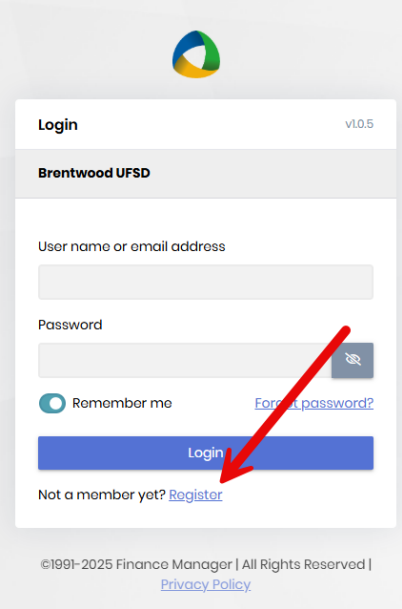
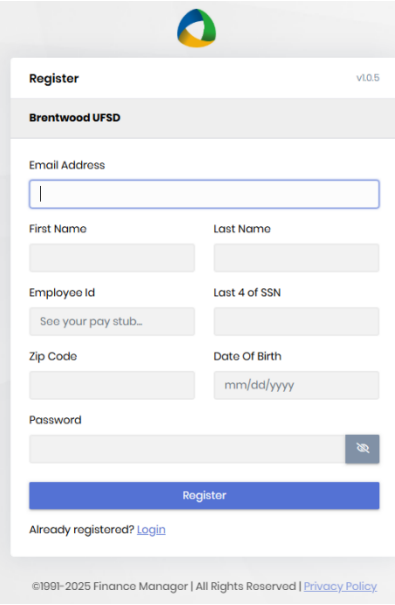
Information Technology Department

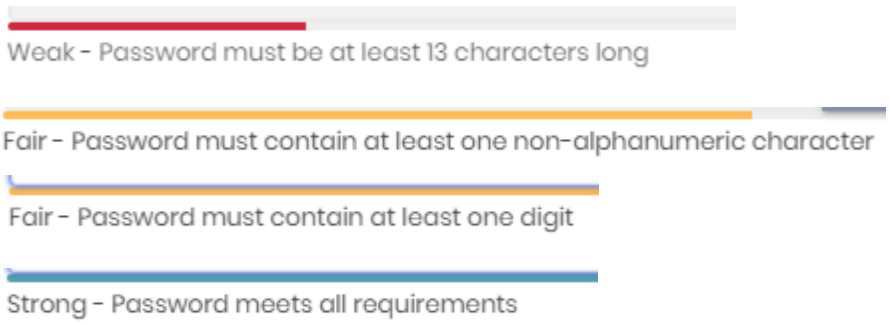
Creating an Account for nVision Online Portal

1. In any web browser, from any device with internet, navigate to the website brentwood.nvisiononline.net and click register.
2. Enter your information in all fields. You should use your BUFSD email to register, and your Brentwood Employee ID number. Note your Zip Code should be your personal Zip Code that matches what is in your HR file, not the District's Zip Code.



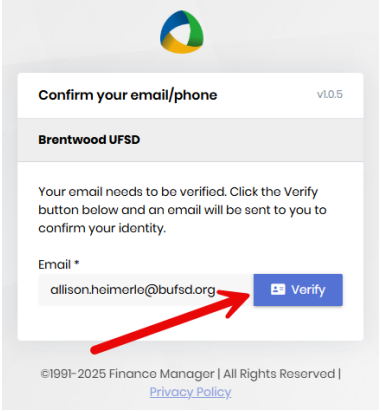


3. Create a unique password that is at least 13 characters long containing at least one of each of the following: lowercase letter, uppercase letter, number, and special character. It should contain no part of your name or the word "password."
    a. If your password does not meet the complexity requirements for the site, it will display what is missing in a message below the password field. Once it displays it meets all requirements, click Register.

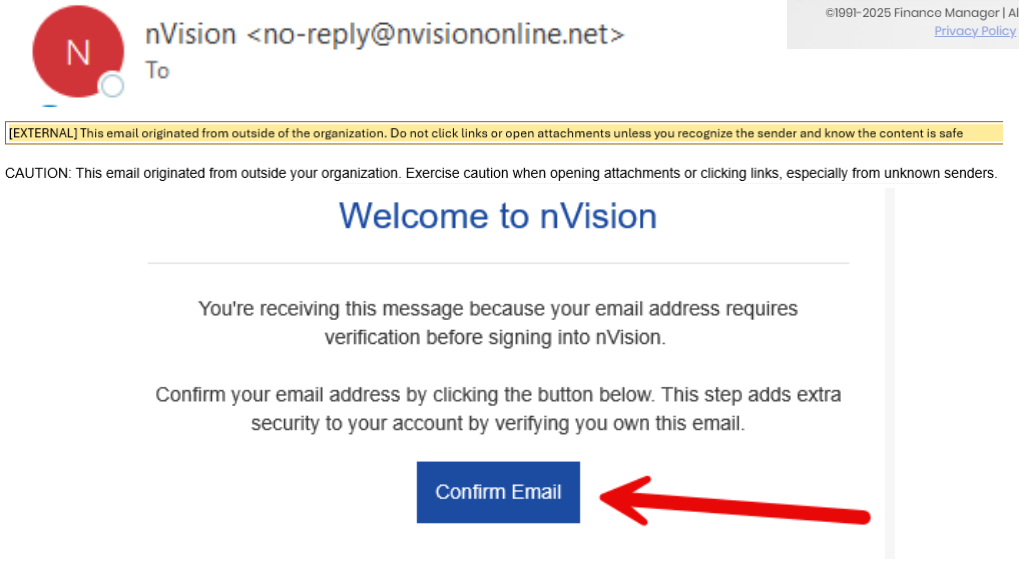


Phone: (631) 434-2308 Email: informationtechnologies@bufsd.org

4. You will then be prompted to confirm your email. Enter your BUFSD email and click verify.

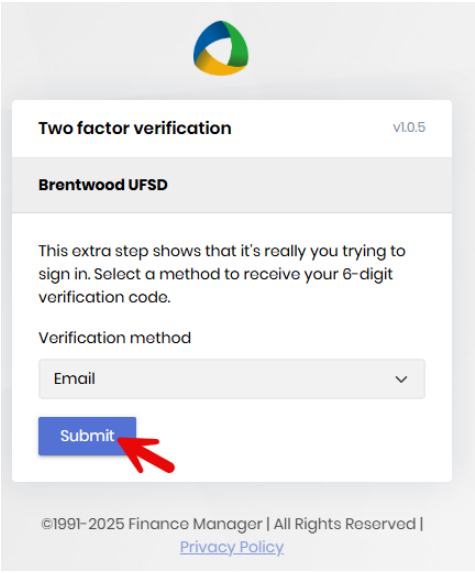


5. Check your BUFSD outlook for an email from no-reply@nvisiononline.net. Although it will display the yellow bar, it is a safe email. Click confirm email.

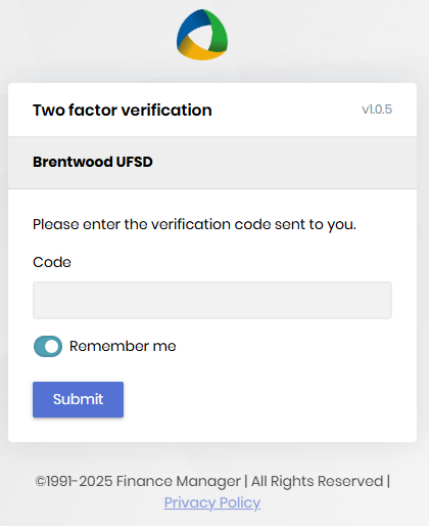


6. You will be redirected to the main login page. Login with your BUFSD email and the password you created when you registered.

7. The last step will be two factor verification. Email will be the only option. Click submit.



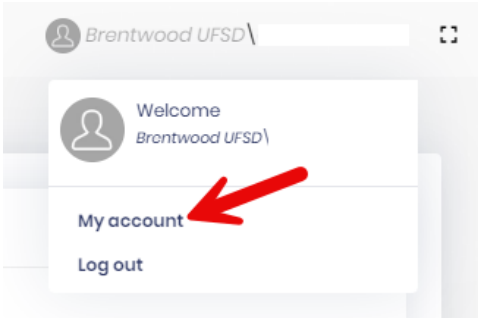
8. Check your BUFSD email for your code, enter it and click submit.



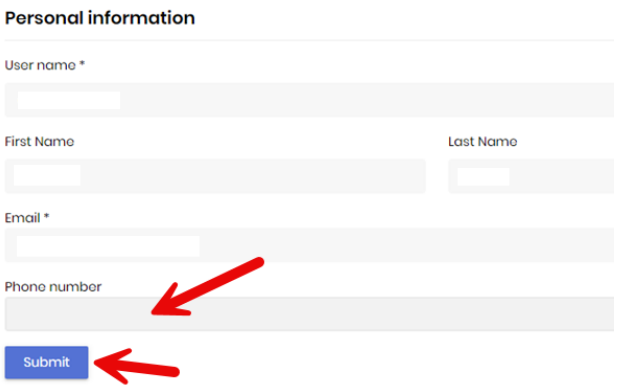
9. You will then be successfully logged into your nVision Online Employee Portal.

Please note steps 10-12 are optional, should you wish to add your personal phone number into your portal for an extra verification step. We highly recommend adding this as it helps keep your account and your personal information more secure.

10. Once you login, you have the option, if you desire, to add your personal phone number as another method of contact and verification. Under your name on the top right, click My account.



11. In the personal information tab, you can add a phone number in and click submit.



12. You will be directed to verify your phone number via a text message the system will send to you. Enter the code and click save, and your number will be verified.