Logging In/Out and Changing Your Password

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.

⚠️ To maintain system security, change your password regularly. The system will require you to do so every 60 days.

This work instruction shows how:

To Log In
To Change Your NIS Password
To Log Out

Steps

To Log In

To log in to NIS, start this instruction from your desktop.

1. Click the Internet Explorer icon on your computer desktop. Click the NIS hyperlink to open the NIS log-on window or enter www.nis.ne.gov in your browser's address field.

You access NIS through the JAS interface. JAS stands for Java Application Server, which provides access to NIS HTML forms. Some NIS users, particularly those in Human Resources or Payroll functions, access the system via another portal, Citrix. As a result, their NIS windows look slightly different.

2. At the NIS log-on window, type your User ID and Password, then click Login.
The first time you log in, your password will be **password**. Follow the steps in [To Change Your NIS Password](#) to customize it.

Be sure to type your password correctly. If you enter it incorrectly three times in a row, the system disables your user ID, and you must contact the IMS Help Desk (471-402-4636) to restore it.

3. Choose the role in which you will be working from the Roles drop down menu and click the double right arrow. This will load the menu options under the State of Nebraska menu.

4. Click NIS State Of Nebraska, the menu options will appear.

5. Click Address Book to see additional menu options, and so on.
In order to give a broad range of State employees experience with working in NIS, these System Basics work instructions direct you to use the widely used programs and reports accessible through the Address Book menu tree. The procedures you master working with the Address Book applications are directly relevant to those you must learn to work with any other applications.

To Change Your NIS Password

Your NIS password is not the same as your network password. You will be prompted every 60 days to change the NIS password, or you may decide to change it on your own.

Changing your NIS password does not change your network password. Likewise, changing your network password does not change your NIS password.

Start this instruction from the Address Book menu window.

You can do this from any menu window. The Address Book menu is specified here because it is where you finished the preceding task.

1. Click My System Options. The menu options appear.
2. Click Change Password.

3. At the User Password Revisions window, complete the following:
   - Old Password – Type your current password.
   - New Password – Type your new password.
   - New Password – Verify – Type your new password again.

Please see below for password requirements:
   - Must be 6 - 10 characters in length
   - First character can be alpha or numeric
   - Must include at least one alpha character and one number (ex. a12345 or 1abcde)
   - Passwords are NOT case sensitive
   - Special characters are allowed (ex. @, *, _, etc.)
   - Must use 10 other passwords before you can use the same one again

4. Click OK to save the password change. (If in Training, Click Cancel.)

   Write down your new password in a secure place. You must use the new password the next time you log in to NIS.
To Log Out

From any window, click **Sign Out** in the top right hand corner of the window.

If any program windows are open, you will see the following message.

![Microsoft Internet Explorer window]

There are applications that are currently running that were launched from Task Explorer. Logging out of E1 Menu will close these applications. Would you like to continue?

- [OK]
- [Cancel]

Do not click the **X** icon in the upper right portion of the window. Although this removes NIS from your desktop, it leaves the JAS connection open.

If you do not log yourself off, the system logs you off automatically after 20 minutes.