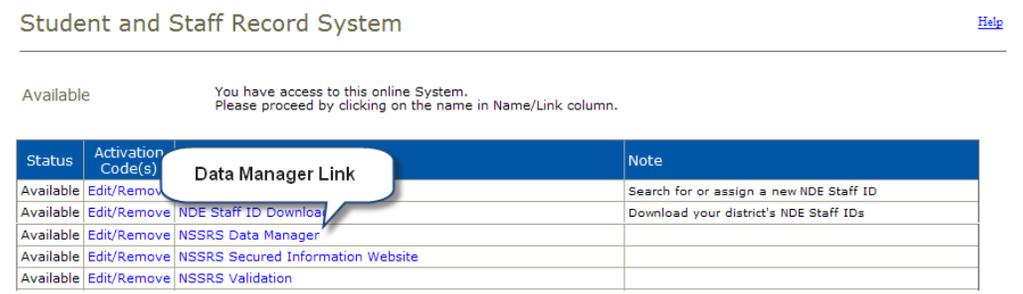
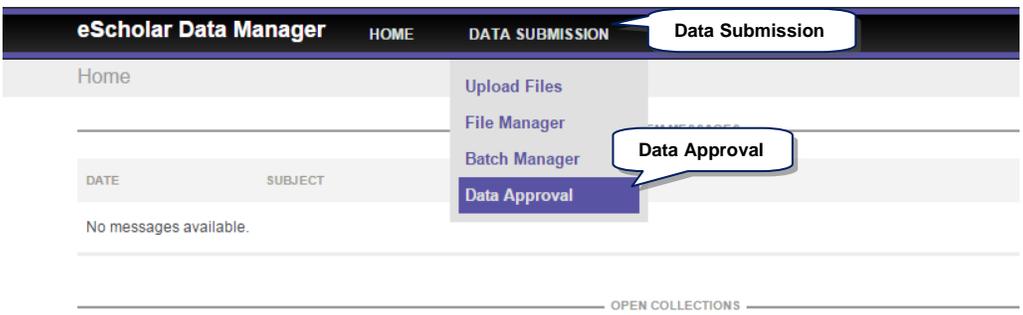
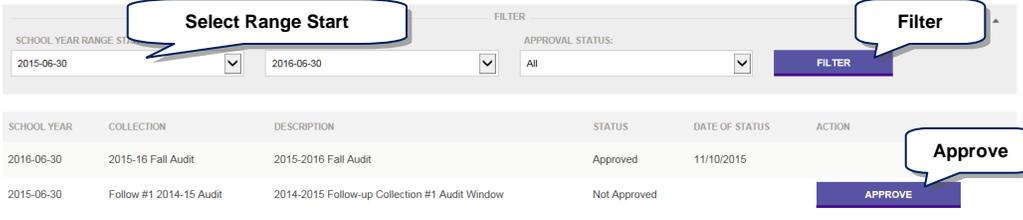
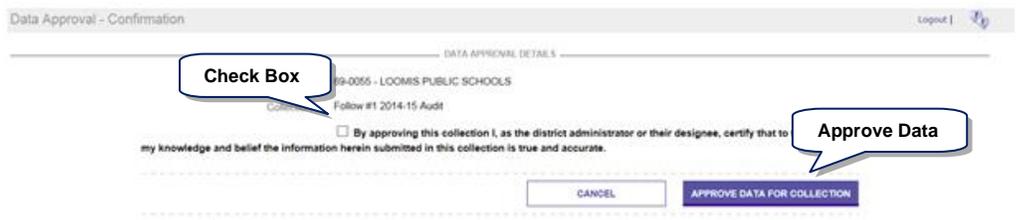


# Nebraska Department of Education Portal Collections Approval

## Collections Approval:

<p>1. Click on the <b>Student and Staff (NSSRS)</b> tab.</p>	 <p>The screenshot shows the Nebraska Department of Education Portal home page. At the top, there is a logo and the text 'NEBRASKA DEPARTMENT OF EDUCATION Portal'. Below that, there is a navigation menu with several tabs: Home, Data Collections, GMS, Student &amp; Staff (NSSRS), My Profile, Forms, Viewer Links, Help, and Training Videos. The 'Student &amp; Staff (NSSRS)' tab is highlighted with a callout box labeled 'NSSRS Tab'.</p>																		
<p>2. Click on the <b>NSSRS Data Manager</b> link.</p>	 <p>The screenshot shows the 'Student and Staff Record System' page. It includes a message: 'Available You have access to this online System. Please proceed by clicking on the name in Name/Link column.' Below this is a table with columns for Status, Activation Code(s), and Note. The 'NSSRS Data Manager' link in the table is highlighted with a callout box labeled 'Data Manager Link'.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Activation Code(s)</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td><a href="#">Edit/Remove</a></td> <td>Search for or assign a new NDE Staff ID</td> </tr> <tr> <td>Available</td> <td><a href="#">Edit/Remove</a> <a href="#">NDE Staff ID Download</a></td> <td>Download your district's NDE Staff IDs</td> </tr> <tr> <td>Available</td> <td><a href="#">Edit/Remove</a> <a href="#">NSSRS Data Manager</a></td> <td></td> </tr> <tr> <td>Available</td> <td><a href="#">Edit/Remove</a> <a href="#">NSSRS Secured Information Website</a></td> <td></td> </tr> <tr> <td>Available</td> <td><a href="#">Edit/Remove</a> <a href="#">NSSRS Validation</a></td> <td></td> </tr> </tbody> </table>	Status	Activation Code(s)	Note	Available	<a href="#">Edit/Remove</a>	Search for or assign a new NDE Staff ID	Available	<a href="#">Edit/Remove</a> <a href="#">NDE Staff ID Download</a>	Download your district's NDE Staff IDs	Available	<a href="#">Edit/Remove</a> <a href="#">NSSRS Data Manager</a>		Available	<a href="#">Edit/Remove</a> <a href="#">NSSRS Secured Information Website</a>		Available	<a href="#">Edit/Remove</a> <a href="#">NSSRS Validation</a>	
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<p>3. Click on <b>Data Approval</b> under the <b>Data Submission</b> Menu.</p>	 <p>The screenshot shows the 'eScholar Data Manager' interface. The 'Data Submission' menu is open, and the 'Data Approval' option is highlighted with a callout box labeled 'Data Approval'.</p>																		
<p>4. Filter the appropriate School Year Range Start and click <b>Approve</b> on the selected Collection.</p>	 <p>The screenshot shows the 'Data Submission' page with filters applied. The 'Filter' button is highlighted with a callout box labeled 'Filter'. Below the filters is a table of collections. The 'Approve' button for the '2015-06-30 Follow #1 2014-15 Audit' collection is highlighted with a callout box labeled 'Approve'.</p> <table border="1"> <thead> <tr> <th>SCHOOL YEAR</th> <th>COLLECTION</th> <th>DESCRIPTION</th> <th>STATUS</th> <th>DATE OF STATUS</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>2016-06-30</td> <td>2015-16 Fall Audit</td> <td>2015-2016 Fall Audit</td> <td>Approved</td> <td>11/10/2015</td> <td></td> </tr> <tr> <td>2015-06-30</td> <td>Follow #1 2014-15 Audit</td> <td>2014-2015 Follow-up Collection #1 Audit Window</td> <td>Not Approved</td> <td></td> <td><a href="#">APPROVE</a></td> </tr> </tbody> </table>	SCHOOL YEAR	COLLECTION	DESCRIPTION	STATUS	DATE OF STATUS	ACTION	2016-06-30	2015-16 Fall Audit	2015-2016 Fall Audit	Approved	11/10/2015		2015-06-30	Follow #1 2014-15 Audit	2014-2015 Follow-up Collection #1 Audit Window	Not Approved		<a href="#">APPROVE</a>
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<p>5. Check the box <b>By approving this collection...</b> and click <b>Approve Data for Collection</b>.</p>	 <p>The screenshot shows the 'Data Approval - Confirmation' page. The 'Check Box' is highlighted with a callout box labeled 'Check Box'. The 'Approve Data' button is highlighted with a callout box labeled 'Approve Data'.</p>																		