

Signing In and Out of NIS
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Signing In and Out of NIS

Signing In and out of NIS Overview

You must have a valid user ID and a password to log in to NIS. Your user ID determines:

- What menus/tasks you see
- What actions you are allowed to perform
- Your display preferences

As you work in NIS, the system stamps your user ID on the transactions you perform. This makes it easy to find out who entered or changed information.

When you finish working in NIS, or when you are going to be away from your desk, it is a good security measure to log out the system to prevent others from entering transactions under your user ID.

Signing In and Out of NIS Lesson

Procedure

In this lesson you will learn how to sign onto NIS and how to sign out.

Step	Action
1.	To sign onto NIS you will first need to go to the web site http://nis.ne.gov/ (do not use www).

Training Guide

Signing In and Out of NIS





Nebraska Information System
(N.I.S.) Division

Welcome to the Nebraska Information System

This is a government computer system. Unauthorized access is prohibited. Anyone using this system is subject to monitoring. Unauthorized access or attempts to use, alter, destroy or damage data, programs or equipment could result in criminal prosecution.

Sign on to NIS

Enhanced Instructions for Reviewing & Printing Your Paystub

NIS Home Page

Basic Computer Requirements

Internet Explorer 7.0 Settings

Training Manual

Forgot Password

Submit Problem

Interactive Open Enrollment Training

Interactive Open Enrollment Training is available again through NVISION. NVISION helps you to learn how to complete Open Enrollment by actually allowing you to practice the procedure through an online simulated environment.

[Click here to go to the Open Enrollment NVISION page.](#)

Internet Explorer Settings For NIS

For a Quick Reference Card explaining how to change your settings click on the "Internet Explorer 7.0 Settings" button above. For detailed work instructions with screen shots [click here](#).

Announcements

NEW!

Payroll Calculation - ARRA 2009 Instruction

(posted 3/20/09)

Last week, Paul Carlson sent out a memo to all agencies outlining the effects of the American Reinvestment and Recovery Act (ARRA) of 2009 on payroll and withholding of taxes.

In order for employees to see what effect the change in federal tax withholding tables will have on the amount of federal income taxes withheld, State Accounting has provided the following link to the form and instructions for using the pay calculation form.

[Payroll Calculation Form 2009 Instruction](#)

Interactive Work Instructions for Viewing & Printing Your Paystub

(posted 3/16/09)

Interactive work instructions for viewing and printing your paystub are now available. You can access these interactive work instructions by clicking the *Enhanced Instructions for Reviewing & Printing Your Paystub* link to the right.

Step	Action
2.	Click the Sign on to NIS button. <div style="text-align: center; border: 1px solid black; padding: 5px; background-color: #003366; color: white; width: fit-content; margin: 0 auto;"> Sign on to NIS </div>
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.



Step	Action
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.