

■ ■ ■ Accessing NESIIS

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For security purposes, you will be required to change your Directory Services password periodically. Directory Services will display the Change Password screen when your password has expired.



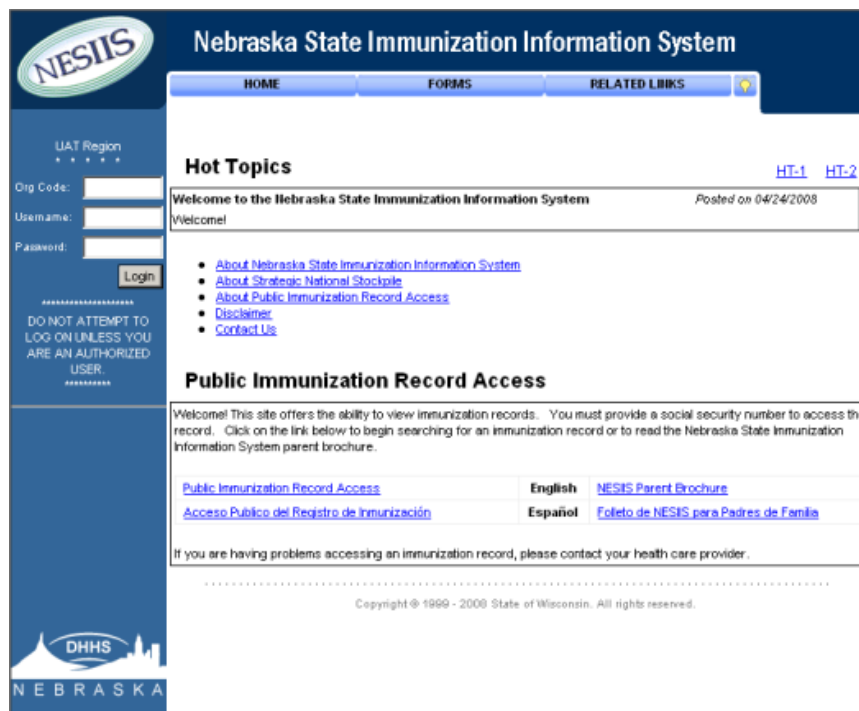
Enter your password carefully when logging in. If you enter an incorrect password three times, your user account will be disabled. If this happens, contact your NESIIS administrator.

Opening NESIIS

To access NESIIS, do the following:

1. Open your Internet browser. To open your browser, locate the browser icon on your computer's desktop (screen with program icons). Your icon will either be for Microsoft® Internet Explorer or Netscape®. Once you have located the icon, double click on it with your left mouse button.
2. Click File and choose Open (Open Web Location in Netscape®). If you are unable to see your browser's menu bar, you may have it set to Full Screen view. To switch this view, press F11 on your keyboard. This key toggles the Full Screen view on and off.
3. Type in the full NESIIS address: https://nesiis-dhhs-prod.ne.gov/prd_ir/portalInfoManager.do. Press "OK" (Internet Explorer) or "ENTER" (Netscape®). If you do not reach the Nebraska Directory Services Login screen after correctly typing in this address, port 443 of your network's firewall may be closed. Contact your network administrator to open this port for outgoing HTTPS, which is secure HTTP.

4. Depending on your browser, you may receive one or more security/certificate warnings before the browser will open NESIIS. Accept any warnings regarding secure connections or security certificates. Both Netscape® and Internet Explorer will give you the option of turning off these warnings for future use.
5. At the DIRECTORY SERVICES login screen, enter your username and password. The information on this screen is case sensitive; enter the information exactly as you received it and press "login".
6. You should now be at the NESIIS log in page. At the NESIIS login screen, enter your organization code, username, and password. The information on this screen is case sensitive; enter the information exactly as you received it. You should only have to enter this information once. Directory Services will watch and remember it for your next login.



7. Press the “login” button.
8. Press either “I Agree” or “I Do Not Agree” in the security notification box that displays. If you choose “I Do Not Agree,” your access to NESIIS will be disabled. This box will appear at the first login and every 365 days thereafter.
9. The NESIIS home page will now display.

Login Menu Items

At the top of the login page, three menu items appear: Home, Forms, and Related Links. By hovering the cursor over one of these menu items, you may access a drop-down menu. To select an item from the drop-down menu, simply click the desired item.

Post Login

Once in NESIIS, you may access the post-login page to switch organizations, manage users, or manage your own account. To do this, simply click the Manage Access/Account menu option at the top of the screen in NESIIS. The post-login page will display. For more information on the functions available on the post-login page, refer to the Managing My Account and Managing Users and Organizations chapters of this manual.





The information on the Login screen is case-sensitive; in other words, you need to enter the data in upper- and/or lowercase, exactly how you received it.



All NESIIS users are required to state that they have read, understand, and agree to abide by the NESIIS Security and Confidentiality Agreements every 365 days. Users accomplish this by pressing the “I Agree” button in the security notification box. If the user presses “I Disagree,” his or her access to NESIIS will be disabled immediately.

Exiting NESIIS

NESIIS may be exited from any screen within the system by pressing the Logout menu option at the top of the screen. Once you logout, you will be returned to the NESIIS login page. You may minimize your browser at this point by pressing  in the upper right corner of your computer screen.

If you wish to close your browser completely, you may either press  in the upper right hand corner of your computer screen, or you may click on File and then Close on the browser's menu bar. If you do not see the menu bar, your browser may be in Full Screen view; press F11 on your keyboard.

Time Outs in NESIIS

For security reasons, your session with NESIIS will time out after one hour of inactivity. A message to that effect will be displayed briefly and then the login screen will be displayed. To continue to use NESIIS, you will need to log in again.

Password Security

You will be required to change your Directory Services password periodically. Directory Services will display the Change Password screen when your password has expired.

Enter your password carefully when logging in. If you enter an incorrect password three times, your user account will be disabled. If this happens, contact your NESIIS Help Desk.