

Signing In and Out of NIS Lesson

1.	To sign onto NIS you will first need to go to the web site http://nis.ne.gov/ (do not use www).
2.	Click the Sign on to NIS button. 
3.	When you sign onto NIS you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system disables your User ID. If that happens contact the IMS Help Desk (1-800-982-2468 or 402-471-4636) to restore it.
4.	Enter your User ID in the User ID field.
5.	Enter your password in the Password field.
6.	Click the Sign In button. 
7.	You have successfully signed into NIS. It is important you follow proper procedure when signing out. When signing out of NIS DO NOT click the "X" in the upper right hand corner of your browser. Doing so could lead to a security risk and could cause you problems when trying to sign in again.
8.	The proper procedure to sign out is to click the Sign Out link in the upper right hand corner. 
9.	You have successfully completed this lesson. End of Procedure.