

How to Access the ADVISER Dashboard & ADVISER Analytics

There are two major steps to access the ADVISER Dashboard or Analytics reporting websites, first is setting your access permissions using the staff data that is published to ADVISER from your Student Information System (SIS), and second is using a system that verifies your identity through a login. The first step is the same for both the Dashboard and Analytics systems, while the second step differs as covered below.

ADVISER Staff Data

A district must submit staff assignment data into ADVISER from the SIS which will indicate to NDE who in your district gets access to what data and when. This data in ADVISER is only used for this purpose, and is not related to any staff data a district must submit to NDE’s Staff Reporting system for official accountability purposes.

A district can verify whether this staff data has been published into ADVISER correctly using a report within the **ADVISER Validation** app in the [NDE Portal](#). This is the same app used to verify student data submitted to ADVISER, but you can also navigate to Verification Reports > Staff > ADVISER Staff Reports and click into the **ADVISER Staff Access** report.

The screenshot shows the 'ADVISER VALIDATION HOME' interface. On the left is a navigation menu with categories: ERRORS (Review Errors, Reprocess Errors, Error Summary), VERIFICATION REPORTS (Students, Staff, District Admin Sign Off), and LOOKUPS (Enrollment Lookup by ID, Student Lookup by ID, Student Lookup by Demographics). The main content area includes filters for 'Current District: Nebraska Department Of Education [00-0000]' and 'School Year: 2021-2022', each with a dropdown menu and a 'Select' button. Below the filters is the heading 'STAFF VERIFICATION REPORTS' and a table titled 'ADVISER Staff Reports'.

REPORT	DESCRIPTION	REVIEW
ADVISER Staff Access	Lists all staff assignment records that have been uploaded by your SIS, which are required for accessing the ADVISER Dashboard and/or the ADVISER Analytics reports.	If using the Dashboard or Analytics

The primary purpose of this report is to show what staff are being published from your SIS and what Staff Classification(s) are attached to them. The report has a table included at the top that indicates which Staff Classifications get what level of access in the Dashboard/Analytics websites.

Common Staff Classifications & Dashboard/Analytics Access Levels

Staff Classifications	Level of Access Granted
LEA System Administrator, Superintendent, LEA Administrator, Assistant Superintendent	Full access to all student data at the assigned district
Principal, School Administrator, Assistant Principal	Full access to all student data at the assigned school(s)
Teacher	Access to student classroom data, only for the students assigned to this staff
Counselor, Administration, Instructional Aide, Librarian, Support Services, Data Steward, etc.	No access to student data

Below that in the report will be the listing of all staff assignments reported by the district, grouped by those reported at the district office level first and then followed by groups for each school building reported within the district. Below is an example report:

Name	Staff ID	Staff Classification	Begin Date	End Date	Validation Message(s)
District Level PUBLIC SCHOOLS (-000)					
Last Name, First Name Email	1234567890	LEA System Administrator	8/12/2021		
		Teacher	8/12/2021		No School Association has been reported for this staff at this location. This is required for Teachers that wish to access the ADVISER dashboard.
		LEA System Administrator	8/12/2021		
		Instructional Aide	11/17/2021		The reported Staff Classification (Instructional Aide) is not on the default list of classifications that receive access to the ADVISER dashboard/analytics.
SECONDARY SCHOOL (-001)					

Name – The name and email address of the staff member that NDE has preloaded into ADVISER using data from the Staff Reporting and NDE Staff ID portal apps. This is the same email address that will be used for logging into the Dashboard and/or Analytics website later.

Staff ID – The state’s NDE Staff ID that NDE has preloaded into ADVISER using data from the Teacher Certification, Staff Reporting, and NDE Staff ID apps. Three types of staff have their names and IDs preloaded into ADVISER for use by the district – 1) Staff reported in this year’s Staff Reporting app, 2) any staff with an active certificate/permit, and 3) any staff that have their optional email address filled out in the NDE Staff ID app.

Staff Classification – The field provided by the district’s SIS that assigns this staff to one of the existing Staff Classifications available in ADVISER within either the district office or one of the district’s school buildings. A list of possible Staff Classifications is available in the ADVISER Data Elements document under the [ADVISER Resources](#) website.

Begin Date – The date when access for this staff member begins as sent to ADVISER by the SIS, typically this date would be in the current school year as this staff data is reported into ADVISER each year separately.

End Date – The date when access for this staff member ends as sent to ADVISER by the SIS. This field is optional and does not be provided, but if a date is provided the staff member will not be able to access the Dashboard or Analytics systems after that day.

Validation Message(s) – If the report notices any possible issues with the staff assignment data submitted that would possibly cause issues with the listed staff member getting access to the Dashboard or Analytics websites, it will list a message here. These messages do not all need to be fixed, but can help figure out why a particular individual may be having access issues.

Any staff at your district that aren’t listed in the above report will not have access to the ADVISER Dashboard nor ADVISER Analytics. Any changes made to correct this data in ADVISER will require overnight processing before they are reflected in the Dashboard/Analytics website.

Logging Into the ADVISER Dashboard

Assuming the ADVISER Staff Assignment data mentioned above has been properly set already, district users will be able to log into the ADVISER Dashboard app via the [ESUCC Nebraska Cloud portal](#). This portal uses a Single Sign-On system that connects to the login system used within your district (often provided by the local ESU) so that you do not need to keep track of a separate login just for this portal.

District users will use the same login and password used for their district PC, and passwords can be reset through the existing process within the district. The ESU or whichever entity is providing these logins will connect your login with your NDE Staff ID and email address, so that your login is able to tie to the ADVISER Staff Assignment data mentioned above.

Logging Into the ADVISER Analytics Reports

Assuming the ADVISER Staff Assignment data mentioned above has been properly set already, district users will be able to navigate directly to the [ADVISER Analytics website URL](#) (built using Microsoft BI technology) where they will log in using a Microsoft account tied to their email address.

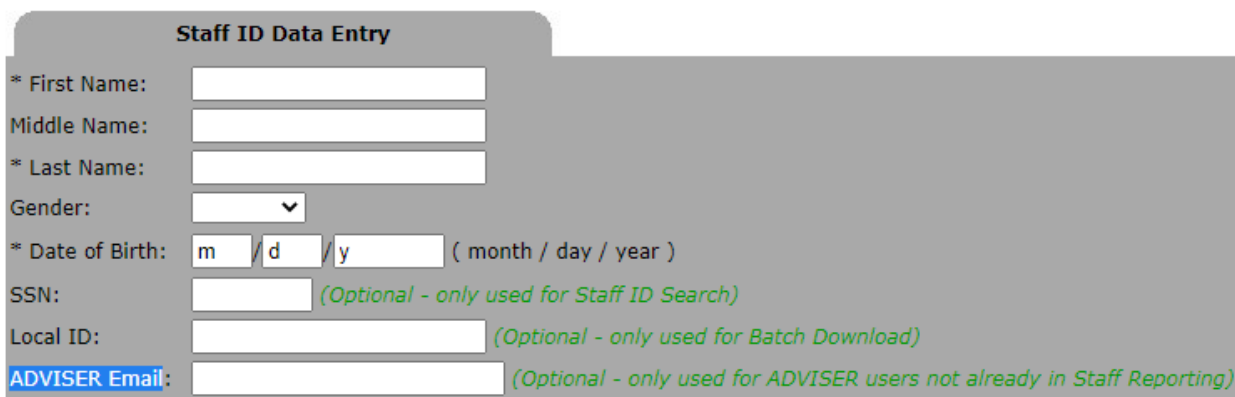
NDE expects that most new ADVISER Analytics users don't have an existing Microsoft account, but NDE can generate an invitation that will be sent to a user's email address. NDE asks that any new district users that wish to access the ADVISER Analytics reports to **please send an email to ADVISERHelp@NebraskaCloud.org asking for "ADVISER Analytics access"**, so that someone from NDE can send you an invitation and the website's URL.

Troubleshooting

I am a district staff person who wants access but I don't have an NDE Staff ID

Teachers and administrators get Staff IDs assigned automatically as part of the certification process, but any other staff member in a district can get an ID by being manually entered into the NDE Staff ID app within the [NDE Portal](#). The district administrator or a chosen user within the district should have access to the Staff ID system, where a user can be entered manually. The key to getting this new staff ID available to be used in ADVISER is to fill out the ADVISER Email field:

Staff Add



The screenshot shows a form titled "Staff ID Data Entry" with the following fields:

- * First Name:
- Middle Name:
- * Last Name:
- Gender:
- * Date of Birth: / / (month / day / year)
- SSN: (Optional - only used for Staff ID Search)
- Local ID: (Optional - only used for Batch Download)
- ADVISER Email:** (Optional - only used for ADVISER users not already in Staff Reporting)

After creating a new staff ID, it should be available to be used in ADVISER and by the district SIS after overnight processing.

I am trying to upload staff assignment data into ADVISER from my SIS but am getting an error that mentions "staffUniqueld is required"

This error is automatically generated by ADVISER when the SIS attempts to publish a Staff Assignment record and either ADVISER did not recognize the NDE Staff ID on the Staff Assignment record or no NDE Staff ID was included. Possible fixes for this include:

- Verify this staff member has their NDE Staff ID entered within the SIS
- Verify there are no typos in their NDE Staff ID (IDs can be verified using NDE's staff apps within the [NDE portal](#))

- If this staff member doesn't yet have an NDE Staff ID, follow the instructions above [here](#)
- If the staff member just got their NDE Staff ID created today, you will need to wait until tomorrow for the overnight processing to pull that new ID into ADVISER, then you may republish the same data from your SIS

I am trying to upload staff data into ADVISER from my SIS but am getting an error that mentions "Authorization denied. The claim does not have any established relationships with the requested resource"

This error is automatically generated by ADVISER when the SIS attempts to publish Staff School Association or Staff Section Association records but the SIS has not yet published the Staff Assignment record for this staff (or the SIS attempted to publish the Staff Assignment but it was rejected with an error like mentioned [above](#)). The Staff Assignment record (full name: Staff Education Organization Assignment Association) must be the first type of staff record to be published from the SIS, and the last type of staff record to be deleted, to avoid this error for the staff member.

I forgot my password/how to login on the ESUCC Nebraska Cloud portal

The [ESUCC Nebraska Cloud portal](#) login is tied directly to a login that you use locally within your district. Please contact your local district and/or ESU IT staff for the process on how to reset your password and for help with what login option you should select from the portal:

Select your district or organization To Log In

Click and begin typing and/or scroll to select:

Click/Type Here

I forgot my password to log in to the ADVISER Analytics reports

The login for the ADVISER Analytics reports is administered through a Microsoft account. If you are not sure of your password and think it may need to be reset, please use the "Can't access your account?" link in the Microsoft login screen:



Sign in

Email or phone

[Can't access your account?](#)

Back

Next



Sign-in options

If you do not yet have a Microsoft account used for ADVISER Analytics, please send an email to ADVISERHelp@NebraskaCloud.org asking for “ADVISER Analytics access” so that someone from NDE can send you an invitation and the website’s URL.