



Administrative Services State Budget Division

NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

Login and Password Help

Access to the Nebraska Budget Request and Reporting System (NBRRS) is managed through the Nebraska Directory Services (NDS) user authentication system. If you are a State employee or past NBRRS user, you already have a User ID assigned. However, you may not already know or may not remember your NDS User ID and password.

Please note that the NDS ID is different from an Enterprise One, formerly known as NIS, User ID.

Follow these steps if you do not already know your NDS User ID and password:

1. Contact the Office of the CIO Help Desk at CIO.Help@nebraska.gov or call (402) 471-4636. Indicate that you need to obtain your NDS ID and password. Include in your request your name, agency, phone number and email address.
2. You will receive an email back from the Office of the CIO that will have your ID and a one-time use, temporary password.
3. Log on to the NBRRS directly at <http://nbrrs.nebraska.gov> or by clicking the "System Login" link on the right side of the screen at <http://budget.nebraska.gov/nbrrs.html>. Use your NDS User ID and the temporary password.
4. The first time you log in, you will receive a message that the temporary password has expired and prompted to change your password. Read carefully the directions given to make this change.
5. After you have completed the process to change your password, make sure to setup Password Hints. Password Hints allows you to answer three security questions that can be used as an automated password reminder in event you forget your password in the future. However, the CIO Help Desk will continue to be available for password resets as well.

NOTE: If you currently use the MyNebraska Portal (<http://my.ne.gov/>) to access web applications, you can also access the NBRRS from the My Applications page.

To access the Nebraska Budget Request and Reporting System:

1. Log on to the NBRRS directly at <http://nbrrs.nebraska.gov> or by clicking the "System Login" link on the right side of the screen on the NBRRS portal at <http://budget.nebraska.gov/nbrrs.html>. Use your NDS User ID and the password you have set for yourself
 - If accessing from MyNebraska Portal (<http://my.ne.gov/>), click on "Nebraska Budget Request and Reporting System".
2. You are in and ready to go!

If you have any questions or encounter any problems, please contact Gary Bush (402-471-4161) or Ann Linneman (402-471-4180) in the State Budget Division. We also encourage you to check out the NBRRS portal at <http://budget.nebraska.gov/nbrrs.html> for information on training, step-by-step screen instructions, and more.