

# Portal User Instructions

<https://portal.education.ne.gov/Site/DesktopDefault.aspx>

Use the Nebraska Department of Education Data Collections for registering your Intent to Participate in Perkins funding.



NEBRASKA DEPARTMENT OF EDUCATION  
Portal  
Helpdesk (888) 285-0556

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## Portal Sign In [Help](#)

Login ID:

Password:

- Sign In
- Register
- Forgot Password

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.

## Collection Announcements [Help](#)

### 2010-2011 Curriculum Reporting System is now available (January 11, 2011).

The 2010-2011 Curriculum Reporting System can be found on the NDE Portal under the Data Collections Tab. These reports are due by February 28, 2011. There is a short video available on the NSSRS Project Home Page (under Videos) that will walk you through completing these forms. Be sure to print or save a copy of your report for your records when you are finished. If you have any questions, please contact the NDE Helpdesk.

### 2011 ARRA SPED IDEA Part B, CEIS, and Preschool Payments Only

The 2011 ARRA SPED IDEA Part B, EI, and Preschool Payments Only Collection is now available under the GMS tab. Only after you have received Email Confirmation that your application has been approved can you proceed with reimbursement for payment. If you have any questions or concerns, please contact the NDE Helpdesk.

### 2011-2012 Perkins Innovation Competitive Grant

The 2011-2012 Perkins Innovation Competitive Grant became available in the GMS Tuesday, February 1, 2011. If you have questions regarding this application, please contact Matt Hastings at 471-3104 or e-mail matt.hastings@nebraska.gov. This application is due to NDE March 15, 2011.

### GMS

The security feature that was implemented for IE 8 users has been temporarily taken out of the Grant Management System. If you use Internet Explorer 8, please log completely out of the browser before allowing someone else to use the same computer.

Proceed to Login.

## FIRST TIME USERS

If you have never registered to use the portal you need to do that step now. Click on "Register."

Once you are registered, proceed to Login.



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Welcome Teri Sloup! (tsloup) | [Portal Home](#) | [Site Help](#) | [Sign](#)

After logging in, click on the Data Collections Tab

- Data Collections
- GMS
- Student & Staff (NSSRS)
- My Profile
- Forms
- Viewer Links
- Help
- Training Videos

Click on the Perkins IV Career & Technical Education link to open the Intent to Participate form.

## Collections [Help](#)

Available You have access to this online Collection. Please proceed by clicking on the name in Collection Name/Link column.

Status	Activation Code(s)	Collection Name/Link	Note
Available	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Data Reporting System (DRS) Secured Site</a>	
	<a href="#">Add</a>	<a href="#">Perkins IV Career &amp; Technical Education</a>	Due Date: April 22, 2011.

Online Enter your Activation Code for access to a collection by clicking on 'Add' under Request.

Status	Activation Code(s)	Collection Name	Note
Available	<a href="#">Add</a>	Adult Information Management System (AIMS)	
Available	<a href="#">Add</a>	Annual Financial Report - 2009-2010	
Available	<a href="#">Add</a>	Application for IDEA "Base/Preschool Enrollment Poverty Allocation"	Application for IDEA "Base/Preschool Enrollment Poverty Allocation"
Available	<a href="#">Add</a>	ARRA Coordinated Early Intervening Services	ARRA Coordinated Early Intervening Services
Available	<a href="#">Add</a>	ARRA IDEA (Sect 619) Preschool (Ages 3-5)	ARRA IDEA (Sect 619) Preschool (Ages 3-5)

If the "Perkins IV Career & Technical Education" link is not highlighted in blue, you may need to "Add".

**FIRST TIME USERS:**

Enter the activation code provided by your Administrator.

After you enter the code, click [Add](#).

*(Your District's ID, Name and your User Type level will appear in a table below the code box.*

*The table will list your access to this collection by District and by User Type.)*

Click the blue link "[Return to Previous Page](#)".

**Registering with the Activation code is a one-time procedure.** Your next use of the Portal will proceed directly from the login and password page.

## District Intent to Participate in Perkins Career & Technical Education funds Certify Career Education Essential Components



### Perkins IV Career & Technical Education 20112012

Form #16-054

**OFFICIAL Submission can only be done by the District Administrator.**

#### Introduction

The purpose of the data collection is to determine district intent to participate in federal Carl D. Perkins funding for the 2011-2012 year and to certify the existence of the essential components.

Submission and NDE approval of the data through this collection ensures participation in federal funded Perkins activities. All school districts must determine participation intent.

The first segment of this data collection verifies the intent to participate in Perkins IV funding for the 2011-2012 school year. If a district chooses not to participate, no further information is needed.

If a district chooses to participate, identification of the method must occur. Two options exist for secondary school districts. If a district exceeds the minimum federal allocation (\$15,000 as defined in the Perkins Act) the district may select standalone status, or a district may join a consortium with a participating ESU or community college area. The district 2011-2012 allocation information is available at <http://www.education.ne.gov/nce/PerkinsIV.htm>.

The second segment requests district official certification that all Career Education Essential Components exist. The essential components meet Perkins IV requirements that school districts offer career education of significant size, scope, and quality.

Perkins IV requires that a district offer at least one program of study to be eligible to participate. The approved programs of study from 2010-2011 can be found at <http://perkcareer.education.ne.gov/perkcareerview/Default.aspx>.

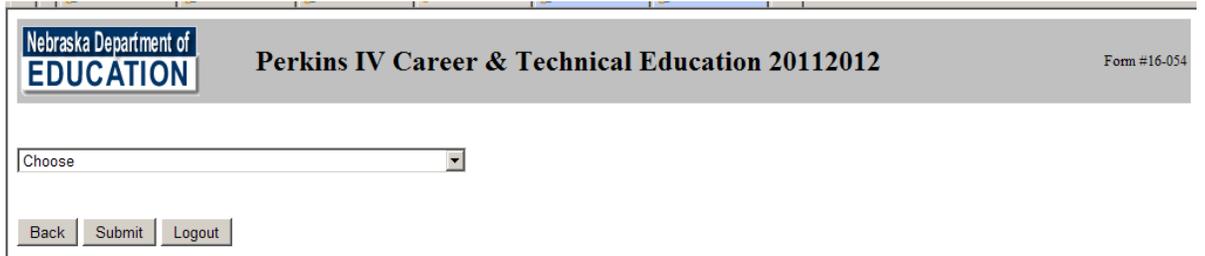
#### Due Dates

The data must be submitted no later than April 15, 2011 to ensure the grant funds are available on July 1, 2011.

[Click Here To Continue](#)

**Read the Introduction and "Click Here To Continue".**

Select your District – Click on “Submit” to continue.

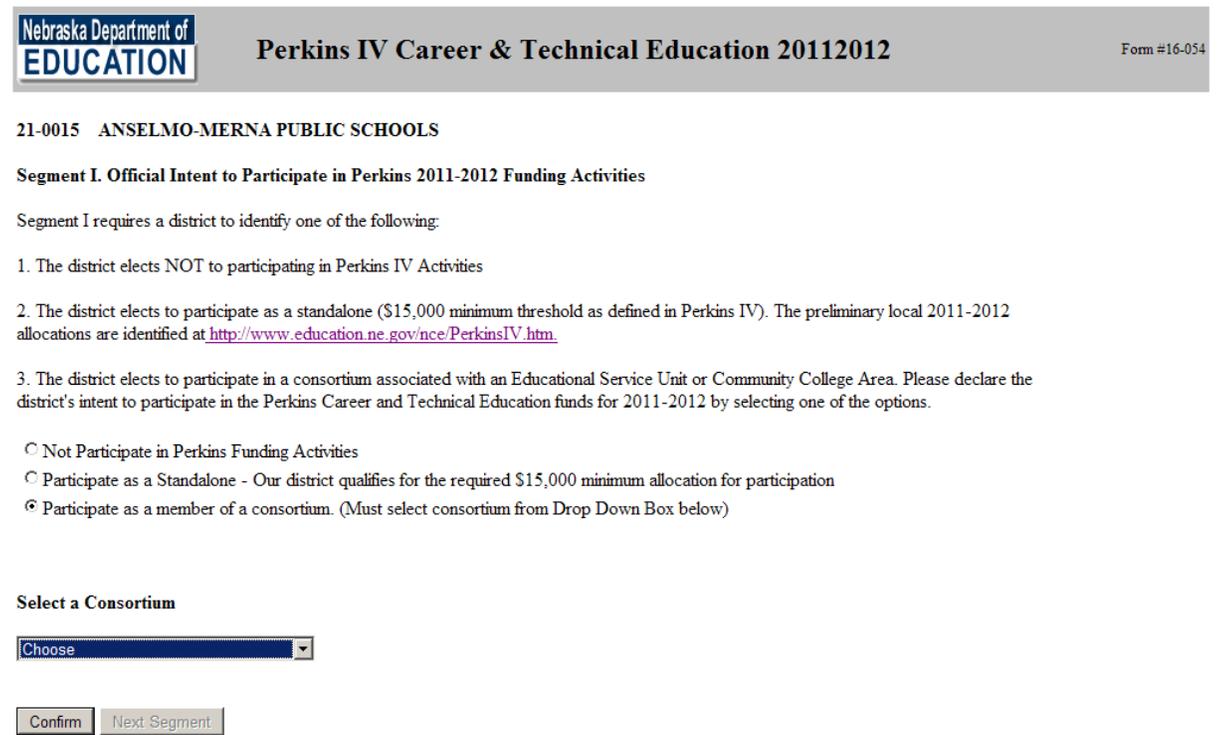


Nebraska Department of EDUCATION Perkins IV Career & Technical Education 2011-2012 Form #16-054

Choose

Back Submit Logout

Read the *Intent to Participate* page, scrolling to the bottom of the screen. Select one of the options and Click on “Confirm” then click on “Next Segment.”



Nebraska Department of EDUCATION Perkins IV Career & Technical Education 2011-2012 Form #16-054

21-0015 ANSELMO-MERNA PUBLIC SCHOOLS

**Segment I. Official Intent to Participate in Perkins 2011-2012 Funding Activities**

Segment I requires a district to identify one of the following:

1. The district elects NOT to participating in Perkins IV Activities
2. The district elects to participate as a standalone (\$15,000 minimum threshold as defined in Perkins IV). The preliminary local 2011-2012 allocations are identified at <http://www.education.ne.gov/nce/PerkinsIV.htm>.
3. The district elects to participate in a consortium associated with an Educational Service Unit or Community College Area. Please declare the district's intent to participate in the Perkins Career and Technical Education funds for 2011-2012 by selecting one of the options.

Not Participate in Perkins Funding Activities

Participate as a Standalone - Our district qualifies for the required \$15,000 minimum allocation for participation

Participate as a member of a consortium. (Must select consortium from Drop Down Box below)

**Select a Consortium**

Choose

Confirm Next Segment

Read the **Essential Components** page scrolling to the bottom of the page and click on the “Certify” button then “Confirm.” You may need to scroll back to the bottom of the screen to Click “Next.”

- Must offer at least one active Career Student Organization at each secondary building level, postsecondary at the primary campus level.

Appropriate facilities and instructional materials are accessible.

Career education programs provide services to all students.

- Special populations have access to and achieve success in career education.
- Alternative education programs include career education.
- Emphasis is given to the recruitment and retention of gender non-traditional students.

Partnerships are developed to enhance career education.

- Secondary and postsecondary partnerships assist in transition.
- Advisory committees are used as appropriate.
- Career education programs are aligned with local/regional workforce/economic development efforts.
- Parents, students and stakeholders are consulted as appropriate for input and evaluation of career education program.

A continuous improvement plan for career education is implemented in alignment with the institution’s improvement plan.

Career guidance and development information and support are available to all students.

- Secondary utilizes the Nebraska School Counseling Model and the NE Career Education Model.
- All secondary students develop and maintain a personal learning plan.
- A career information system such as <http://www.nebraskacareerconnections.org> is available for students/parents use.

Career education instructors have the opportunity and are encouraged to participate in professional development activities.

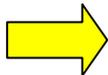
- Professional development includes both technical and pedagogical development opportunities.

I certify under the expectations of Federal Law, Carl D. Perkins Career & Technical Education, that our school district meets the Essential Components necessary to participate. If applicable, I agree to allow NDE to disclose to the consortium, on behalf of our district, records and information regarding our district’s aggregated Perkins performance data provided through NSSRS submission for purposes of planning and appropriate uses under Section 113 of the Carl D. Perkins federal law [P.L. 109-270].

Click the **Confirm** button to confirm your Participation and Certification of Essential Components. Then Click the **Next** button to continue.

**Certify status is updated.**

Click on the “Certify” radial button and “Submit” the form.



A red text message **Submit status is updated.** will confirm the submission.

Nebraska Department of **EDUCATION** Perkins IV Career & Technical Education 20112012 Form #16-054

21-0015 ANSELMO-MERNA PUBLIC SCHOOLS

**Certification and Submission**

The final step is to certify and submit the information to NDE. **Click on the radial button below and select the submit button.**

Official submission can only be done by the District Administrator.

I certify the school district qualifies to participate in funds provided by the Perkins IV legislation for 2011-12 by indicating intent to participate and providing essential components.

I also agree to the federal assurances. A copy of the assurances can be accessed [HERE](#).

Click on “Logout”