

Security Tips

Here are a few IT security tips you can follow to keep our computers safe and secure for our kids and staff.

- Never share your passwords: District personnel will never ask for your password.
- Make passwords long and strong: combine capital letters with numbers and symbols to create secure passwords.
- Unique account, unique password: practice using different passwords for different accounts. If a password is compromised, only that service or account will be affected.
- Be aware of suspicious email: do not click or open email links or attachments from people you don't know. Report any suspicious email to the Help Desk.
- Lock workstation: anytime you walk away from your computer.
- Think before you app: review the privacy policy and understand what data an app can access on your mobile device.
- When in doubt, don't respond: fraudulent texting, calling, and voicemails are on the rise. It can turn out to be a scam. Contact the Help Desk if in doubt.
- Keep your data safe: save daily work on your network drive/ Google not your local computer.

For other security tips and much more, be sure to follow us on Twitter @NISDITSecurity.

Step 1: Mobile Devices

Before you change your Network password, forget the Network on your mobile devices.

iPad: Sign out of Network (Genesis)

1. From your *Home* screen, tap **Settings**.
2. From the *left* menu, tap **Wi-Fi**.
3. From the *right* menu, tap **Genesis**.
4. Tap **Forget this Network**.
5. On the *Forget Wi-Fi Network "genesis"?* window, select **Forget**.

NOTE: *Forget the Northside network (Genesis) on ALL devices District and personally owned.*

Step 2: Computer

Change Network Password

1. Press the **Ctrl+Alt+Delete** keys at the same time. This brings up the Windows Security box.
2. Select **Change a password...**
3. Verify the *Username* field displays **NORTHSIDE/your eNumber**.
4. In the *Old Password* field, enter your **current password**.
5. In the *New Password* field, enter your **New Password**.
6. In the *Confirm New Password* field, retype your **New Password**.
7. To the right of the *Confirm New Password* field, click the **Arrow** to finalize changes.

Sign in to Gmail

1. From a *NISD Computer or laptop*, launch **Chrome**.
2. In the *SSO Username* field, type your **eNumber**.
3. In the *SSO Password* field, type your **Network Password**.
4. Click **LOGIN**.

Step 3: Mobile Devices

iPad: Sign in to Network (Genesis)

1. From your *Home* screen, tap **Settings**.
2. From the *left* menu, tap **Wi-Fi**.
3. From the *right* menu, tap **Genesis**.
4. Enter your **eNumber** and **Network Password**.
5. Select **Join**.
6. Select **Trust** to install the certificate.

NOTE: *Sign into the Northside network (Genesis) on ALL devices District and personally owned.*

iPad: Sign in to iPad Mail app (Gmail)

1. From the *Home* screen, select **Mail App**.
2. On the *Enter the Google password* window, select **Settings**.
3. In the *SSO Username* field, type your **eNumber**.
4. In the *SSO Password* field, type your **Network Password**.
5. Click **LOGIN**.

NOTE: *Sign in is required for ALL Google apps.*

Password Guidelines

Users of the District's systems must use passwords that are unique. Passwords should not be easily accessible or stored near a computer. Passwords should include:

- Minimum of 8 characters in length.
- Alphanumeric.
- Minimum of 1 special character.
- Upper and lower case letters.

Securing a Workstation

All employees are expected to manually "lock their workstation" when stepping away from their computer to ensure the integrity and security of the system, as well as security of confidential data. To lock your workstation:

- Press the **Ctrl + Alt + Del** keys at the same time, select **Lock Workstation**.

or

- Press the **Window** key and the letter "**L**" key at the same time.



Digital Badges



Get a "NISD Cyber Safe" Badge when you successfully change your Northside Network Password. Ask your TSS for details.

Help Desk

Contact Help Desk.....(210)397-7700

1. Navigate to **Employee Connection**, login.
2. From the bottom menu locate *Workplace Services*, click **Help Desk**.
3. Select an option:
 - Chat
 - Self Service
 - Phone



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*Help Keep Our
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