

NDE STAFF ID

NDE Staff ID is a 10-digit number. This unique identifier has been assigned to:

- NDE certificate holders
 - Administrative, Teaching, and Special Services certificate holders.
- Staff previously reported in NSSRS
 - For 2010-2011 and prior years
- Substitute Teachers (CDC Collection)
 - From 2006-2007 through 2010-2011*

*Applications available through the NDE Portal,
Under the "Student & Staff (NSSRS)" tab:*

NDE Staff ID Download

For obtaining a list of assigned Staff IDs for a district. List contains: SSN, Name, Date of Birth, and Staff ID.

Available District Download Files:

- **Staff from NSSRS for the 2010-2011 school year**
- **Staff from NSSRS for the last four school years**
- **Substitute Teachers for the 2010-2011 school year**
- **Substitute Teachers for the last five school years**

NDE Staff ID

NDE Staff ID

Individual

Staff Search

Add Staff

Batch Process

Batch Upload

Batch Search

Download Cart

Logoff

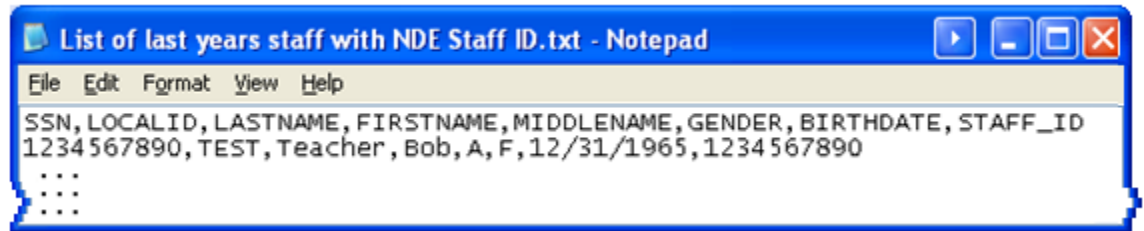
Search for existing Staff IDs

Assign new Staff ID

Search and assign multiple Staff IDs

Suggested steps for using NDE Staff ID:

- **Step 1.** Using **NDE Staff ID Download**, obtain a list of previously submitted staff or substitutes teachers with NDE Staff ID.



- **Step 2.** For new staff, use **NDE Staff ID's "Staff Search"**, to search for the staff's existing NDE Staff ID.

Staff Search

Search SSN Search Staff ID Search

First Name: tom* Middle Name: * Last Name: teacher

Gender: Date of Birth: m / d / y (month / day / year)

*Required Fields Search Clear

In the name fields, use an asterick () for wildcards.*

Search Results

- **Step 3.** If an existing Staff ID is not found, use **NDE Staff ID's "Add Staff"** to create a new Staff ID number. For searching and creating numerous Staff ID records, use the "Batch Upload" process.

Staff Add

Staff ID Data Entry

* First Name: Tom

Middle Name:

* Last Name: Teacher

* Gender: Male

* Date of Birth: 12 / 31 / 1950 (month / day / year)

SSN: (Optional - only used for Staff ID Search)

Local ID: (Optional - only used for Batch Download)

Last Updated By: Matthew Dicke (826)

*Required Fields Add / Search Clear

(Note: Select button will add the selected record to a new Batch)

NDE Staff ID Documentation

Available on the NSSRS website at <http://www.education.ne.gov/NSSRS>

- Staff ID User Guide
- Staff ID Download User Guide
- Staff ID Import/Upload Batch File Layout Quick Reference
- Staff ID Export/Download File Layout Quick Reference