

Activation Codes

There are two areas in the NDE Portal requiring Activation Codes: Data Collections and Student & Staff (NSSRS). If you have been assigned a data collection, you will need to obtain an Activation Code for each collection you are working on. These Activation Codes are only available from your District Administrator.

Activation Codes are 10 alphanumeric characters. They do not contain upper case letters L, I or O. Activation Codes are case sensitive.

RETRIEVING THE ACTIVATION CODE (DISTRICT ADMINISTRATORS ONLY)

Log into the Portal.



Click on the **District Admin** tab.



Select the collection desired from the **Choose Collection** dropdown list.



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This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection:

[What are the different UserTypes?](#)

Choose District:

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes with Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between the

*The **Choose District** dropdown list is an available option for those District Administrators who oversee more than one district.

Each Activation Code will be listed in the table, along with its relevant information including Agency ID (DistrictID), District/School, UserType and Restrictions.

Home

Data Collections

Student & Staff (NSSRS)

District Admin

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Help

This page provides District Administrators with the Activation Codes and Users for Data Collections.

Choose Collection: ADVISER Validation

What are the different UserTypes?

Choose District: All

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter O's. Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

ADVISER Validation

Code	Agency ID	District/School	UserType	Restrictions	Instructions
U58ymw8G3p	99 -0025-000	EXAMPLE SCHOOLS PUBLIC	District	None	View

Restriction possibilities:

- “None” means there is no limit to the number of users for this collection.
- “Only one” user means there can only be one user assigned with this Activation Code.

If a user has already entered an Activation Code, they will show up in the table in the furthestmost left column, shaded yellow. Their login ID and full name will be listed, along with a **Remove** option.

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Choose Collection: ADVISER Validation

What are the different UserTypes?

Choose District: All

These codes are 10 characters long, and are Case Sensitive. They are made up of Numerals and Lower Case Characters. Codes will not contain any Upper Case letter I's, Upper Case letter C. Case letter L's (l) can exist in the codes, and might be confused with number 1's. Please look closely to differentiate between these.

ADVISER Validation

Code	Agency ID	District/School	UserType	Restrictions	Instructions							
<table><thead><tr><th>Login ID</th><th>Name</th><th></th></tr></thead><tbody><tr><td>JSnow</td><td>Jon Snow</td><td>Remove</td></tr></tbody></table>	Login ID	Name		JSnow	Jon Snow	Remove	J58ymw8G3p	99 -0025-000	EXAMPLE SCHOOLS PUBLIC	District	None	View
Login ID	Name											
JSnow	Jon Snow	Remove										

Instructions for each Activation Code can be found by clicking the **View** link in the grey box.

Instructions
View

This will open another tab containing text which the District Administrator can copy and paste into an email to the end user.

ENTERING THE CODE (ALL USERS)

Once you have received the appropriate Activation Code from your District Administrator, you will need to enter it into the Portal to receive access to the associated collection.

Log into the NDE Portal.



Home Forms Viewer Links Help

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

Collectic

NDE Bulletin
The NDE Bulletin has been added. If you are interested, please visit www.education.nd.gov

Upcoming District

Click on the tab where the collection is located: Data Collections or Student & Staff (NSSRS).



Within each tab there are two tables: Available and Online.



Collections

1. 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
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2. Online

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

Status	Activation Code(s)	Collection Name
Closed		2015-2016 Part B Performance and Determination Report (ILCD)
Closed		2015-2016 Part C Performance and Determination Report (ILCD)
Available	Add	2017-2018 AQUeSTT-EBA

1. Available collections are those for which you have already entered Activation Codes.
2. Online collections are all collections available through that tab in the Portal.

In order to access the desired collection, you must apply the Activation Code. To add the code to a collection, click the blue **Add** to the left of the collection name.

Collections

Available

You have access to this online
Please proceed by clicking on

Status	Activation Code(s)	Collection Name/Link
--------	--------------------	----------------------

Online

Enter your Activation Code for

Status	Activation Code(s)	Collection Name
Closed		2015-2016 Part B Performance and Determination R
Closed		2015-2016 Part C Performance and Determination R
Closed		2017-2018 AQUeSTT-EBA
Closed		Annual Financial Report – 2016-2017
Closed		Annual Financial Report – 2017-2018
Closed		Career Education (CE) Courses
Closed		Census Report 2017 (Census)
Available	Add	Census Report 2018 (Census)
Available	Add	Consolidated Data Collection (CDC)

Type (or copy/paste) the Activation Code obtained from your District Administrator into the box labeled Activation Code. Click **Add**.



Consolidated Data Collection

Collection System Information

Activation Code

Add

This Activation Code is available from your District Administrator.

[What are the different UserTypes?](#)

Agency ID

Name

[Return to previous page](#)

If you have successfully entered a code, the district will show up in Collection Name/Link column to enter the system.

A message will appear indicating the code has been accepted, or

Collection System Information

Activation Code accepted.

This Activation Code is available from your District Administrator.

[What are the different UserTypes?](#)

An error message* will appear if the code has not been accepted.

Collection System Information

This code does not correspond to this Collection. Check your code for lower-case letter 'l' vs. number One, or lower-case letter 'o' vs. number Zero.

This Activation Code is available from your District Administrator.

[What are the different UserTypes?](#)

***See the Appendix for a list of possible Error Messages and an explanation of each.**

Once the code has been accepted, you will see the Agency ID (District ID), Name (District Name) and UserType in the table below the code box.

Consolidated Data Collection (CDC)

Collection System Information			
Activation Code <input type="text"/> <input type="button" value="Add"/>		Activation Code accepted. This Activation Code is available from your District Administrator. What are the different UserTypes?	
Agency ID	Name	User Type	
00-0000-000	EXAMPLE DISTRICT A	GENERAL	Remove

Click **Return to Previous Page**.

Agency ID	Name
00-0000-000	NEBRASKA DEPAR

[Return to previous page](#)

Now your collection has been moved to the Available table at the top.

Collections

Available			You have access to this online Collection. Please proceed by clicking on the name in C
Status	Activation Code(s)	Collection Name/Link	
Available	Edit/Remove	Consolidated Data Collection (CDC)	

Online			Enter your Activation Code for access to a c
Status	Activation Code(s)	Collection Name	
Closed		2015-2016 Part B Performance and Determination Report (ILCD)	
Closed		2015-2016 Part C Performance and Determination Report (ILCD)	
Closed		2017-2018 AQuESTT-EBA	
Closed		Annual Financial Report – 2016-2017	
Closed		Annual Financial Report – 2017-2018	

Click on the collection name to enter into the collection.

Collections

Available			You have access to this online Collection. Please proceed by clicking on the name in C
Status	Activation Code(s)	Collection Name/Link	
Available	Edit/Remove	Consolidated Data Collection (CDC)	

Online			Enter your Activation Code for access to a c
Status	Activation Code(s)	Collection Name	
Closed		2015-2016 Part B Performance and Determination Report (ILCD)	
Closed		2015-2016 Part C Performance and Determination Report (ILCD)	
Closed		2017-2018 AQuESTT-EBA	
Closed		Annual Financial Report – 2016-2017	
Closed		Annual Financial Report – 2017-2018	

REMOVING A CODE (ALL USERS)

To remove a code from your Available collections, click the blue **Edit/Remove** to the left of the collection name.

Collections

Available

You have access to this online Collection.
Please proceed by clicking on the name in C

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

Online

Enter your Activation Code for access to a c

Status	Activation Code(s)	Collection Name
Closed		2015-2016 Part B Performance and Determination Report (ILCD)
Closed		2015-2016 Part C Performance and Determination Report (ILCD)
Closed		2017-2018 AQuESTT-EBA
Closed		Annual Financial Report – 2016-2017
Closed		Annual Financial Report – 2017-2018

Click **Remove**.

Collection System Information			
Activation Code <input type="text"/> <input type="button" value="Add"/>		Activation Code accepted. This Activation Code is available from your District Administrator. District Administrators, click here for Activation Codes. What are the different UserTypes?	
Agency ID	Name	UserType	
00-0000-000	NEBRASKA DEPARTMENT OF EDUCATION	APPROVER	Remove

The code is no longer listed in the table under the Activation Code box.

Consolidated Data Collection (CDC)

Collection System Information			
Activation Code <input type="text"/> <input type="button" value="Add"/>		NoValidCollection This Activation Code is available from your District Administrator. What are the different UserTypes?	
Agency ID	Name	UserType	
Return to previous page			
If you have successfully entered a code, the district will show up in the above table. Click on Collection Name/Link column to enter the system.			

ERROR MESSAGES

Error Message	Explanation
Please enter a code	You have not entered anything into the Activation Code box.
This is an invalid code. Please check your code for lower-case letter l vs. number One, or lower-case letter o vs. number Zero.	This code does not match anything in the Portal. Double-check your source for letters vs. numbers.
This code does not correspond to this Collection. Check your code for lower-case letter l vs. number One, or lower-case letter o vs. number Zero.	This code does not match the Collection or Grant to which you are applying. Double-check that you have the Activation Code for the correct Grant or Collection.
This is an expired code. Please contact your District Administrator for a new code.	A code can expire or be turned off. Please contact your District Administrator for an updated code.
This code is restricted to one user and has been used by another user.	Please contact your District Administrator to see who else has used that Activation Code.
This code is not available to your Portal UserType.	Some Activation Codes are limited to certain types of Portal Accounts. It might be limited to a District Administrator Portal Account, or a regular Portal account, referred to as a Portal User account.
You must be the District Administrator for this district to use this code.	You must be the District Administrator for the District represented by the Activation Code.
This collection is not set up to accept codes yet.	Please wait until a Collection is open.

DEFINITIONS

Activation Code: An activation code represents a specific combination of District, Collection and User Type.

Data Collection: Some examples of Collections in the Portal include Consolidated Data Collection (CDC), Nonpublic Curriculum Report, Student Uniq-ID and Staff Reporting.

District Administrator: There is only one District Administrator per district. These are the users that would normally 'signoff' on any official documents from the District/ESU/System. An example of a person holding this account type would be a Superintendent or Principal. NDE Staff will be checking District Administrator names against Staff Reporting.

Login ID: Login ID's are chosen by the user during the registration process. This is normally a first initial and last name, but can be whatever the user chooses. Portal accounts are associated with individuals, not districts, so an account will follow the user should they change districts/systems. A login ID can be 4-20 characters and cannot contain any of the following: (space) " # \$ % & ' () * +, - . / : ; < = > ? @ [\] ^ ` [|] ~

Password: A password is chosen by the user during the registration process. A password can be 4-20 characters and cannot contain any of the following: (space) " # \$ % & ' () * +, - . / : ; < = > ? @ [\] ^ ` [|] ~
Passwords can be changed within the My Profile tab once logged into the Portal.

Portal Account: A portal account provides one password access to NDE's online Data Collections.

Portal User: Any user of the Portal website.

UserType: Access levels for each Data or NSSRS Collection are different. Users can have more than one UserType at the District Level. Examples include, Approver, View Only or District User.