Portal Access Instructions

Please follow these instructions carefully. For additional support, click "Contact Us" on the top right of the website and view the Frequently Asked Questions.

Step 1. Check your web browser set up.
- PC Users should use Internet Explorer as their browser.
- Mac Users should use Safari as their browser.
- You must install Adobe Flash Player for viewing the Training Modules. If the system does not prompt you, go to http://get.adobe.com/flashplayer/ to download this free product.

Step 2. Go to the website: www.nietbestpractices.org.
- Close any additional browser windows or tabs.
- For best results, set your Pop-Up Blocker to "allow pop ups from this site."
- Refer to FAQ #7 if you need assistance. (FAQs are found by clicking the Contact Us option.)

Step 3. Retrieve Your Login Information & Log in!

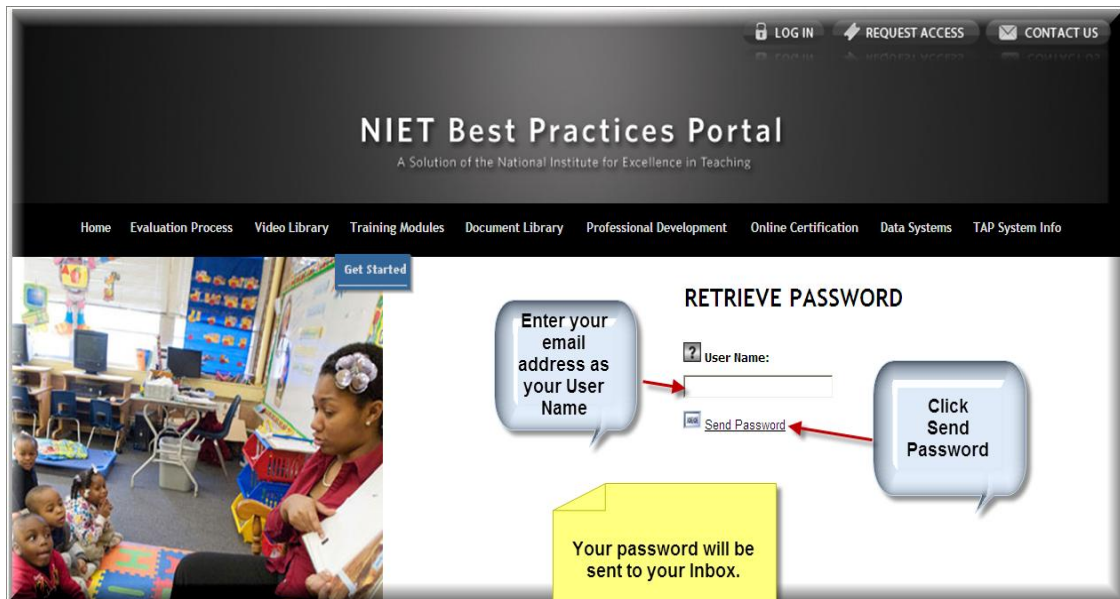- **Click "Log In" on the top right of the screen.**
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- **Select "Forgot Password?" at the bottom of the page.**

- **Enter your User Name, which is your email address.**

- **Click "Send Password."**
- ✓ **TIP!** If you see a GREEN OK indicator, an email from admin@nietbestpractices.org is immediately sent, and should be in your inbox within 10 minutes.
- ✓ **TIP!** If you get a RED indicator, the wrong email has been provided and set-up for you. Click "Contact Us" at the bottom of the page.
- If you do not receive the email within 10 minutes, it may be caught in your email Junk Folder or Spam Filter. For assistance, please contact your email administrator.
- Once you successfully log in, you will be prompted to review the Terms & Conditions of the website and accept them at the bottom of the page.