Ed-Fi Setup Checklist (Nebraska)

Last Modified on 09/10/2026 9:20 am CDT

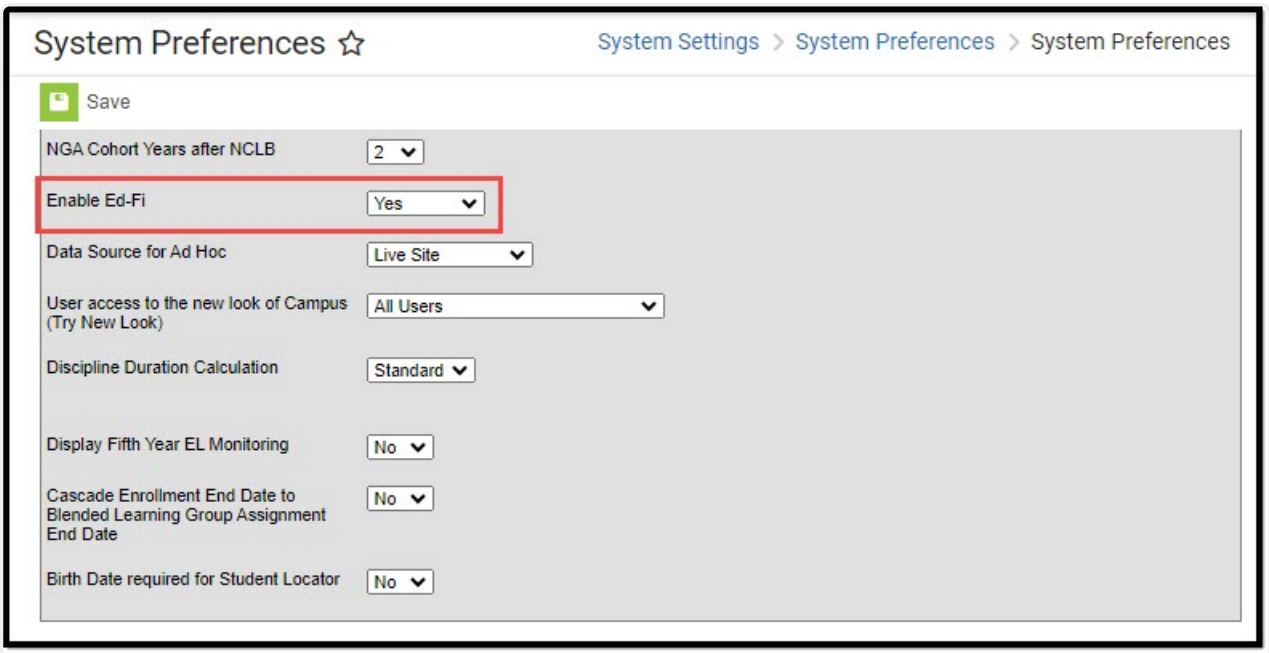
This article describes the steps required to transition Ed-Fi to the 2024-2025 school year properly and contains general recommendations for processes to complete at the end of one school year and the start of another.

Step 1. Enable Ed-Fi Functionality

Tool Search: System Preferences

Enable Ed-Fi functionality in System Preferences.

- **Yes** enables Ed-Fi functionality, and Ed-Fi data syncs from Campus to the Ed-Fi system (when properly configured).
- **Tools Only** allows users to fill out Ed-Fi fields, like Ed-Fi IDs, but this data does not sync to the Ed-Fi system until the setting is set to Yes. This can be useful when setting up Ed-Fi IDs for students within a school or district to ensure data syncs properly before enabling it.
- **No** disables Ed-Fi functionality, and all Ed-Fi tools are turned off.

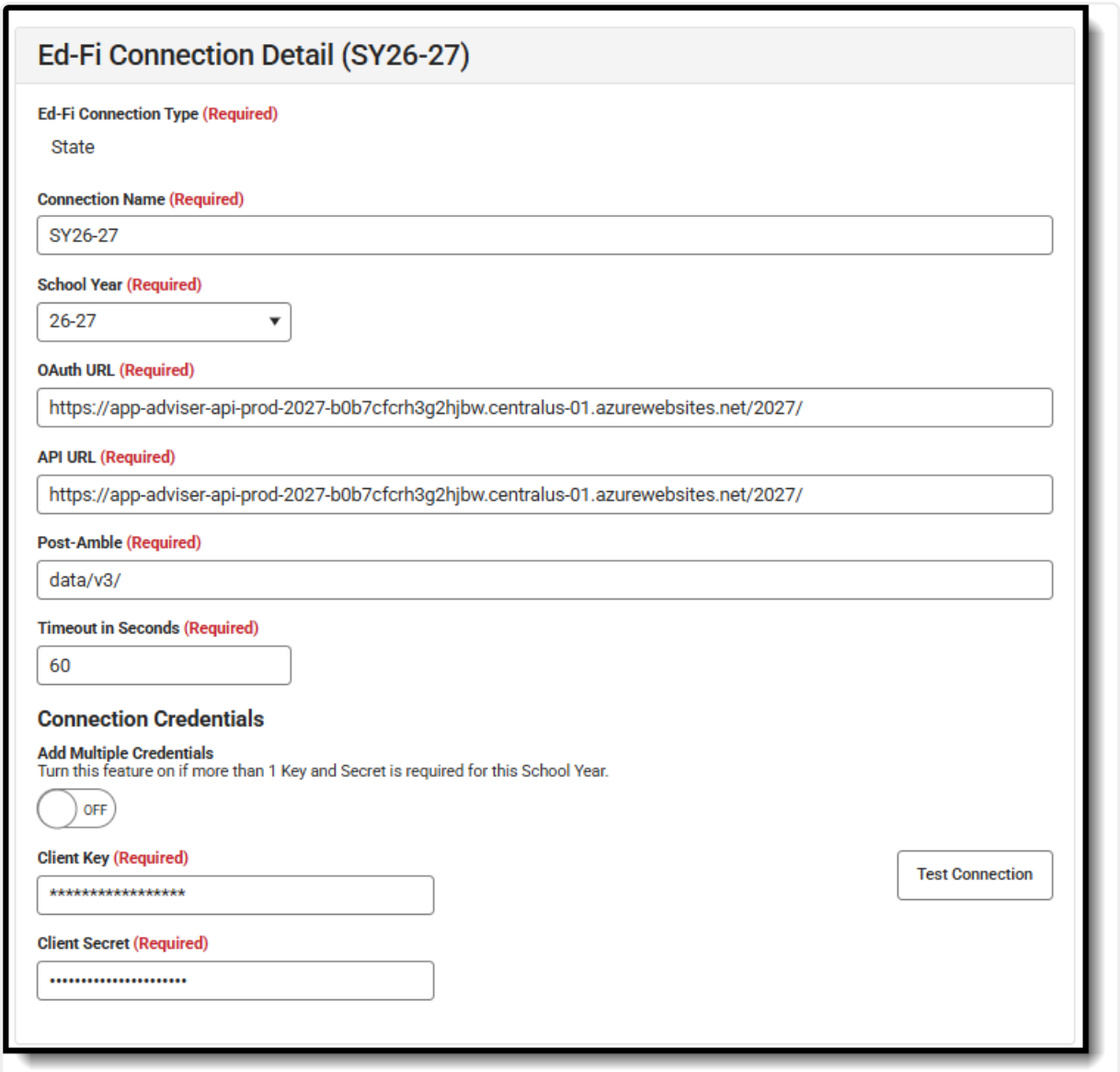


Enable Ed-Fi System Preference

Step 2. Connection Configuration

Tool Search: Ed-Fi Configuration

Enter the new connection configuration for the new school year.



Nebraska's Ed-Fi Connection Detail View with fields filled out for the 26-27 school year.

Enter New Connection

Districts must be on Campus.2635.

1. Click **New**.
2. Select the **Connection Type** of State.
3. Enter a **Connection Name**.
4. Select a **School Year**. The current year is 26-27.
5. Enter the following OAuth URL: https://app-adviser-api-prod-2027-b0b7cfcrh3g2hjbw.centralus-01.azurewebsites.net/2027/
6. Enter the following API URL: https://app-adviser-api-prod-2027-b0b7cfcrh3g2hjbw.centralus-01.azurewebsites.net/2027/
7. Enter the following Post-Amble: data/v3

8. Select the **Timeout in Seconds**. This field defaults to 60 seconds.
9. Enter the **Client Key**. The Client Key is provided by the Nebraska Department of Education.
10. Enter the **Client Secret**. The Client Secret is provided by the Nebraska Department of Education.
11. When desired, a certificate can be imported for the Ed-Fi configuration. For more information, see the **Import Certificates** section of the Ed-Fi Configuration article.
12. Click **Save**.

The new connection is ready for the school year.

Delete Previous Connection

Ensure the existing connection is correct before deleting the previous year's connection.

1. Click the **Connection** button on the previous year's configuration.
2. Click the **Delete** button. A confirmation message displays.

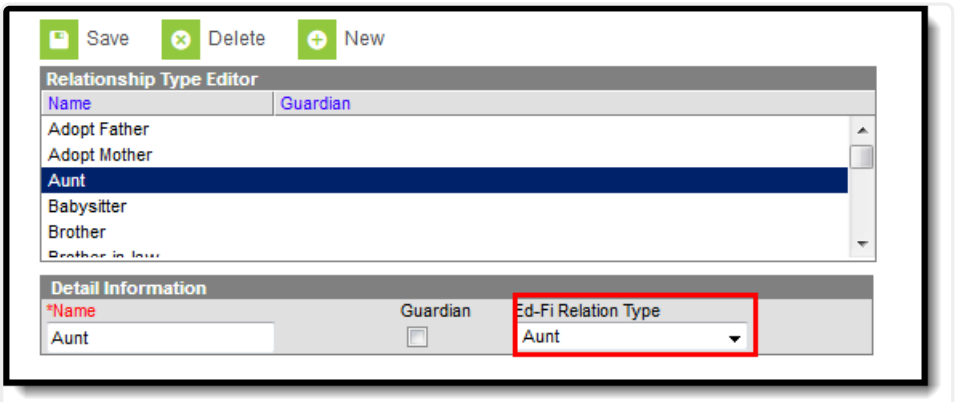
Step 3. Set Tool Rights

See the Ed-Fi Tool Rights article for information on individual user tool rights.

Step 4. Set Ed-Fi Relation Type

Tool Search: Relationship Type Setup, Relationships

The **Ed-Fi Relation Type** field displays in states when Ed-Fi is set to **Tools Only** or **On**. For Ed-Fi districts, this field reports in the Student Parent Association resource and indicates the nature of an individual's relationship with a student.



Ed-Fi Relation Type

Step 5. Set Ed-Fi Grade Type

Tool Search: Grading Task Setup

When applicable, mark Grading Tasks as an **Ed-Fi Grade Type.**

Step 6. Align Grading Tasks

Tool Search: Course Grading Tasks

Add Grading Tasks mapped to the Ed-Fi Grade Type to Courses. For additional information, see the Course Grading Tasks article.

Step 7. Assign Ed-Fi IDs

Tool Search: Demographics

For students and staff, Ed-Fi IDs are generated using a third-party system to locate and generate IDs. Those IDs need to be manually entered into Campus or use the Import Tool.

For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.

See the Enter Ed-Fi IDs for People in Campus article for additional information.

Step 8. Add Teacher Roles

Tool Search: Section Staff History

Add a Teacher Role for teachers who need to report to Ed-Fi. See the Section Staff History article for additional information.

Step 9. Resync Ed-Fi Data

Tool Search: Resync

An ordered resync should be completed as the first resync of the year. This is completed using the Resync tool.

> Resyncing generates a large volume of items in your event queue, so it may be helpful to plan your resync for an off-peak time period and resync in groups of calendars rather than all calendars.

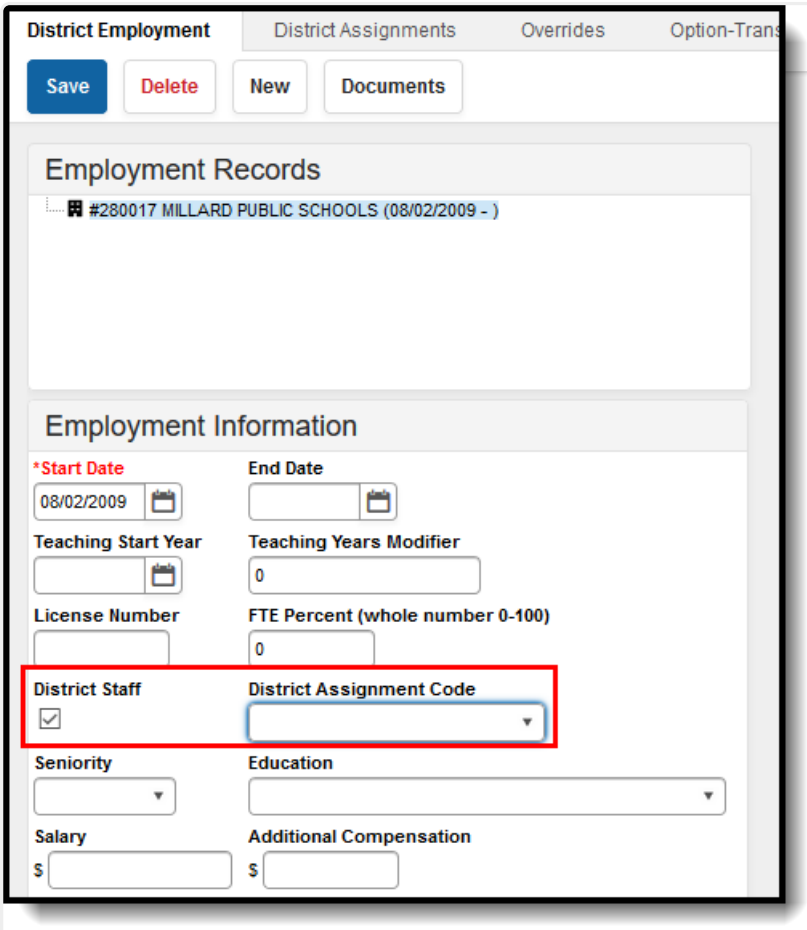
Keeping the **Select Dependencies** checkbox marked, the resync steps are as follows:

#	Category
1	Schedule Information, EXCEPT Student Section Association and Staff Section Association
2	Staff Information and Staff Section Associations
3	Student Information and Student Section Associations

#	Category
4	Attendance, Discipline, Grade, and Parent Information in any order. **Note:** Step 4 is not required for Fall reporting.

Dashboard Access

The **District Assignment Code** field displays when the **District Staff checkbox** has been marked and gives users access to the Ed-Fi Dashboards based on the Title that is selected for the staff. This field populates the **Education Organization Reference, Staff Classification Descriptor,** and **Position Title** fields in the Staff Education Organization Assignment resource. This field has its own sub-right, and users must have a combination of RWAD tool rights to see and populate it. When staff members do not have district-level access to the dashboards, they also need at least one District Assignment record. The staff receives dashboard access to only the schools for which they have an active District Assignment record.



District Assignment Code