NORTHSIDE TECHNOLOGY

Quick Start Guide

All NISD staff, substitutes, and students have been allocated a NISD Network Account (NISD computer login), as well as, a NISD Google Email (Gmail) account.

In order to establish your accounts, you must complete applicable steps outlined on this Quick Start Guide:

- **Onsite First Time Log In**
- **MyPortal Registration**
- **Accessing NISD Email Account**

If you need assistance with this process please call Help Desk for support:

Staff NISD Technology Help Desk

(210) 397-7700

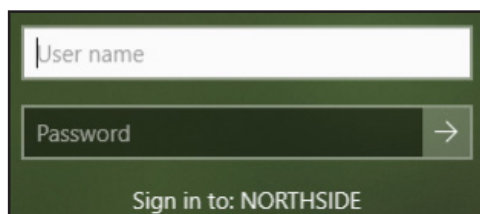*Student NISD Help Desk*

(210) 397-0020

Onsite First Time Log In

Log In From a NISD Windows Computer

1. At the Login window; in the *User name:* 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., nisd345#25 or nisd345#26).

3. Click **SUBMIT** →.

Change Your Password

1. Press **CTRL+ALT+DEL** keys on your keyboard 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. In the *Old Password:* field, type your **Initial password**.

5. In the *New Password:* field, type your **New Password**.

6. In the *Confirm New Password:* field, retype your **New Password**.

7. Click the **arrow**, located to the right of the **Confirm New Password:** field.

Password Guidelines

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

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

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MyPortal Registration

Download Google Authenticator

The **Google Authenticator app**, available for Android and iOS devices, is used for two-factor authentication. Before setting up your MyPortal 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.

MyPortal Registration

1. On a computer, launch **Google Chrome** & navigate to **http://myportal.nisd.net**.

2. Enter your **eNumber** and **network password**.

3. Click **Sign In**. You will be directed to Authentication Setup.

4. On your mobile device, open **Google Authenticator**.

5. At the bottom right corner, tap **Add** .

6. Select **Scan a QR code** and use your 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 **Verify code**.

NOTE: During the setup you will set up your password recovery by selecting and answering 3 questions.

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, launch **Google Chrome** & navigate to **http://myportal.nisd.net**.

2. Enter your **enumber** and **network password**.

3. Click **Sign In**.

4. On your mobile device, open **Google Authenticator**.

5. Type the **code** generated by Google Authenticator in the **Code** field.

6. Click the **Check mark**.

7. Select **Gmail** from the listed icons.

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