



New NDE Portal

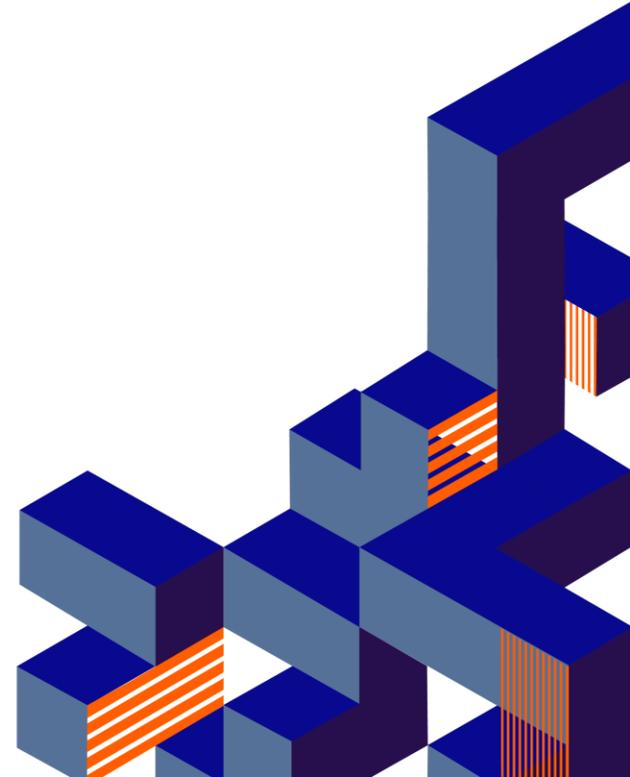
Naomi Kohles - Service Desk

Satya Putana Raju - Data Management and Application Development



Agenda

- Modernized Portal
- Timing and Next Steps
- Portal URL
- Ways to Create an Account and Sign In
- Home page
- Profile
- Resources
- Contacts
- Admin Portal
 - Users
 - Assign Proxy Admin
- Resources



Modernized Portal



- Single Sign On Credentials
 - No more sharing passwords/accounts
 - Auto EdOrg assignment (District)
- No Activation Codes
 - Users can request access, and
 - Admins can assign access

Modernized Portal



- Proxy Admin
 - District Admins can now assign a 2nd person to approve/assign access
- Improved Design
 - Home page display
 - Announcements
 - Contacts

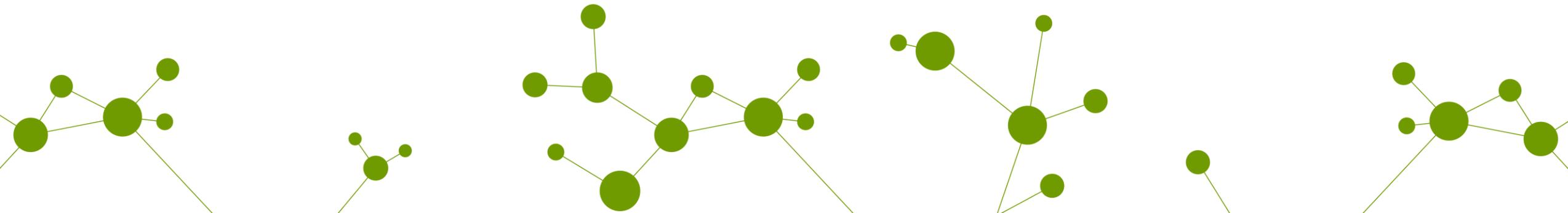
Modernized Portal



- Access
 - Single Application
 - Only one application assigned/requested at a time
 - Roles – Preferred
 - Contain multiple applications
 - As new applications added, they are assigned to appropriate Roles by NDE – users don't have to request (or be assigned) access
 - Example: Data Steward
 - When ADVISER Validation moved into new portal, access will be automatic

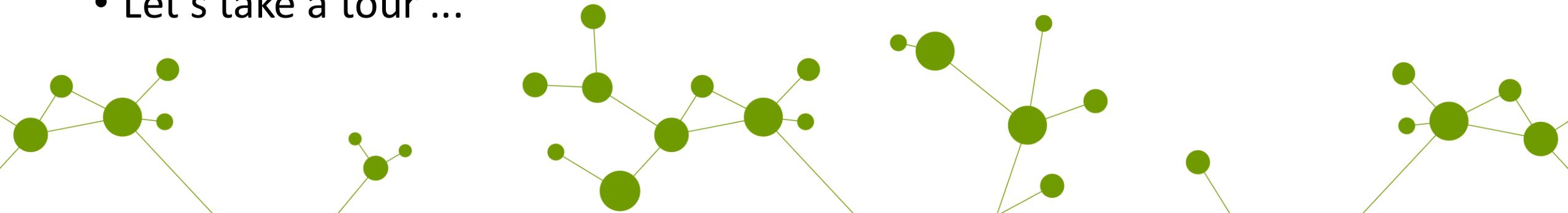
Timing

- New Portal being launched with only one new application
 - District Contact Information
- Legacy Portal continues to have all other collections
- Slowly, we will transition one collection at a time into New Portal
 - [Which Portal Do I Use?](#)



Next Steps

- Introduce new portal and get new accounts created successfully
 - Today is the first day
 - Many entities to support: Public, Nonpublic, ESU, Special Purpose, Rule 18, Post Secondary, NDE
 - Training documents
 - Road Show?
- Rewrite legacy portal collections for installation as applications in new portal
- Let's take a tour ...



Portal - portal.education.ne.gov

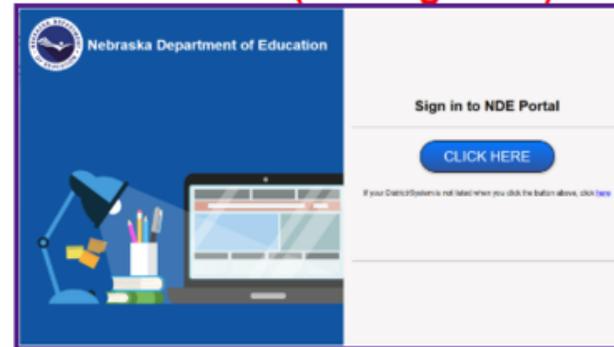


NDE Portal

Legacy Portal



New Portal (Coming Soon)



[Which Portal do I use?](#)

For further questions please contact NDE Service Desk: NDE.ServiceDesk@nebraska.gov



NEBRASKA DEPARTMENT OF EDUCATION

Logging in with SSO



Nebraska Department of
Education

Sign in to NDE Portal

CLICK HERE

If your District/System is not listed when you click the button above, click [here](#)



Logging in with SSO



Select your district or organization To Log In

Click and begin typing and/or scroll to select:

Click/Type Here

Logging in without SSO



Nebraska Department of
Education

Sign in to NDE Portal

CLICK HERE

If your District/System is not listed when you click the button above, click [here](#)

Logging in without SSO – Create Account



Nebraska Department of Education



Sign in to NDE Portal

CLICK HERE

 Sign in with Google

 Sign in with Microsoft

Email Address

Password

Sign in

[Sign up for NDE Portal Account](#)

[Forgot password?](#)

Logging in without SSO – Signing In



Nebraska Department of Education



Sign in to NDE Portal

CLICK HERE

 Sign in with Google

 Sign in with Microsoft

Email Address

Password

Sign in

[Sign up for NDE Portal Account](#)

[Forgot password?](#)

Home Page - SSO



NEBRASKA
DEPARTMENT OF EDUCATION

Home

Welcome to the New Portal!
We're thrilled to introduce our newly updated and modernized portal! Over time, this will fully replace the current one. For now, we'll be gradually adding applications to...

Search

All Favorites Application Group Sort by Due Date

Nebraska Department of E... NK

- EdOrg (District/System) automatically assigned

Home Page – First Time Non-SSO



 Home

 Profile

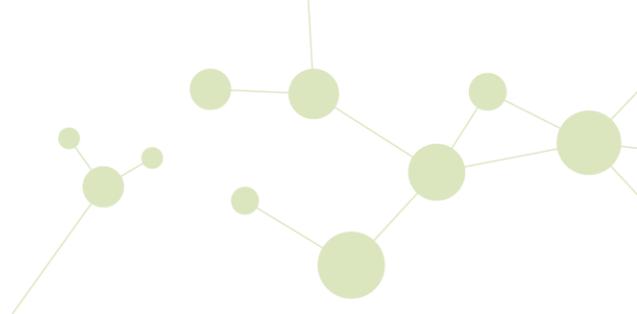
 Resources

 Contacts

 You do not have an Educational Organization associated with your portal account. To request one, please go to Profile (in the left hand menu), select the Requests tab and submit a request.

- Error displays because EdOrg (District/System) is unknown
- Needs to be requested

Home Page – No Access; just EdOrg



-  Home
-  Profile
-  Resources
-  Contacts

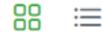
Welcome to the New Portal!

We're thrilled to introduce our newly updated and modernized portal! Over time, this will fully replace the current one. For now, we'll be gradually adding applications to...

All Favorites

Application Group 

Sort by Due Date 



No results found

0 items



10 

Home Page – Access Assigned/Approved



Home

Profile

Resources

Contacts

Welcome to the New Portal!

We're thrilled to introduce our newly updated and modernized portal! Over time, this will fully replace the current one. For now, we'll be gradually adding applications to...

Search

All

Favorites

Application Group ▼

Sort by Due Date ▼



District Contact Information ☆

Groups: Ungrouped

Due Date

Close Date

Open

Launch App >

1-1 of 1 items

<< < 1 > >>

10 ▼

Home Page - Announcements



Home

Nebraska Department of E... ▼

NK

< Welcome to the New Portal!

We're thrilled to introduce our newly updated and modernized portal! Over time, this will fully replace the current one. For now, we'll be gradually adding applications to...

>

- Toggle between multiple announcements using arrows on right/left
- Click on Announcement to expand into pop out box

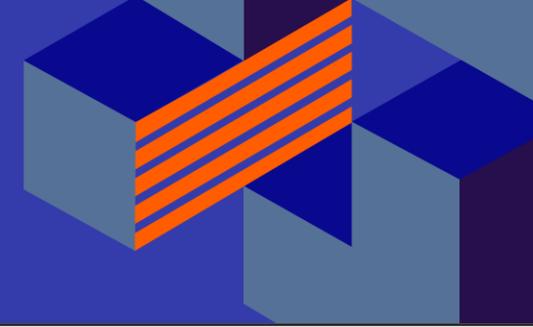
Home Page – Application(s)



The screenshot shows a web application interface for managing applications. At the top, there is a search bar on the left and a navigation area on the right. The navigation area includes tabs for 'All' (selected) and 'Favorites', a dropdown menu for 'Application Group', a dropdown menu for 'Sort by Due Date', and icons for a grid view and a list view. Below the navigation, a card titled 'District Contact Information' is displayed. The card has a star icon in the top right corner. Below the title, it shows 'Groups: Ungrouped'. There are two columns of data: 'Due Date' and 'Close Date'. At the bottom of the card, there is a green 'Open' button and a 'Launch App >' link. Below the card, there is a pagination control showing '1-1 of 1 items', a set of navigation arrows, and a page number '1'. On the right side of the pagination, there is a dropdown menu showing '10' items per page.

- Searchable
- Sort by Favorites, Due Date, etc.
- Viewable in List format

Profile - Information



Information Preferences Applications Requests

My Information

First Name *

Naomi

Last Name *

Kohles

Email * ⓘ

naomi.kohles@nebraska.gov

Phone

Phone number

Extension

Enter extension

Job Title

Job title

Change Password

Cancel

Save

- Required fields asterisked
- Editable fields dependent upon how Portal account was created

Profile - Preferences



≡ **NEBRASKA**
DEPARTMENT OF EDUCATION

- Home
- Profile**
- Resources
- Contacts

Profile

Information **Preferences** Applications Requests

Nebraska Department of E...  

My Preferences

Select a Default Education Organization ⓘ

Select an organization 

Show Application Descriptions on Homepage ⓘ

No

- Choose default EdOrg (if user has more than one)
- Toggle to display application descriptions on Home page

Profile – Applications (no access)



Information Preferences **Applications** Requests

My Applications

🔍 Search applications

Role Name ↑↓	Application Name ↑↓	Permissions	Favorite
No records found			

Showing 0 to 0 of 0 entries << < > >> 10 ▾

- Nothing listed at bottom because user has no access

Profile – Applications (with access)



≡ **NEBRASKA**
DEPARTMENT OF EDUCATION

- Home
- Profile**
- Resources
- Contacts

Profile

NORRIS SCHOOL DIST 160



Information Preferences **Applications** Requests

My Applications

Search applications

Role Name ↑↓	Application Name ↑↓	Permissions	Favorite
District Admin - Public >	13 Permissions		

Showing 1 to 10 of 10 entries << < 1 > >> 10 ▾

- Role assigned – District Admin-Public
 - Open to view 11 Applications associated with Role

Profile – Requests



Information Preferences Applications **Requests**

New Request

Education Organization *

Select Ed Org



Application

Select Application



Roles List *

Select Roles



Request Reason

Request reason entered here

Clear

Submit

All Requests

Q Search request

Open

Closed

Roles

Education Organization ↑↓

Requested On ↑↓

Status ↑↓

Actions

Showing 0 to 0 of 0 entries



10



Home

Profile

Resources

Contacts

Profile – New Request



New Request

Education Organization *

Select Ed Org



Application

Select Application



Roles List *

Select Roles



Request Reason

Request reason entered here

Clear

Submit

- Required fields asterisked
- New Requests made by EdOrg
- Application optional
- Role required
- Reason optional

Profile – All Requests (nothing active)



All Requests

Search request

Open

Closed

Roles

Education Organization ↑↓

Requested On ↑↓

Status ↑↓

Actions

Showing 0 to 0 of 0 entries



10



- Nothing listed because there are no active/outstanding requests
- Click Closed to view past requests

Resources



Home

Profile

Resources

Contacts

The Resources page features a curated collection of website links that provide additional information and resources connected to the NDE Portal. These links will direct you to external sites where you can explore further details, stay updated, and find support for various topics. Click on any of the links below to navigate to the respective websites.

ADVISER

- [ADVISER Data Elements](#)
- [Who Reports What](#)
- [Systems Involved Student Reporting](#)
- [ADVISER Calendar](#)
- [ADVISER Validation](#)
- [ADVISER Person ID](#)
- [ADVISER Validation Errors](#)
- [Workdays](#)
- [Course Codes and Clearing](#)

Staff Reporting

- [Staff Reporting Manual](#)
- [Workdays](#)

Accounting

- [State Treasurer ACH Enrollment Form](#)

Finance

- [28-003 Report of Expenditures and Estimated Requirements of Grants Funds](#)
- [28-004 Record and Report of Finance-Federal Funds](#)

Nutrition Services

- [Summer Electronic Benefit Program \(SEBT\)](#)

Special Education

- [Statements on SPED \(S.O.S\)](#)
- [Indicator B6 Coding Examples \(Preschool Inclusion\) Age 3-5](#)

Portal

- [NDE Portal](#)

Bulletin

- [NDE Bulletin](#)

Contacts – My District Admins

Contacts

Search contacts

Nebraska Department of E... ▼

NK

My District Admins

All Admins

My Organization

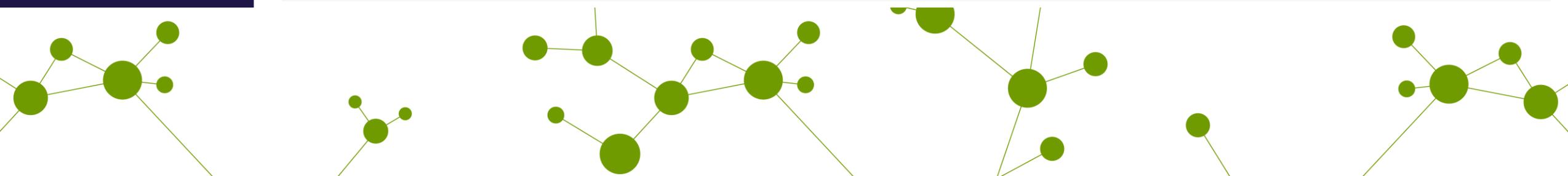
Export

Name ↑↓	Organization Name	Admin Level ↑↓	Job ↑↓	Phone Number	Email ↑↓	Status ↑↓
<ul style="list-style-type: none">Lists selected EdOrg District and Proxy Admins						

Showing 1 to 5 of 5 entries

<< < 1 > >>

10 ▼



Contacts – All Admins

≡ **NEBRASKA**
DEPARTMENT OF EDUCATION

- Home
- Profile
- Resources
- Contacts**

Contacts

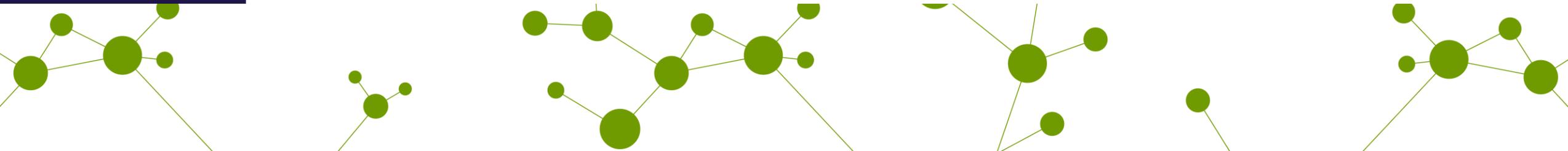
Nebraska Department of E... NK

Search contacts

My District Admins **All Admins** My Organization Export

Name ↑↓	Organization Name	Admin Level ↑↓	Job ↑↓	Phone Number	Email ↑↓	Status ↑↓
<ul style="list-style-type: none">Lists all District and Proxy Admins for entire state (Public, Nonpublic, etc.)						

Showing 1 to 6 of 6 entries << < 1 > >> 10 ▾



Contacts – My Organization

My District Admins | All Admins | **My Organization** |  Export

Name ↑↓	Job ↑↓	Phone Number	Email ↑↓	Status ↑↓
---------	--------	--------------	----------	-----------

- Lists all users specific to the EdOrg selected

Showing 1 to 10 of 260 entries

10 ▼

Contacts – Export

🔍 Search contacts

My District Admins

All Admins

My Organization

📄 Export

Name ↑↓

Job ↑↓

Phone Number

Email ↑↓

Status ↑↓

- Any of the lists can be exported

Showing 1 to 10 of 260 entries

<<

<

1

2

3

4

5

>

>>

10 ▼

Admin Portal – District and Proxy Admins

Home

Profile

Resources

Contacts

Admin Portal

Welcome to the New Portal!

We're thrilled to introduce our newly updated and modernized portal! Over time, this will fully replace the current one. For now, we'll be gradually adding applications to...

Search

All

Favorites

Application Group ▼

Sort by Due Date ▼



District Contact Information



Groups: Ungrouped

Due Date

Close Date

Open

Launch App >

1-1 of 1 items

<< < 1 > >>

10 ▼

Admin Portal - Home

The screenshot displays the Admin Portal Home interface. At the top left is the Nebraska Department of Education logo. The main header area includes the title 'Home', the school district 'NORRIS SCHOOL DIST 160', and a user profile icon labeled 'NK'. The dashboard features four data cards:

- Pending Requests:** 0 requests. Includes a 'View Requests' link.
- Active Users:** 3 users. Includes a 'View Users' link.
- Users Expiring Soon:** 0 users. Includes a 'View Report' link.
- Expiring Proxy Admins:** 0 admins. Includes a 'View Proxy Admins' link.

The left-hand navigation menu contains the following items:

- Home
- Users
- Assign Proxy Admin
- Request Approval
- Reports
- Portal

- Dashboard displays Pending Requests, Active Users, Users Expiring Soon and Expiring Proxy Admins
- Click through to View Requests or utilize left hand menu



Admin Portal - Users

Search user

Status: All

Export

+ New User

First Name	Last Name	Email	Agencies	Job Title	Phone Number	Status	Identity Provider	Action
								Edit View
								Edit View
								Edit View

Showing 1 to 3 of 3 entries

1

10

- List of all user associated with selected EdOrg
- Data is exportable
- New Users can be created, including assigning access
- Edit or View each user and their access

Home

Users

Assign Proxy Admin

Request Approval

Reports

Portal

Admin Portal – Assign Proxy Admin

New Assignment

Education Organization *

Additional Notes

User *

From Date *

To Date *

Cancel Assign

Assignments

Current and Future Past

Assignment Type	Education Organization ↑↓	Start Date ↑↓	End date ↑↓	Status ↑↓	Actions
DistrictProxyAdmin	NORRIS SCHOOL DIST 160	Mar 27, 2025	May 3, 2025	Cancelled	View
DistrictProxyAdmin	NORRIS SCHOOL DIST 160	Mar 25, 2025	Jan 1, 2027	Cancelled	View
DistrictProxyAdmin	NORRIS SCHOOL DIST 160	Mar 27, 2025	Jan 1, 2027	Cancelled	View

- Home
- Users
- Assign Proxy Admin**
- Request Approval
- Reports
- Portal

Assign Proxy Admin – New Assignment

New Assignment

Education Organization *

Select



Additional Notes

Additional Notes

User *

Select



From Date *

04/04/2025



To Date *

04/04/2025



Cancel

Assign

- Only one Proxy Admin can be active at a time
- Assignable by EdOrg
- User must already have a portal account
- From and To Dates required



Assign Proxy Admin - Assignments

Assignments

Search

Current and Future

Past

Assignment Type	Education Organization ↑↓	Start Date ↑↓	End date ↑↓	Status ↑↓	Actions
-----------------	---------------------------	---------------	-------------	-----------	---------

No records found

Showing 0 to 0 of 0 entries

<< < > >>

10 ▾

- Lists current and past assignments



Admin Portal – Request Approval

≡ **NEBRASKA**
DEPARTMENT OF EDUCATION

- Home
- Users
- Assign Proxy Admin
- Request Approval**
- Reports
- Portal

Request Approval

NORRIS SCHOOL DIST 160



Search request

Status: All

Export

Request Type ↑↓	Requested By ↑↓	Requested On ↑↓	Education Organization ↑↓	Reviewer ↑↓	Last Activity Date ↑↓	Status ↑↓	Action
						Cancelled	View
						Cancelled	View
						Approved	View
						Cancelled	View
						Cancelled	View
						Cancelled	View
						Cancelled	View
						Cancelled	View
						Approved	View
						Denied	View

- Shows all Requests by User – Approved, Denied, Cancelled, Submitted (awaiting approval)

Showing 1 to 10 of 12 entries

<< < 1 2 > >>

10

Admin Portal – Reports

Reports

NORRIS SCHOOL DIST 160



- Home
- Users
- Assign Proxy Admin
- Request Approval
- Reports**

Account Expiration

NDE Portal Reports

Soon to expire user accounts / deactivation forecast.

[View](#)

User Access Audit

NDE Portal Reports

User role access requests and approvals.

[View](#)

User Roles and Application

NDE Portal Reports

User roles and applications.

[View](#)

User Activity

NDE Portal Reports

Audit of activities performed by user.

[View](#)

More Information Coming Soon!

Automatically Generated Report Downloads



Admin Portal – Return to Portal

-  Home
-  Users
-  Assign Proxy Admin
-  Request Approval
-  Reports
-  Portal

Home

NORRIS SCHOOL DIST 160 

NK

Pending Requests 

0

[View Requests →](#)

Active Users 

3

[View Users →](#)

Users Expiring Soon 

0

[View Report →](#)

Expiring Proxy Admins 

0

[View Proxy Admins →](#)



Resources

- Portal Info:
<https://www.education.ne.gov/portal/>
- Bulletin:
<https://www.education.ne.gov/bulletin/>
- Service Desk:
NDE.ServiceDesk@Nebraska.gov
- Data Conference Site (PDF and recording of this session):
<https://nedataconference.com/>

Next at 1015am: New Portal Hands On Session

Log In using SSO
Requesting and Approving
Access

Thank you!

