

Adding Google Authenticator to Multiple Devices

Northside ISD is launching the new MyNISD Portal which will be used to access your work Gmail account. Users will initially setup a two-step verification process where network credentials, as well as a PIN number or a Google Authenticator code will be used to login.

When using Google Authenticator, the initial screen used to access the portal will provide a QR Code as well as a Manual Account Entry Code. Once you scan the QR Code, you won't see this screen again unless you request to be unenrolled and re-enrolled into the Portal.

If you plan to use Google Authenticator on multiple devices, be sure to write down or take a screen shot of the Manual Account Entry Code.

Google Authenticator App



The Google Authenticator app, available for Android and iOS devices is used for two-factor authentication. Before setting up your MyNISD Portal account, this app will need to be installed on your district iPad or to a personal mobile device.

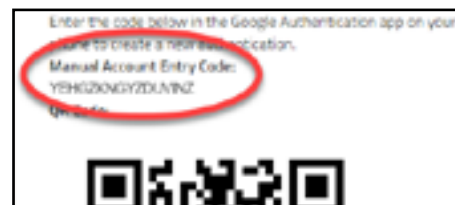
From the App store on your mobile device,

1. Search for **Authenticator**.
2. Tap **Get** to begin the installation.

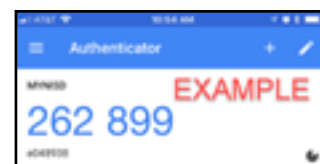
Portal Registration with Google Authenticator

1. On a computer, go to **<http://mynisd.nisd.net>** using Google Chrome.
2. Enter your **enumber** and **network password**.
3. Click **Login**.

The next screen will display a QR Code along with a Manual Account Entry Code. The Manual Account Entry Code is used for adding Google Authenticator to multiple devices for the same account. Be sure to write the code down or take a screen shot if you plan to do so.

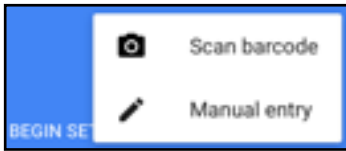


4. On your iPad or mobile device, open **Google Authenticator**.
5. At the bottom of the app, tap **Begin Setup**.
6. Select **Scan barcode** and position the mobile device's camera in view of the QR code on the computer screen to automatically generate a code.
7. On the computer, type the **code** generated by Google Authenticator.
8. Click **Login**.

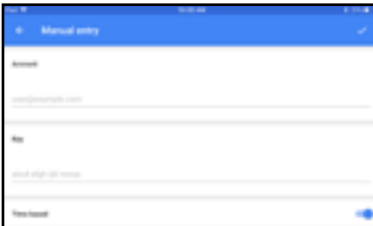


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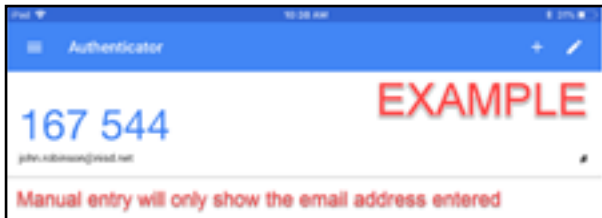
1. On a mobile device, open **Google Authenticator**.
2. At the bottom of the app, tap **Begin Setup**.



3. Select **Manual entry**.
4. In the *Account* field, type your Northside formatted **email address**.
5. In the *Key* field, type the **Manual Account Entry Code** (not case sensitive) from the QR Code screen.



6. Tap the **Check mark** in the upper right.
7. On the computer, type the **code** generated by Google Authenticator.



8. Click **Login**.

Remove an Account from Google Authenticator

1. On a mobile device, open **Google Authenticator**.
2. Tap the **Pencil** in the upper right to edit an account.
3. Check the **box** next to the account to be deleted.
4. At the bottom, tap **Delete**.
5. Select **Remove Account**.