

# NORTHSIDE TECHNOLOGY

## Quick Start Guide

Summer 2021

### Onsite First Time Log In

#### Log In From a NISD Computer (Technology Center/Campus)

1. Press **CTRL+ALT+DEL** keys at the same time. This brings up the Windows Security box.
2. Select **Change a password...** The Change Password window should display.
3. Verify the *User Name:* field matches your eNumber. enter your eNumber (i.e., e012345)
4. Verify the *Log on to:* field says **NORTHSIDE**.
5. Type your **Initial password** in the *Old Password:* field. enter nisd, the last 3 digits of your eNumber, the # symbol and the last two digits of the year (i.e., nisd123#21 or nisd123#22).
6. Type your **New Password** in the *New Password:* field.
7. Retype your **New Password** in the *Confirm New Password:* field.
8. Click the **ARROW**, located to the right of the *Confirm New Password:* field.

#### Password Guidelines

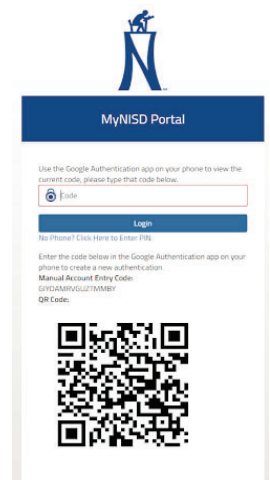
Users of the District's system must use passwords that are unique. Passwords should not be easily accessible or stored near a computer.

- **Minimum of 8 characters in length**
- **Alphanumeric**
- **Minimum of 1 special character**

#### 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. 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 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 **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.



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

## Accessing your account from a Northside ISD Computer

1. From a NISD Computer, launch Chrome.
2. In the *Username:* field, enter your **eNumber** (i.e., e012345) with the leading "e".
3. In the Password: field, enter your **Password**
4. Click **LOGIN**.
5. On your mobile device, open Google Authenticator.
6. Type the code generated by Google Authenticator in the Code field on the computer.
7. Click Login.

## Accessing your account outside of Northside ISD

Once you have signed in successfully on a district computer, you can access your account outside of the NISD network. For the best experience, use Google Chrome as your browser.

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 on the computer.
6. Click **Login**.



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

**Help Desk: 210-397-7700**

## Substitute Log-in Assistance



### Summer Hours

**June 11 - August 23**  
**Monday - Thursday**

**8:00 am - 11:30 am**

**12:30 - 4:00 pm**

**Kelly Smith Technology Center**  
**5734 Farinon Drive**  
**San Antonio, TX 78249**



## Security Tips

Here are a few IT security tips you should follow to keep our network and your personal information safe:

- Never share your passwords - keep in mind that District personnel will never ask you to tell them a password in person, on the phone, or in an email message.
- 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 messages - do not click or open email links or attachments from people you do not know. Report any suspicious email to the Help Desk by forwarding the email to helpdesk@nisd.net
- Don't click suspicious links on pop-up windows or call phone numbers that appear on your screen. They could lead to your system being compromised.

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 (i.e., charlie.brown@nisd.net).

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