



1. How do I log in?

To log in, click the **Click Here** button on the login screen. And Select your district and enter your credentials

2. How do I access Admin Portal?

From the home screen, go to the bottom left of the screen and click on **Admin Portal**.

3. How to add a user?

Go to **Users** → **+ New User**, fill in user info, assign role(s) and org, then click **Send Invite**.

4. How to edit a user?

Click **Edit** next to the user's name to update details, roles, or organizations. Click **Save**.

5. How to assign a Proxy Admin?

Go to **Assign Proxy Admin**, select the education org, choose the user, and set the From and To Dates. Then click **Save**.

6. How do I approve user requests?

Go to **Request Approval**, click **Review** on a request, then **Approve** or **Deny** with optional comments.

7. What access do I have?

From the home screen, click **Profile**, then go to the **Applications** tab to see your assigned roles, applications, and permissions.

8. Who do I contact for help?

Reach out to **NDE.ServiceDesk@Nebraska.gov** for any issues or technical assistance.