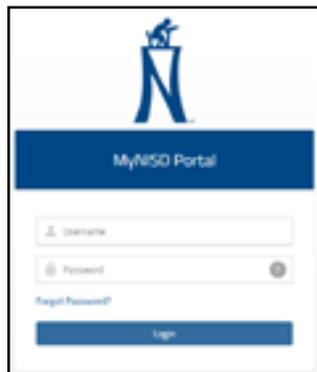


MyNISD Portal



Northside ISD is launching the new MyNISD Portal which will be used to access your work Gmail account. MyNISD Portal will also contain shortcuts to applications like CMS, Employee Connection, eSchoolPlus and many more.

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. During the setup you will answer seven (7) security questions. The last question in the process will have you create a PIN number. This PIN number can be used to log in after entering your network credentials while using a device connected to the Northside network.

Google Authenticator App



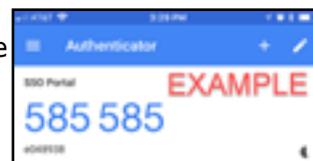
The Google Authenticator app, available for Android and iOS devices is used for two-factor authentication. Before setting up your MyNISD Portal account, this app will need to be installed on your district iPad or to a personal mobile device.

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**.
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 computer screen to automatically generate a code.
7. On the computer, type the **code** generated by Google Authenticator.
8. Click **Login**.



Portal Registration w/o Google Authenticator

If you do not have an Android or iOS device, you can enroll in the MyNISD Portal and set up your security questions without using Google Authenticator. However, bypassing the use of Google Authenticator will only work while using a device connected to the Northside network. Google Authenticator is required if you plan to access the MyNISD Portal outside of the Northside network.

1. On a computer, go to **http://mynisd.nisd.net** using Google Chrome.
2. Enter your **enumber** and **network password**.
3. Click **Login**.
4. Click the link **No Phone? Click Here to Enter PIN**.

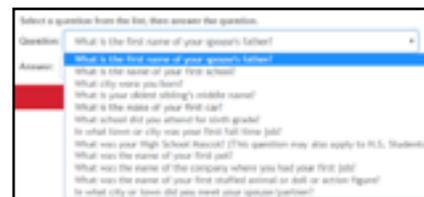


This will allow you to set up the security questions.

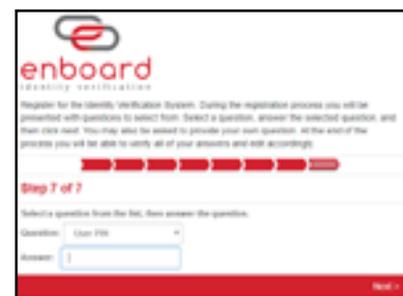
Identity Verification System Registration

Do not forget the PIN number you create. When you are using a device connected to the Northside network, this PIN can be used to log in. When you are outside of the Northside network, you must use Google Authenticator to generate a code. The PIN number you choose will need to be a minimum of four (4) characters and is case-sensitive.

1. Begin the registration process by **providing an answer to the question displayed** or you can choose a different question by clicking the drop-down arrow.



2. Click **Next** to proceed through the remaining steps.
3. On Step 7 of 7, enter a **PIN** number.
4. Click **Next**.
5. Click **Save** after verifying your answers.



6. On the MyNISD Portal landing page, click your *name* and select **Sign Out**.

