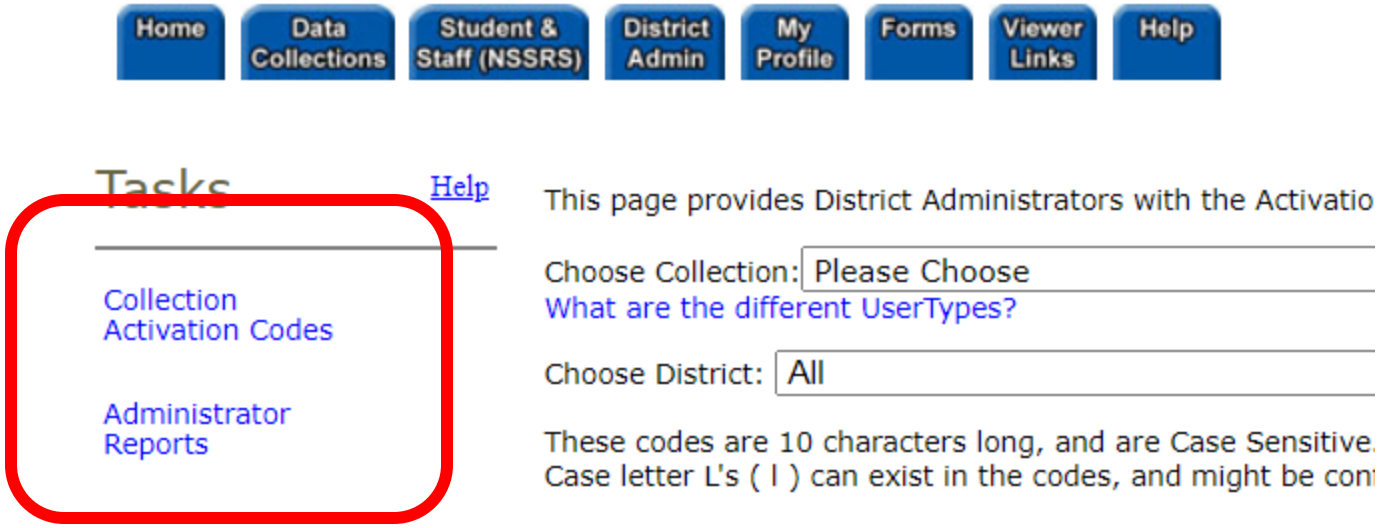
- Calendar
- Instructions for each collection

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

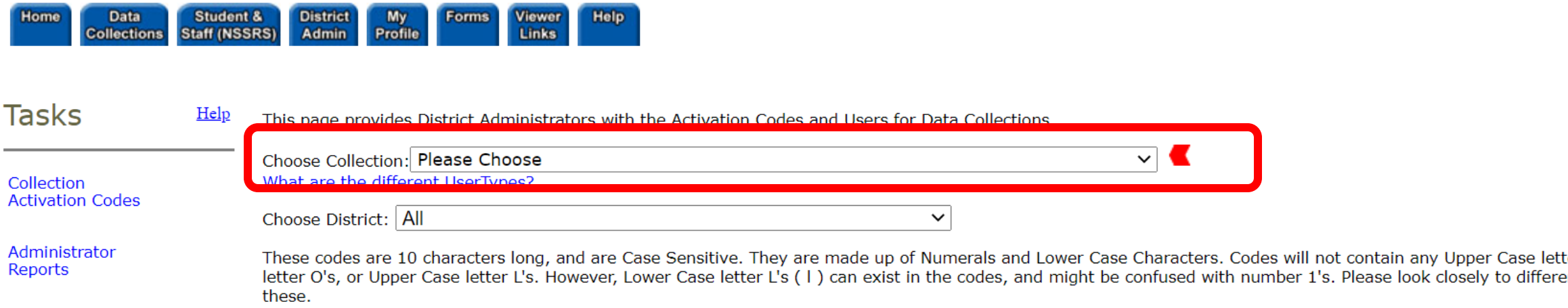


Do Not Share Log In Information

District Admin Tab

Collection Activation Codes

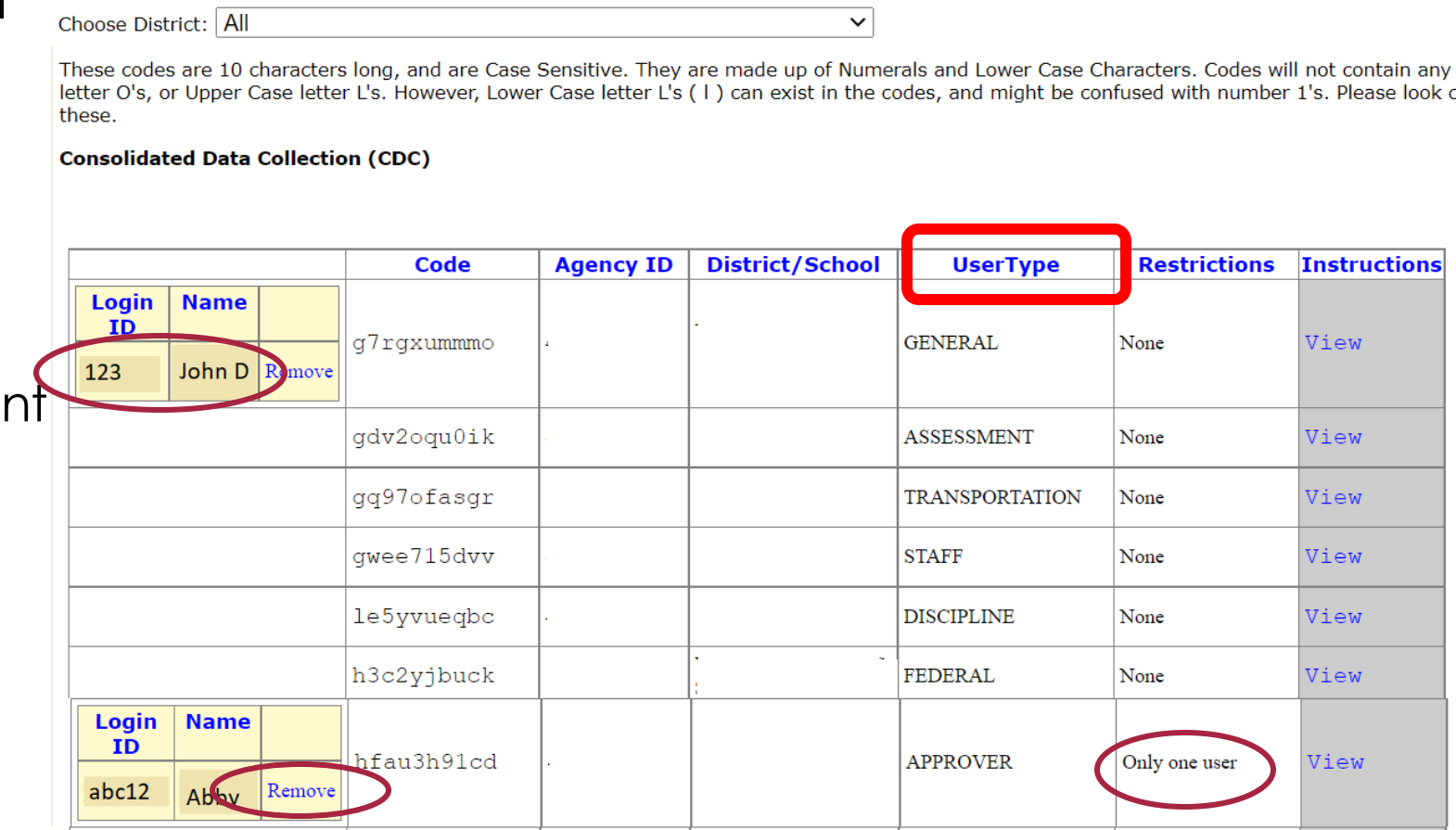
- Choose the collection to which access is needed



District Admin Tab

Collection Activation Codes (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: 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

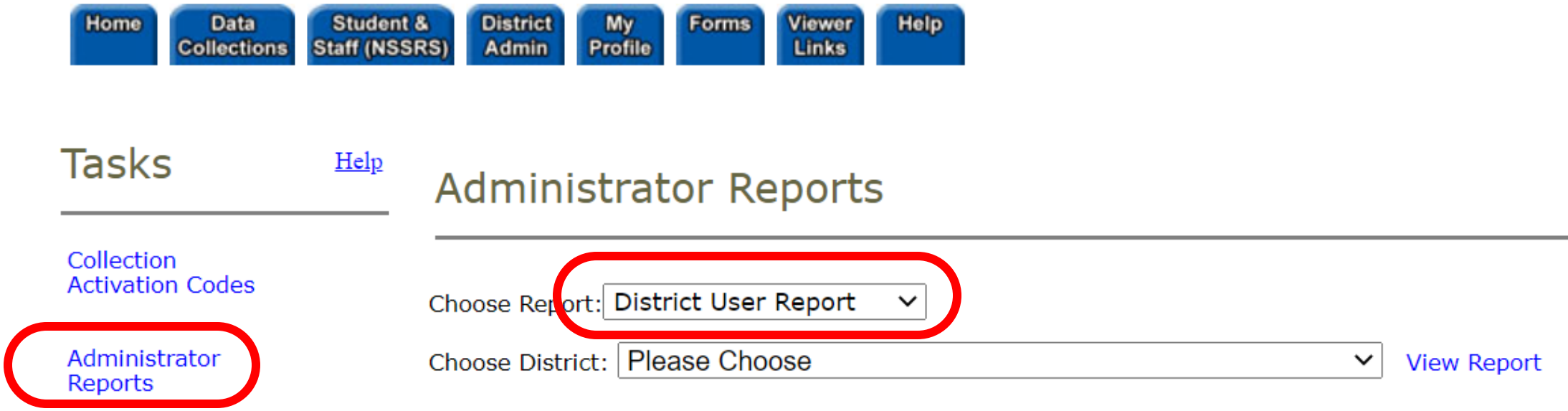
District Admin Tab

Administrator Reports

- District User Report – displays district access by User

and

- Collection User Report – displays district access by Collection



Additional Resources

Questions – Email the Service Desk
ADVISERHelp@NebraskaCloud.org

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

Thank you!