

Sign-in to NEGIS Portal

Overview

This how-to documentation will walk users through the steps to sign-in to the NEGIS Portal environments using their single sign on credentials. *Note: For their @nebraska.gov email accounts to work users must be members of Active Directory groups that have access to the NEGIS Portal environments.*



Additional Information

1. Go to the portal environment you have been directed to use. If you are testing an application before it is released for agency or public use you will be accessing the NEGIS CAT Portal (Contract Acceptance Testing Portal). If you are new to a team or project and are using an application that is for daily work, then you will be accessing the NEGIS PROD Portal (Production Portal).
2. Logging into both portals works the same, but to tell the difference look for the logo.
 - a. The red and blue logo is PROD



- b. The blue and gray logo is CAT



Sign-in Steps

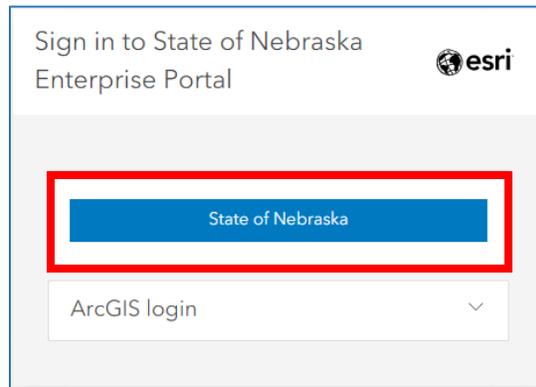
1. Go to the URL.
 - a. <https://gis.ne.gov/portal/home/> (PROD) or
 - b. <https://giscat.ne.gov/portal/home/> (CAT)
2. Click on the 'Sign In' button in the upper right hand corner



Sign-in to NEGIS Portal with @nebraska.gov Email

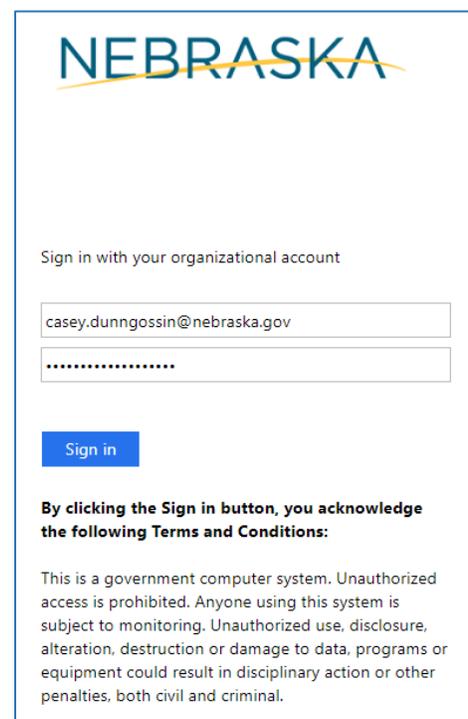
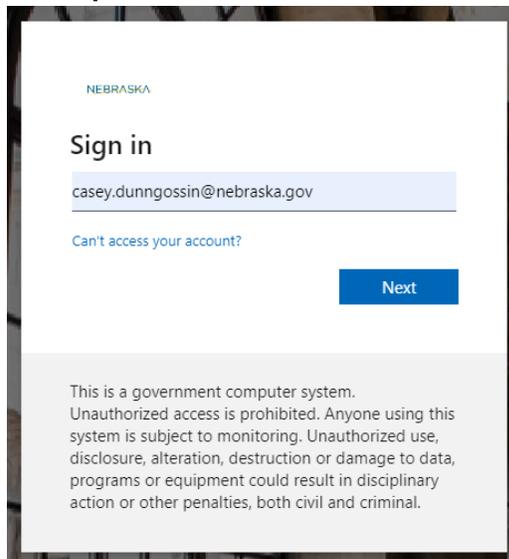
3. Select the blue button – ‘State of Nebraska’

This should pop -up for all users logging in, if you have already logged in for the first time **and** are logged into another site using your @nebraska.gov account it may auto recognize you and allow you to the site with out this pop -up.



4. Fill in your information .

- a. Enter in your email account. Then enter your email account and email password.



Sign-in to NEGIS Portal with @nebraska.gov Email

5. Congrats you've logged in!

- a. If this is the first time you've logged in and need access to secured applications, please let GIS team or Coordinator for your agency know. They will reach out to the OCIO GIS team to get you added to the appropriate groups.
- b. If you are getting an error also let your GIS team or Coordinator know, you might not be in the correct Active Directory group to have access to the NEGIS Portal you are attempting to login on.
 - i. **If this occurs, please include this information:**
 1. **Email account or username used.**
 2. **Send a screen grab of the error message you are getting.**
 3. **Make sure your account is not locked.**
 - a. Go to id.nebraska.gov to unlock if necessary.