

NORTHSIDE TECHNOLOGY

Quick Start Guide - Substitute Employees

All NISD Substitutes have been allocated a NISD Network Account (NISD computer login) and a NISD Google Email (Gmail) account.

All email communication from NISD, including the Human Resources Substitute department, will be sent to your NISD Gmail account. We will no longer send information to your personal email account.

Substitutes are allowed to use NISD computers. By logging on to the Northside Network, Substitutes will have staff-level access to the internet and teaching tools needed to conduct your classes.

You must complete all steps outlined on this Quick Start Guide in order to establish your accounts:

- **First Time Log In**
- **MyNISD Portal Registration**
- **Accessing NISD Email Account**

To assist you, Technology Services will have staff available at two locations:

Kelly Smith Technology Center

5734 Farinon Drive
San Antonio, Texas 78249
(210) 397-7785

Richland Hills Technology Center

607 Richland Hills Suite 400
San Antonio, Texas 78245
(210) 397-7795

Hours of Operation

June 11 - August 23

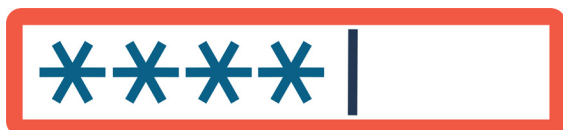
Monday - Thursday
8:00 am - 11:30 am
12:30 pm - 4:00 pm



First Time Log In

Log In From a NISD Computer

1. At the *Login window*; in the *Username:* field, enter your **eNumber** (i.e., e012345) with the leading "e".
2. In the *Password* field, enter **nisd**, the **last 3 digits of your eNumber**, the **#** symbol and the **last two digits of the year** (i.e., nisd123#18 or nisd123#19).
3. Click **LOGON**.



Change Your Password

1. Press **CTRL+ALT+DEL** keys at the same time.
2. Select **Change a password**
The Change Password window should display.
3. Verify the *User Name:* field matches your eNumber.
4. Type your **Initial password** in the *Old Password:* field.
5. Type your **New Password** in the *New Password:* field.
6. Retype your **New Password** in the *Confirm New Password:* field.
7. Click the **ARROW**, located to the right of the *Confirm New Password:* field.

MyNISD Portal Registration

Download Google Authenticator

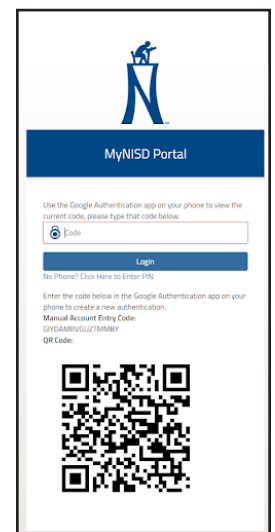
The **Google Authenticator app**, available for Android and iOS devices, is used for two-factor authentication. Before setting up your MyNISD Portal account, this app must be installed, and remain, on your personal mobile device.

1. From the App store on your mobile device, search for **Google Authenticator**.
2. Tap **Get/Install** to begin the installation.



MyNISD Portal Registration

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 mobile device, open **Google Authenticator**.
5. At the bottom of the app, tap **Begin Setup**.
6. Select **Scan barcode** and use mobile device to scan the QR code on the computer.
7. Type the **code** generated by Google Authenticator in the *Code* field on the computer.
8. Click **Login**.
9. 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.



Your NISD Email

Accessing your Gmail

Although NISD uses Google mail for our email system, our email address does not contain "@gmail.com". Generally speaking, your email address should be written **firstname.lastname@nisd.net** (ie., charlie.brown@nisd.net).

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 mobile device, open **Google Authenticator**.
5. Type the **code** generated by Google Authenticator in the *Code* field.
6. Click **Login**.
7. Select **Gmail** from the listed icons.

