

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#22 or nisd345#23).



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://myportal.nisd.net>** using Google Chrome.
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:

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://myportal.nisd.net>** using **Google Chrome**.
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.

