

NSEA Microsearch Guide

Getting Registered

1. Visit the page on the NSEA Website: Members Only (<https://www.nsea.org/members-only>).
2. Click on the link entitled [Negotiated Agreements Web Site \(Microsearch\)](#).

MICROSEARCH

Access is limited to NSEA members

NSEA is maintaining an electronic library of local negotiated agreements for the exclusive use of NSEA members and NSEA staff. Access to this site requires individual registration, verification of eligibility and the use of a password. All NSEA members with a valid individual ID # are eligible users. Your individual ID # can be found on your VOICE label, just above your name. It is a 10-digit # beginning with 000 or 001.

To insure that your local's negotiated agreement appears on the web site: e-mail an electronic copy of your negotiated agreement and salary schedule (in its original format, i.e., Word, WordPerfect, Excel, etc.) to NSEA at microsearch@nsea.org. If you have any questions about the new web site, how to send your agreement or how to find your ID #, call NSEA at 1-800-742-0047.

- [Negotiated Agreements Web Site \(Microsearch\)](#)

This is a secure database open to NSEA members. Register as a new user on that page for access to this site. This database is updated every month.

3. Click [Register As A New User](#).
4. Fill out the requested information.
5. An email will be sent out to a website admin, and after they review and approve your request for access, you will receive an email denoting that you have been granted access to Microsearch.

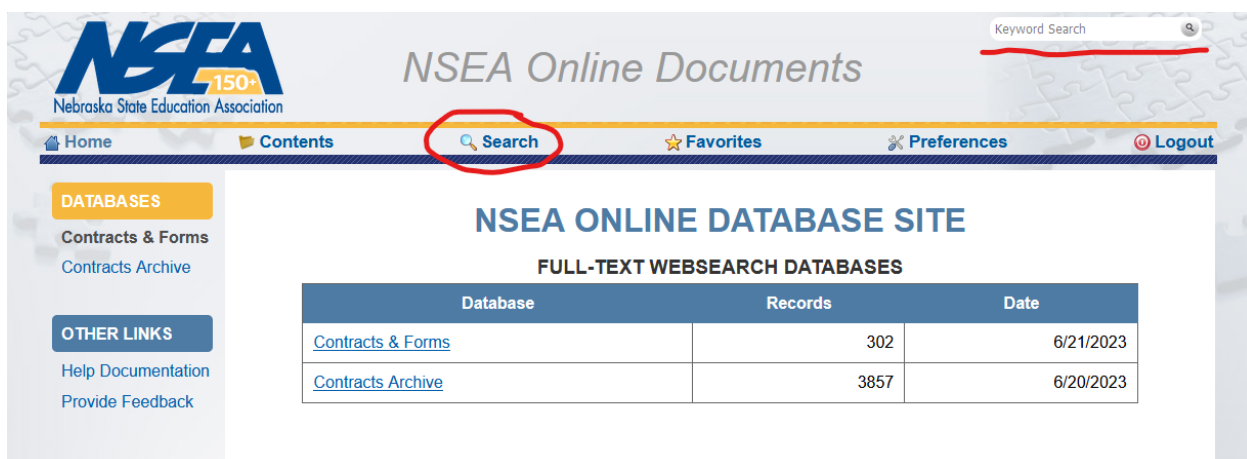
Using Microsearch

Databases

1. Once you have been approved, login to Microsearch at <https://www.nsea-research.org/Login>.
 - a. This can also be found through the NSEA website using the directions from “Getting Registered”.
2. If you select Contracts & Forms, you will be shown a list of the most recent negotiated agreements for all local associations.
3. If you select Contracts Archive, you will be shown a list of all negotiated agreements that have been archived to the website from previous years.
4. TIP: To find the link to whatever local association you are looking for, press Ctrl+F (Windows) or Command+F (Mac) and type in the district name.

Search

1. In order to search for a specific negotiated agreement, either select “Search” at the top toolbar or type in the local associations name in the search bar at the top right of the webpage.



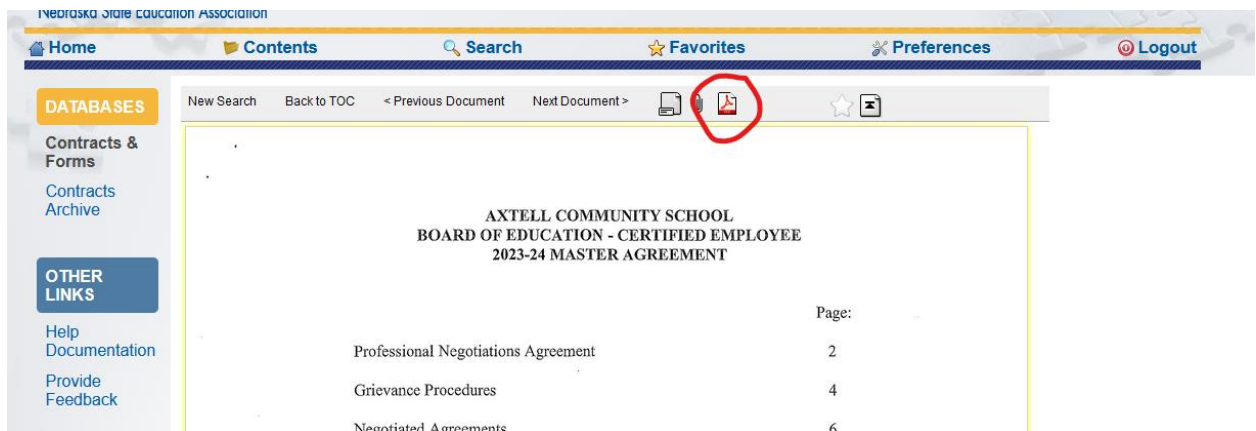
The screenshot shows the NSEA Online Documents website. At the top left is the NSEA logo with '150' and 'Nebraska State Education Association'. To the right is the text 'NSEA Online Documents'. In the top right corner, there is a 'Keyword Search' input field. Below this is a navigation bar with links for 'Home', 'Contents', 'Search' (circled in red), 'Favorites', 'Preferences', and 'Logout'. On the left side, there are two sections: 'DATABASES' with links for 'Contracts & Forms' and 'Contracts Archive', and 'OTHER LINKS' with links for 'Help Documentation' and 'Provide Feedback'. The main content area is titled 'NSEA ONLINE DATABASE SITE' and 'FULL-TEXT WEBSEARCH DATABASES'. It contains a table with the following data:

Database	Records	Date
Contracts & Forms	302	6/21/2023
Contracts Archive	3857	6/20/2023

2. To utilize the search feature, fill in the criteria for your search.
 - a. You only have to fill in one criteria in order to create a search query.
 - b. TIP: if using the Contract Term Years search criteria, be aware that if a negotiated agreement contains more than one school year (aka 2023-2025), then that specific range would need to be entered into that search criteria.

Negotiated Agreement

1. After you have selected the negotiated agreement you wish to observe, you can open or download the document by clicking the Adobe Acrobat icon towards the top of the document



2. You can add the document to your favorites by clicking on the star icon towards the top of the document.

