RENEWAL AND ACCELERATION
with Data
ADVISER
Person ID

NEBRASKA DEPARTMENT OF EDUCATION

ADVISER Person ID – Agenda

- What It Is
  - Student ID Numbers
- Data Uses
- Where It Is
  - NDE Portal – Student & Staff (NSSRS) tab
- How It Works
  - Home
  - Assign
  - Download
  - Search
- Troubleshooting
- Resources

ADVISER Person ID – What It Is

- Assign and update Student ID numbers
  - Every student enrolled in a Nebraska school
  - Data needs to be kept current in the ADVISER Person ID system
  - Student data includes:
    - Name: First, Last, Middle
    - Preferred Name (Optional): First, Last, Middle
    - Date of Birth
    - Current Grade Level
    - District Code
    - School Code
    - School Year
    - Historical Data

ADVISER Person ID – What It Is

- Current/Accurate student data is important for all schools reporting student data to ADVISER
  - Locating ID number for students transferring
  - For nonpublic schools using the Direct Certification system
  - Avoid creating duplicate ID numbers

ADVISER Person ID – Data Uses

- Preferred names used ADVISER Validation Lookups and Verification reports

- Preferred names used in assessment rosters

- Person ID names and birth dates used whenever NDE needs to match students against a data source that doesn't have Person IDs – such as Medicaid

ADVISER Person ID – Where It Is

- NDE Portal
  - Register for NDE Portal account
    - https://portal.education.ne.gov/site/DesktopDefault.aspx
      - During registration – choose own login ID and password
      - No approval required
  - Student & Staff (NSSRS) Tab
    - Activation Code Required (Obtained from the District Administrator)
      - Activation Code UserTypes
        - District
        - District Read Only

- Portal accounts belong to the user not the district
  Do not give your login or password to others
  Do not use other staff's login or passwords

ADVISER Person ID – Where it is

Once activation code added
- Located under Student & Staff (NSSRS) Tab
- Click on Collection Name

ADVISER Person ID – How It Works

- Assign
  - Create new IDs or update existing IDs with new school year information
    - Enter Online: Create individual student ID
    - Upload File
      - Student body file
        - Assign new/Update current IDs to new school year information
- Download
  - Location
- Search
  - Locate Student and ID Number Assigned
  - And Update IDs

ADVISER Person ID Menus
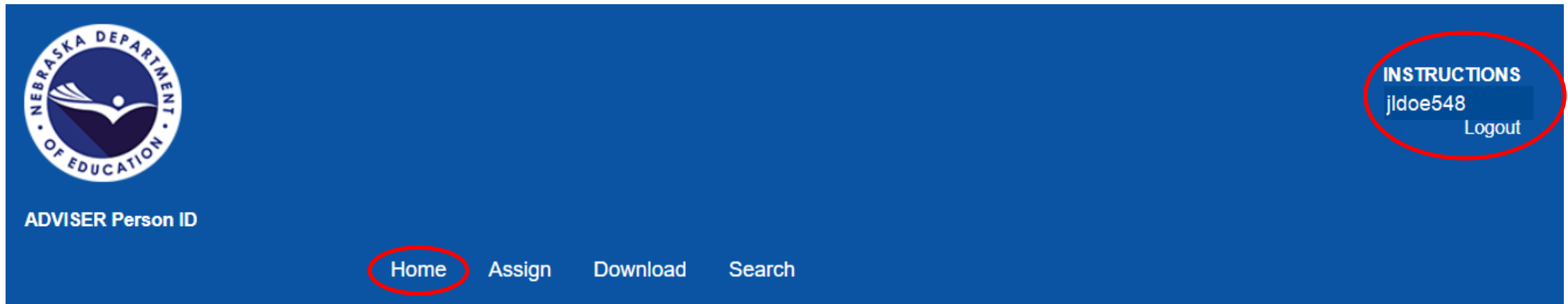
ADVISER Person ID

Home   Assign   Download   Search

- Home - Batch Display
- Assign - Enter Online or Upload File
- Download - Location
- Search - Student

ADVISER Person ID – Home Screen

Home Screen (upper right)
- Instructions
- User ID
- Logout

ADVISER Person ID – Home Screen

Batch Search
Search by:
- Batch Number
- Date Range

ADVISER Person ID – Home Screen

Batch Display/History

- Batch Types
  - File Uploads
  - Edit Person Online
  - Add Person Online

- Refresh Status

ADVISER Person ID – Assign Menu

ADVISER Person ID

Home   Assign   Download   Search

Enter Online

Upload File

EXAMPLEVILLE PUBLIC SCHOOLS

- Two Options
  - Enter Online - Individual Student
  - Upload File - Multiple Students

ADVISER Person ID – Enter Online

Enter Online

GENERAL INFORMATION

First Name *

Middle Name

Last Name *

Suffix

Preferred First Name

Preferred Last Name

Gender *

Date of Birth * MM ∨ DD ∨ YYYY

ENROLLMENT INFORMATION

Grade *

School *

District EXAMPLEVILLE PUBLIC SCHOOLS

District of Residence *

School Year 2021-2022

Local ID

ASSIGN ID   RESET

- Individual Student
  - Asterisk Fields Required
- Assign ID
  - Assigns New ID Number
  - Or, Updates ID
- Then … next slide.

ADVISER Person ID – Enter Online

Refresh Status
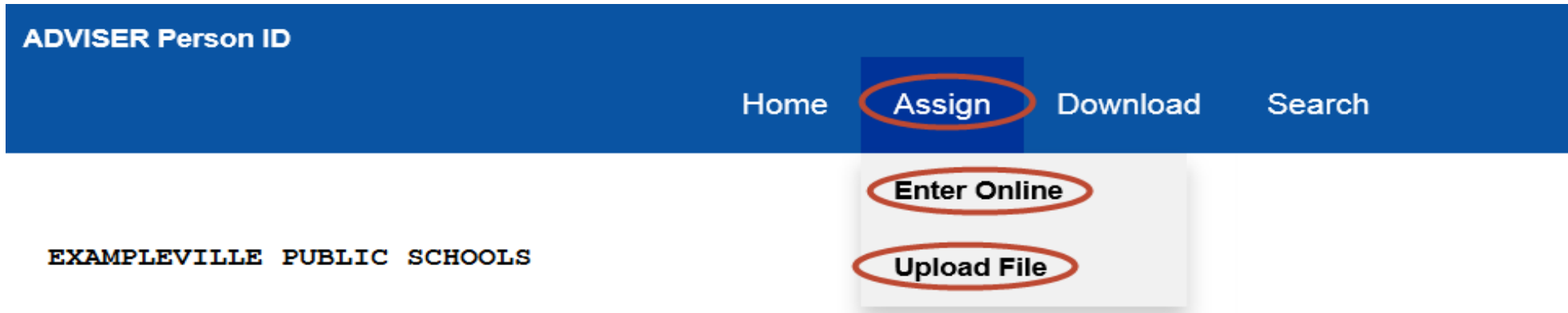
Show | 10 | entries   Search: [   ]

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
08/18/2021	08/18/2021	Add Person Online	300435	55-0148-000	Finding Matches / Claiming / Assigning IDs	1 of 1	

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Back to the Home Screen – Batch Status of Enter Online

- Batch Type – Add Person Online
- Status – Changes with progression
- Next Action
  - Review Near Matches
  - Download
- Refresh Status button

ADVISER Person ID – Upload File

UPLOAD FILE

Select a file to upload: [Choose File] No file chosen

Delimiter: TAB

TAB
COMMA

Qualifier:

First row contains headers?:   Yes

[UPLOAD]

- Choose File
  - Locate File on Local Computer
- Select Tab or Comma
  - Tab .tab
  - Comma - .txt or .csv
- Select 'Yes' or 'No' for file contains headers
- File Format – See ADVISER Resources webpage under the ADVISER Person ID accordion: https://www.education.ne.gov/dataservices/adviser-resources/

ADVISER Person ID – File Format Tips

	F	G	H	I	J	K	L	M	N
	Gender	PersonDateOfBirth	PersonSchoolYear	PersonDistrictCode	DistrictOfResidence	PersonSchoolCode	GradeLevel	PersonLocalId	PreferredFirst
	M	01/01/2015	20222023	99-9999-000	99-9999-000	99-9999-001	KG		
	M	07/04/2009	20222023	99-9999-000	99-9999-000	99-9999-001	05		

Number   Styles   Cells   Editing   Analysis   Sensitivity

- Some of the columns requiring a specific formatting are:
  - Column G – PersonDateofBirth – MM/DD/YYYY
  - Column H – PersonSchoolYear – Two-year school year (20XX20XX) – no dash
  - Column I – PersonDistrictCode – 9-digit Co-Dist-Sch number 99-9999-000
  - Column J – DistrictofResidence – 9-digit Co-Dist-Sch number 99-9999-000
  - Column K – PersonSchoolCode – 9-digit Co-Dist-Sch number 99-9999-001

ADVISER Person ID – File Upload

Refresh Status

Show [10 ▾] entries

Search: [   ]

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
06/30/2021	06/30/2021	Add Person Online	300388	55-0001-000	Batch Complete	1 of 1	DOWNLOAD
06/17/2021	06/17/2021	Edit Person Online	300387	55-0001-000	Batch Complete	1 of 1	DOWNLOAD
06/17/2021	06/17/2021	Edit Person Online	300386	55-0001-000	Batch Complete	1 of 1	DOWNLOAD
06/17/2021	06/17/2021	File Upload	300385	55-0001-000	Waiting to Find Matches	1 of 1	
06/17/2021	06/17/2021	Add Person Online	300384	55-0001-000	Batch Complete	1 of 1	DOWNLOAD
06/17/2021	06/17/2021	Add Person Online	300383	55-0001-000	Batch Complete	1 of 1	DOWNLOAD

Back to the Home Screen – Batch Status of File Upload

- Batch Type – File Upload
- Status – Changes with progression
- Next Action
  - Review Near Matches
  - Download
- Refresh Status button

ADVISER Person ID – Resolve Near Matches

Refresh Status

Show 10 entries   Search:

LAST UPDATED	BATCH CREATED	BATCH TYPE	BATCH INFO	DISTRICT CODE	STATUS	RECORD COUNT	NEXT ACTION
06/17/2021	06/17/2021	Add Person Online	300382	55-0001-000	Ready for User Review	1 of 1	RESOLVE NEAR MATCHES

Showing 1 to 1 of 1 entries

Previous **1** Next

- Near Matches must be resolved
  - Human intervention

ADVISER Person ID – Resolve Near Matches

Review Near Matches

Show [10 ⌄] entries   Search: [_____]

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	
☐	Lewis	Oliver			MM/D/YYYY	M	99-9999-000	99-9999-001	753159	**REVIEW & SELECT**
☐	Gray	Dexter			MM/DD/YYYY	M	99-9999-000	99-9999-001	357951	**REVIEW & SELECT**
☐	Riley	Louise			MM/DD/YYYY	F	99-9999-000	99-9999-002	852456	**REVIEW & SELECT**

Showing 1 to 3 of 3 entries   Previous **1** Next

[CANCEL SELECTED RECORDS] [RETURN]

- Review & Select opens Compare page

ADVISER Person ID – Resolve Near Matches

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID
Gray	Dexter			01/11/2015	m	99-9999-000	99-9999-002	

Show [10 ∨] entries   Search: [   ]

	Last Name ⇅	First Name ⇅	Middle Name ⇅	Suffix ⇅	Birth Date ⇅	Gender ⇅	District ⇅	School ⇅	LocalID ⇅	Match Probability ⬇
COMPARE	**Gray**	**Dexter**			01/01/2015	m	99-9999-000	99-9999-002		87.00

Showing 1 to 1 of 1 entries   Previous **1** Next

[BACK] [CREATE NEW ID]

- Top record is Submission Record
- Bottom record is near match to Submission Record
  - Click COMPARE, Last Name or First Name
    - Side-by-side view displays (next slide)

ADVISER Person ID – Resolve Near Matches

Show [10 ▼] entries   Search: [   ]

	Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	District	School	LocalID	Match Probability
COMPARE	Gray	Dexter			01/01/2015	m	99-9999-000	99-9999-002		87.00

Showing 1 to 1 of 1 entries   Previous **1** Next

	SUBMISSION RECORD	NEAR MATCH RECORD
FIRST NAME	Dexter	Dexter
LAST NAME	Gray	Gray
MIDDLE NAME		
SUFFIX		
BIRTH DATE	01/11/2015	01/01/2015
GENDER	m	m
DISTRICT	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
SCHOOL		
RESIDENT DIST	99-9999-000 - EXAMPLEVILLE PUBLIC SCHOOLS	99-9999-002 - EXAMPLEVILLE ELEMENTARY SCHOOL
GRADE	01	KG
SCHOOL YEAR		20192020
LOCAL ID		
Person ID		6552976293
RECORD CREATED		10/28/2019 11:24:53 AM
LAST UPDATED	6/3/2021 5:25:36 PM	10/28/2019 11:24:53 AM

[EXIT] [CANCEL RECORD] [CREATE NEW ID] [ASSIGN SELECTED ID]

- Highlighted fields are differences
  - Review carefully
- Options:
  - **Exit** – if unsure back to another near match
  - **Cancel Record** – cancels Near Match
    - Student ID not updated
  - **Create New ID** – if near matches reviewed and determined not same student as in the submission record
  - **Assign Selected ID** – update selected ID number to submission record data

ADVISER Person ID – Resolve Near Matches

Refresh Status

Show [10 ▼] entries

Search: [ ]

LAST UPDATED ↓	BATCH CREATED ↕	BATCH TYPE ↕	BATCH INFO ↕	DISTRICT CODE ↕	STATUS ↕	RECORD COUNT	NEXT ACTION
10/25/2019	10/25/2019	Edit Person Online	300171	99-9999-000	Batch Complete	1 of 1	DOWNLOAD

Showing 1 to 1 of 1 entries

Previous **1** Next

- Near Match Resolved
- Select Download to save file/retrieve ID number

ADVISER Person ID – Download Menu

ADVISER Person ID

Home   Assign   **Download**   Search
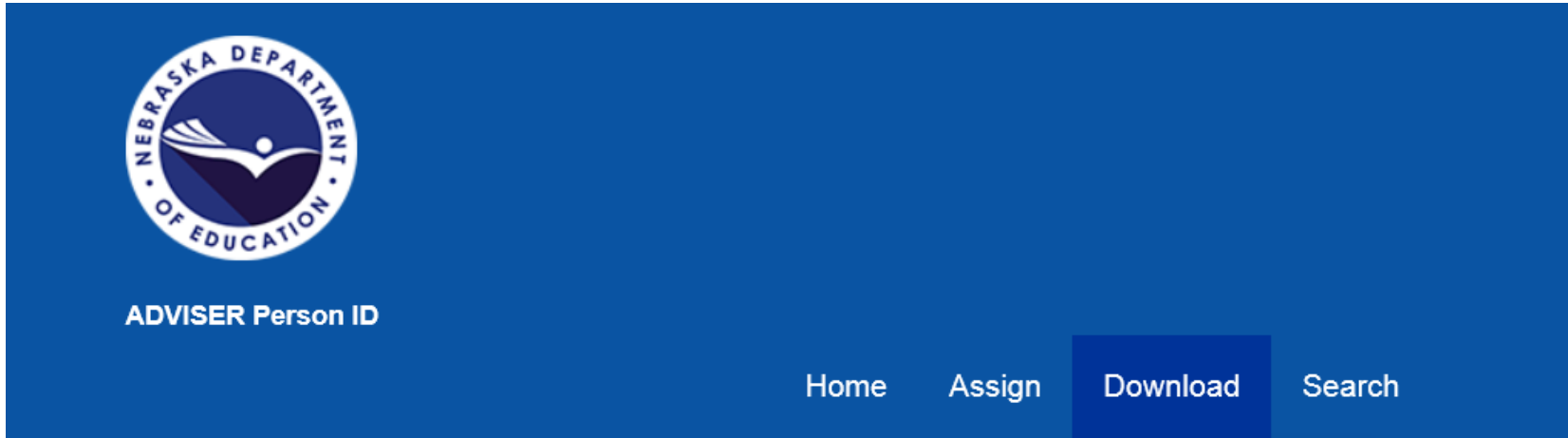
Location

- Download Location Options:
  - District
  - School
  - School Year

Uses for Download – Location:
- Tool for reviewing previous years' students assigned
- Downloaded file can be used as a starting point for creating a file for the new school year
  - Remove students that have left the district/school
  - Add new students
  - Edit file to update grade levels, school building changes, school year, etc.
    - File must be imported into blank Excel spreadsheet to edit

ADVISER Person ID – Download

Download Location

District: EXAMPLEVILLE PUBLIC SCHOOLS

School *: All Schools

School Year *: 2021-2022

DOWNLOAD

- Select District (if applicable)
  - If user has access to more than one district/system
- Download by
  - All Schools
  - Individual Schools
  - Current School Year
  - Previous School Years
- Downloaded file format will be a .txt file
  - Import file into Excel to view or edit data

ADVISER Person ID – Search Menu

- Individual Student Search
  - By Name, DOB
    - First & Last Name only at first, add DOB to narrow down results
  - By ID number if known
    - More likely to display correct student

ADVISER Person ID – Search

Search Results Display Below
- Locate student with correct DOB
- Click on First or Last Name for Student Information Page (next slide)

NOTE: If finding a duplicate student listing, notify the NDE Service Desk

ADVISER Person ID – Search

STUDENT INFORMATION (STATE ID: 6552976293) CREATED 10/28/2019 11:24:53 AM

Add Note

GENERAL INFORMATION ①

FIRST NAME	**Dexter**
MIDDLE NAME	
LAST NAME	**Gray**
SUFFIX	
PREFERRED FIRST NAME	
PREFERRED LAST NAME	
GENDER	**Male**
PERSON ID	6552976293
CREATED DATE	10/28/2019 11:24:53 AM
BIRTH DATE	01/01/2015

ENROLLMENT INFORMATION ②

GRADE	**Kindergarten (Full Day)**
SCHOOL NAME	**003 ELEMENTARY SCH AT VALPARAISO**
DISTRICT NAME	**55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS**
RESIDENCE DIST	**55-0161 RAYMOND CENTRAL PUBLIC SCHOOLS**
SCHOOL YEAR	**2019-2020**
LOCAL ID	

Student Information – Top of display
- ID Number
- Date Created
- Add Note Option

1. General Information
2. Enrollment Information

ADVISER Person ID – Search

Student Information Continued – Bottom of display
1. Batch Information
2. Person Information
3. District Information
4. Back to Result/Edit Student Links

PERSON INFORMATION ②

Show 10 entries   Search:

LAST UPDATED	PERSON UNIQUE ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	PREFERRED FIRST NAME	PREFERRED LAST NAME	DATE OF BIRTH	GENDER
10/28/2019 11:24:53 AM	6552976293	Gray	Dexter					01/01/2015	Male

Showing 1 to 1 of 1 entries   Previous 1 Next

DISTRICT INFORMATION ③

Show 10 entries   Search:

LAST UPDATED	PERSON UNIQUE ID	SCHOOL YEAR	DISTRICT CODE	SCHOOL CODE	BATCH DETAIL ID	BATCH ID	DISTRICT OF RESIDENCE	GRADE LEVEL	PERSON LOC
10/28/2019 12:28:31 PM	6552976293	20192020	55-0161-000	55-0161-003	152094	300178	55-0161-000	KG	
10/28/2019 11:24:53 AM	6552976293	20192020	55-0161-000	55-0161-002	152092	300176	55-0161-000	KG	

Showing 1 to 2 of 2 entries   Previous 1 Next

BACK TO RESULT | EDIT STUDENT ④

NEBRASKA DEPARTMENT OF EDUCATION

ADVISER Person ID – Search

BATCH INFORMATION ①

LAST BATCH #	300176
LAST UPDATED	10/28/2019 11:24:53 AM
INPUT TYPE	Add Person Online
CREATED BY	
CREATED	10/28/2019 10:49:48 AM
STATUS	Batch Complete

Student Information Continued
1. Batch Information
   - Batch Number
   - Last Updated
   - Batch Type
     - Created By
     - Created (when)
     - Batch Status

ADVISER Person ID – Search

Student Information Cont. – History

2. Person Information – ID number, Names, DOB & Gender

3. District Information – School Year, District/School, District of Residence, Grade Level, Etc.

4. Back to Result and Edit Student
- Back to Result – Back to Search Results
- Edit Student – Edit Student Page

UPDATE PERSON DETAILS

GENERAL INFORMATION

First Name *	Dexter
Middle Name	
Last Name *	Gray
Suffix	
Preferred First Name	
Preferred Last Name	
Gender *	Male
Date of Birth *	01/01/2015
Person ID	6552976293

ENROLLMENT INFORMATION

Grade *	Grade 2
School *	
District	Exampleville Public Schools
District of Residence *	Neighbortown Public Schools
School Year *	2022-2023
Local ID	

UPDATE STUDENT   Back to Student Details

Edit Student Page

- All fields on this page are editable except the Person ID number
- Select 'Update Student' button to save the changes
  - Returns to Student Information page with changes showing

ADVISER Person ID - Troubleshooting

- Next Action Status – *Contact Helpdesk*
  - Usually means an invalid student ID number was submitted in the file
    - Click the link to create a ticket with NDE Service Desk for assistance
- Unable to locate ID number for student that should have one
  - Check student's records for possible name changes
  - Contact the NDE Service Desk to assist instead of assigning a new ID number
- Duplicate ID number found/created
  - Contact the NDE Service Desk for assistance
- Resolve Near Matches
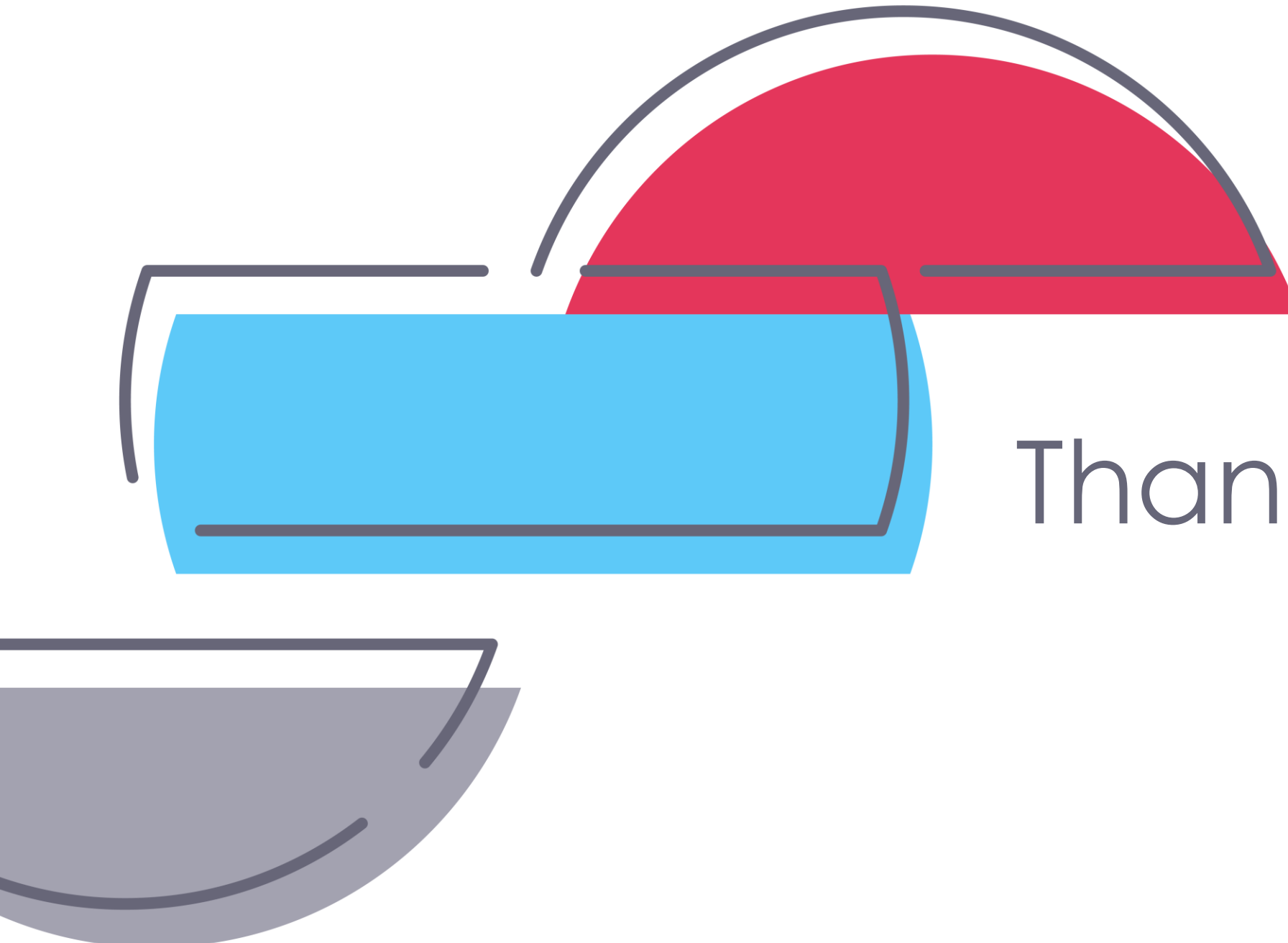 - Contact the NDE Service Desk if unsure

ADVISER Person ID – Resources

- ADVISER Person ID Instructions and Blank Templates
  - Under the ADVISER Person ID accordion

  https://www.education.ne.gov/dataservices/adviser-resources/

NDE Service Desk

ADVISERHelp@nebraskacloud.org

Thank You!