

Accessing and Using My.Cfisd.net

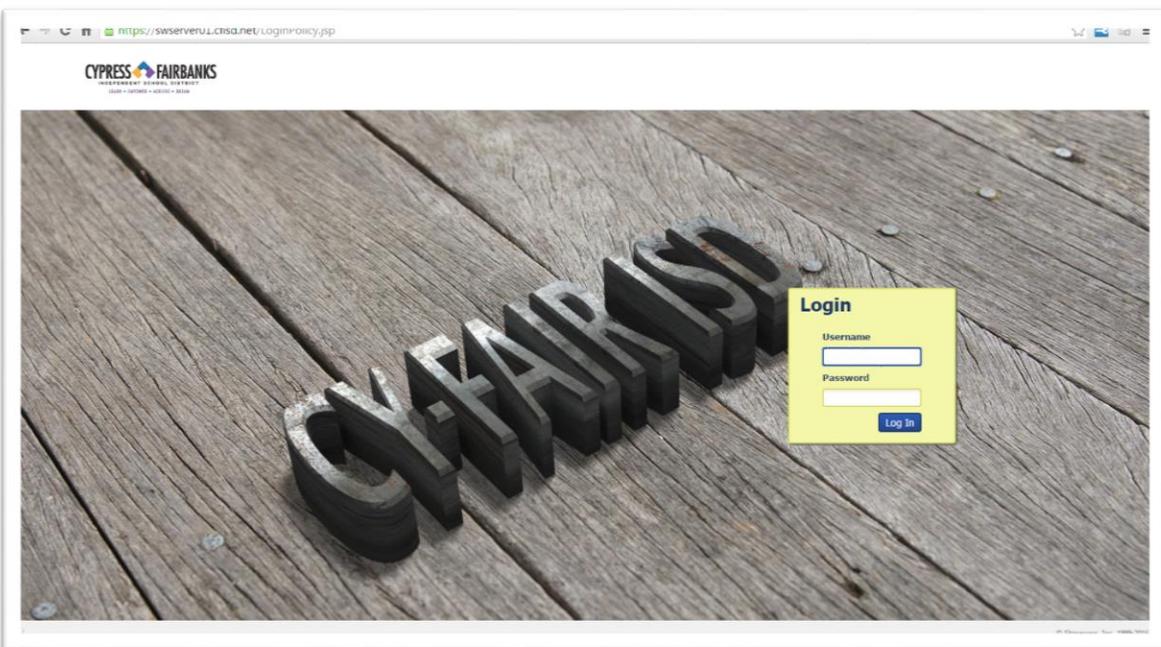
GETTING STARTED

My.cfisd.net is CyFair ISD's 'portal' system, allowing users to remotely access various other systems normally located within the District's Intranet.

For example, Teachers can access their Gradebook program, Administrators can access their School and Finance systems, and students can access their scheduled courses and textbooks, just to name a few - and all through this one 'Web Portal'.

In order to access this portal, simply open your Web Browser, and in the address bar, type: my.cfisd.net (Don't forget the periods!)

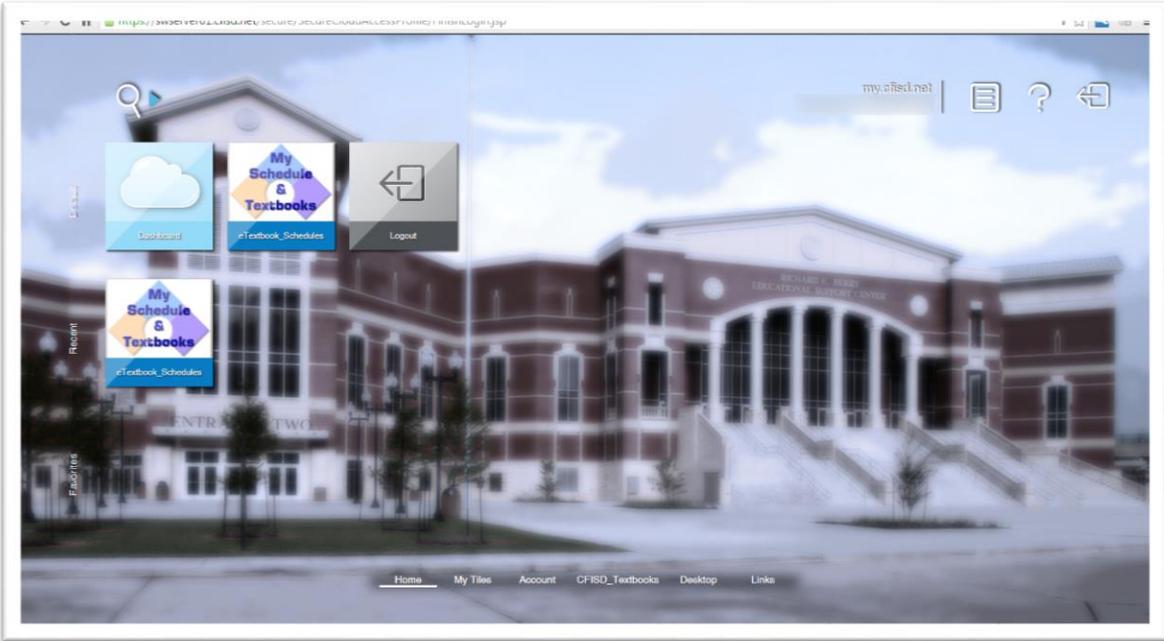
You will be taken to the Login Screen, as you see here:



Users log in using their Network login ID & password.

Once logged in, the icons seen are based upon the access level and role - in other words, students see one set of icons, Teachers would see another, and Administrators would see yet another.

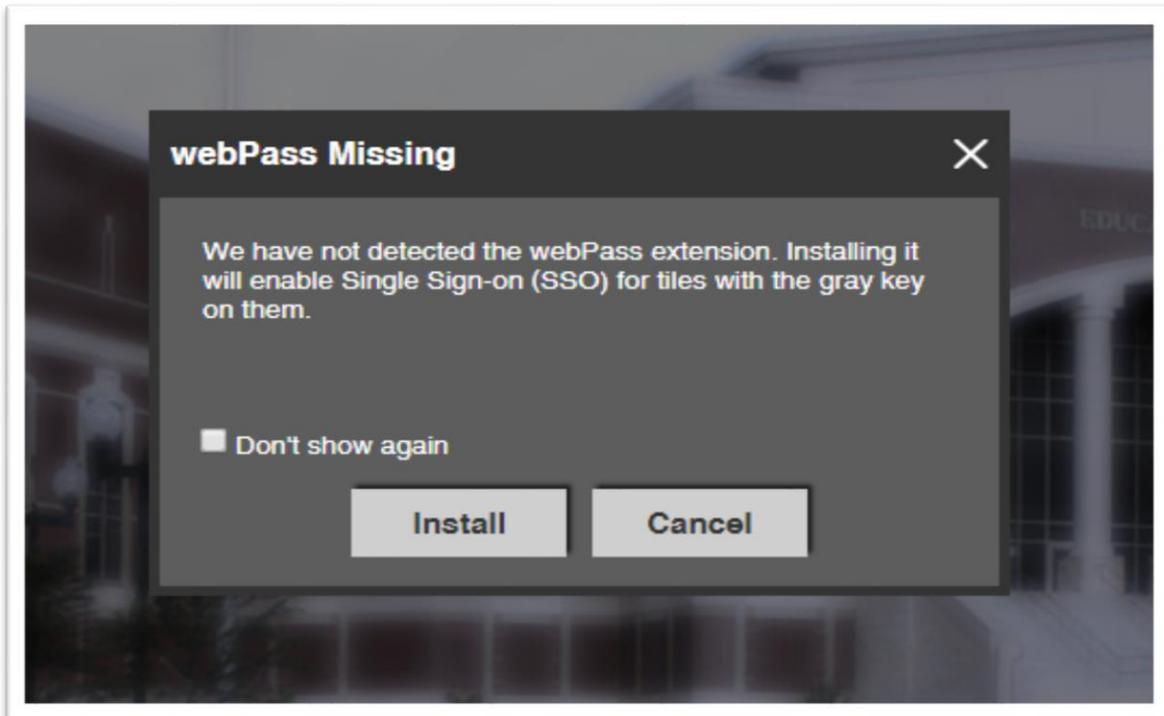
Below is an example of what a Student would see:



WEBPASS

One critical part of My.cfsd.net is called 'WebPass'. WebPass is a browser plugin/extension which is part of the portal system, and is a required component within the portal.

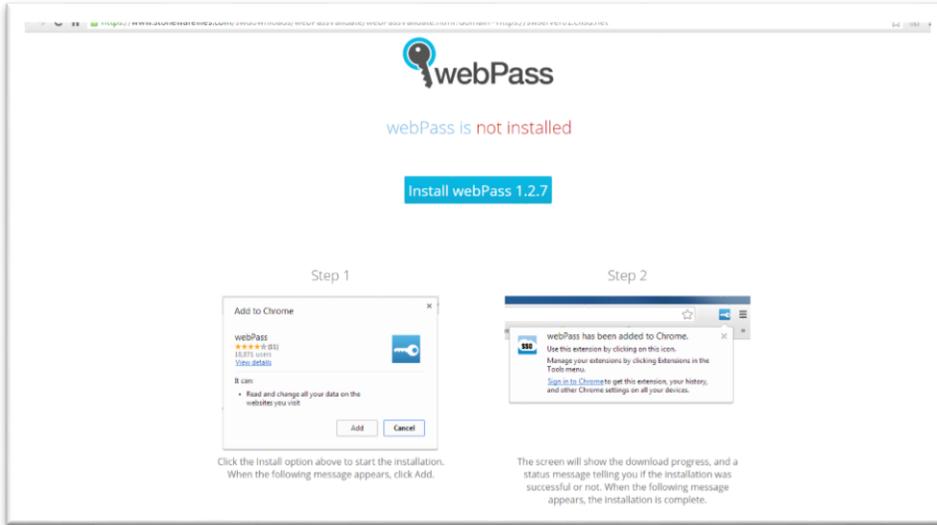
When logging into My.Cfsd.net, the system will check to see if your browser has WebPass installed. If it is not installed, a message window will pop up:



Click the 'Install' button to install WebPass.

NOTE: *As of August 2016, WebPass functions in Google Chrome and Mozilla Firefox ONLY. WebPass does NOT currently function in Internet Explorer. While this may change in the future, as of this time, please expect to use either Chrome or Firefox when using My.Cfisd.net.*

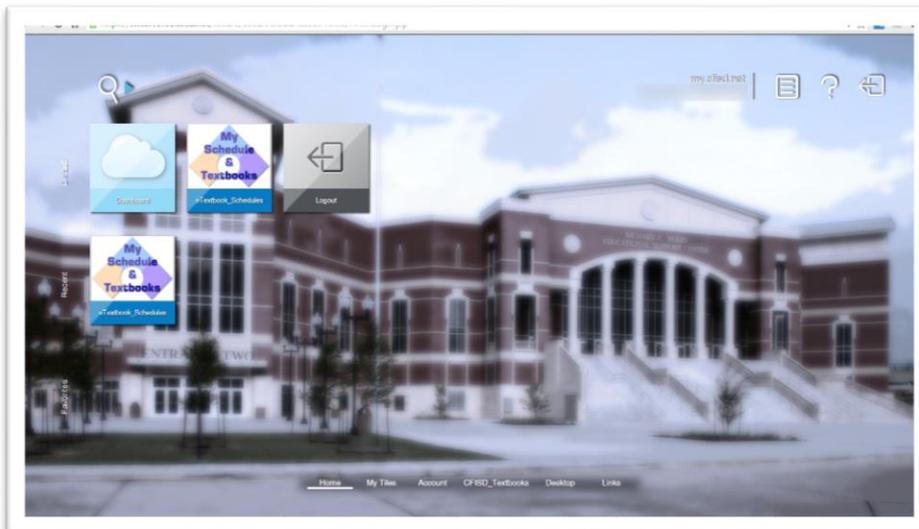
Clicking Install will bring the user to the WebPass Install Page:



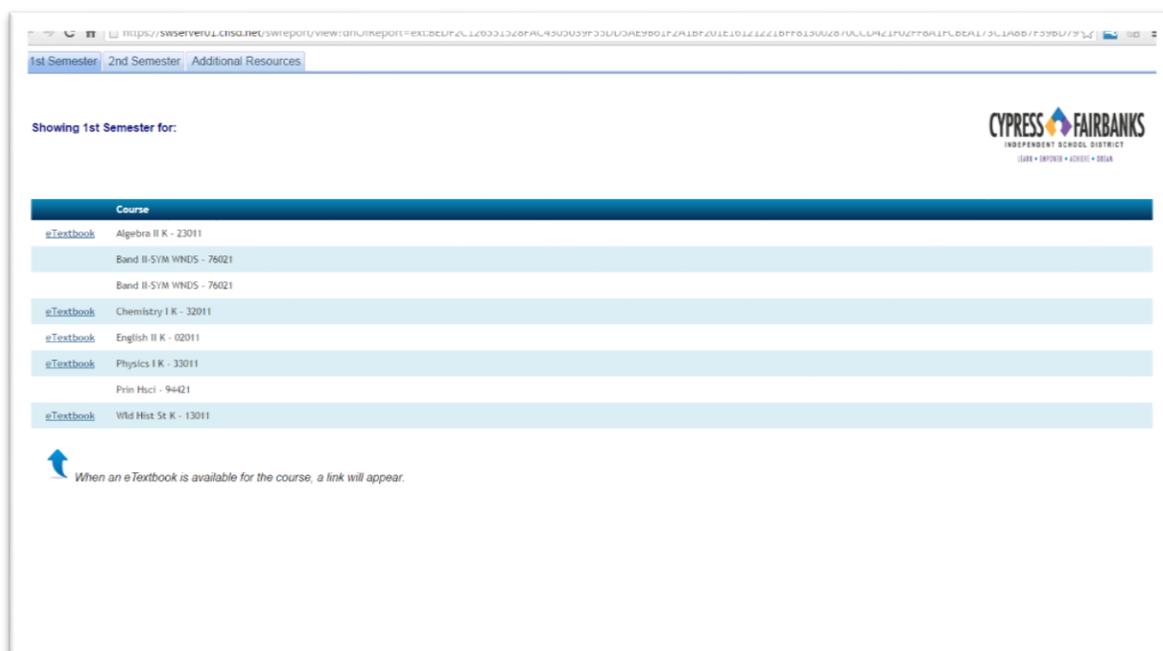
Click the large blue button to install WebPass. You may need to click another button such as 'Add Extension' - just follow the directions onscreen to finish the installation for your browser.

Once WebPass has been installed, users can then use the My.Cfisd.net portal to its fullest functionality.

STUDENTS & TEACHERS Students will be able to click the link 'My Schedule & Textbooks', and be shown a listing of their courses, as well as links to their eTextbook websites:



Clicking 'My Schedule & Textbooks' will open a new page containing a list of scheduled courses, eTextbook links, as well as 'Additional Resources':



Clicking one of the eTextbook links next to a course will **automatically log the user into the textbooks website** - there should no longer be a need to log in manually to most eTextbook websites*. **NOTE:** *This is why WebPass must be installed - without WebPass installed, the automatic-login to the eTextbook websites will not work!*

Teachers will also have a similar functionality, when clicking 'Teachers' Courses & eTextbooks' - Teachers will see a listing of their courses and links to eTextbooks websites for automatic login.

Administrators and Teachers see several other links as well, again, depending on role and access - eSchoolPLUS, eFinance, Cognos Reporting, and more!

*Some eTextbook websites, and some Additional Resources, may be 'Self Serve', meaning the user chooses their own login & password. In those cases, automatic login is not possible through WebPass.