

NDE Staff ID Download

User Guide

Version 1.1– August 1, 2011



NEBRASKA
DEPARTMENT OF
EDUCATION

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NDE Staff ID Download User Guide

This document is to help you use the NDE Staff ID Download tool for staff personnel previously reported to the Nebraska Department of Education (NDE). The NDE Staff Download will allow a district to download a data file containing the previously reported staff with the assigned NDE Staff ID number.

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Log into NDE Staff ID Download Using the NDE Portal

NDE Staff ID Download is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. An NDE Portal activation code will be needed to be able to access the NDE Staff ID or the NDE Staff ID Download system. Activation codes are available from your District Administrator. They are found on his/her portal account under the “District Admin” tab.

The screenshot shows the Nebraska Department of Education Portal interface. At the top, the logo and name 'NEBRASKA DEPARTMENT OF EDUCATION Portal' are displayed, along with a helpdesk number (888) 285-0556 and a personalized welcome message for Matthew Dicke. Below the header is a navigation menu with several tabs: Home, Data Collections, GIS, Student & Staff (NSSRS), Collection Admin, My Profile, Forms, NDE Staff, Viewer Links, Help, and Training Videos. The 'Student & Staff (NSSRS)' tab is circled in red. Below the navigation menu, the page title is 'Student and Staff Record System'. A message states: 'Available You have access to this online System. Please proceed by clicking on the name in Name/Link column.' Below this message is a table with the following data:

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	
Available	Edit/Remove	NDE Staff ID Download	

The 'NDE Staff ID Download' link in the table is circled in red.

How To Download

- 1) Once logged into the NDE Staff ID Download application, there are four options of downloadable files containing Staff ID. Any or all of these files can be downloaded. Choose one the files to be downloaded:

"Staff from NSSRS for the 2010-2011 school year"

List of all staff submitted to NSSRS for the 20102011 school year.

"Staff from NSSRS for the last four school years"

List of all staff submitted to NSSRS for 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years.

"Substitute Teachers for the 2010-2011 school year"

List of all substitute teachers submitted into the CDC's "Substitute Teachers" collection for the 2010-2011 school year.

(Note: 2010-2011 data available only if district has submitted the data to the CDC)

"Substitute Teachers for the last five school years"

List of all substitute teachers submitted into the CDC's "Substitute Teachers" collection for 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years.

(Note: 2010-2011 data available only if district has submitted the data to the CDC)

- 2) Select the desired file template with file extension "TXT", "CSV", or "TAB".
- 3) For "Include column headers?", select "Yes" or "No" to include them in the download file
- 4) Select "Comma Delimited" or "Tab Delimited" for the file format.
- 5) Next, click "Create Download File".

For your district (NDE [99-0000-000]), there are downloadable data files containing Staff ID:

"Staff from NSSRS for the 2010-2011 school year"

List of all staff submitted to NSSRS for the 2010-2011 school year.

"Staff from NSSRS for the last four school years"

List of all staff submitted to NSSRS for 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years.

"Substitute Teachers for the 2010-2011 school year"

List of all substitute teachers submitted into the CDC's "Substitute Teachers" collection for the 2010-2011 school year.

(Note: 2010-2011 data available only if district has submitted the data to the CDC)

"Substitute Teachers for the last five school years"

List of all substitute teachers submitted into the CDC's "Substitute Teachers" collection for 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years.

(Note: 2010-2011 data available only if district has submitted the data to the CDC)

Choose File: Staff from NSSRS for the 2010-2011 school year

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID)

Include column headers? Yes

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited

Create Download File

- 6) Once the download file has been created, a download link to the file will be visible. (See below)

Choose File: Staff from NSSRS for the 2010-2011 school year

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID)

Include column headers? Yes

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited

Ready--> Right-Click [here](#) and choose 'Save Target As..' to save the file to disk.

[Download 99-0000-000_STAFF.TXT](#)

- 7) To view the file, click on the download link and select "Open".
OR
Right-click the link and choose "**Save Target As..**" to save the file to disk.

Download File Format

Field Name	Data Type	Notes/Format Details	Sample Data
SSN	Varchar(9)	No dashes.	555127890
LOCAL_STAFF_ID	Varchar(20)	Local Staff ID [Staff Snapshot: Alternate Staff ID (57)].	(blank) OR District/System Local Staff ID
LASTNAME	Varchar(30)		Doe
FIRSTNAME	Varchar(30)		John
MIDDLENAME	Varchar(30)	May be blank or middle initial only.	(blank) OR R OR Roger
GENDER	Varchar(1)	values: F- Female M-Male	M
BIRTHDATE	Varchar(10)	'mm/dd/yyyy'	8/25/1993
NDE_STAFF_ID	VarChar(10)	Assigned NDE Staff ID, 10-digit number.	1234567890

Note: The download file may have column headings, and can be comma delimited or tab delimited. These file format options are selected prior to creating the download file.

Note: The "LOCAL_STAFF_ID" field is the district/system's previously provided Local Staff ID [Staff Snapshot: Alternate Staff ID] from prior years. This is an optional field, and therefore may be blank.

Change Summary

Version 1.1 – August 1, 2011

1. Changed the download file format to be similar to the NDE Staff ID Export/Download file layout. Refer to “NDE Staff ID Export/Download File Layout, Version 1.0 – April 22, 2011”.
 - a. Reordered the “LOCAL_STAFF_ID” to second field.
 - b. Added “MIDDLENAME” as the fifth field.

Version 1.0 – April 22, 2011