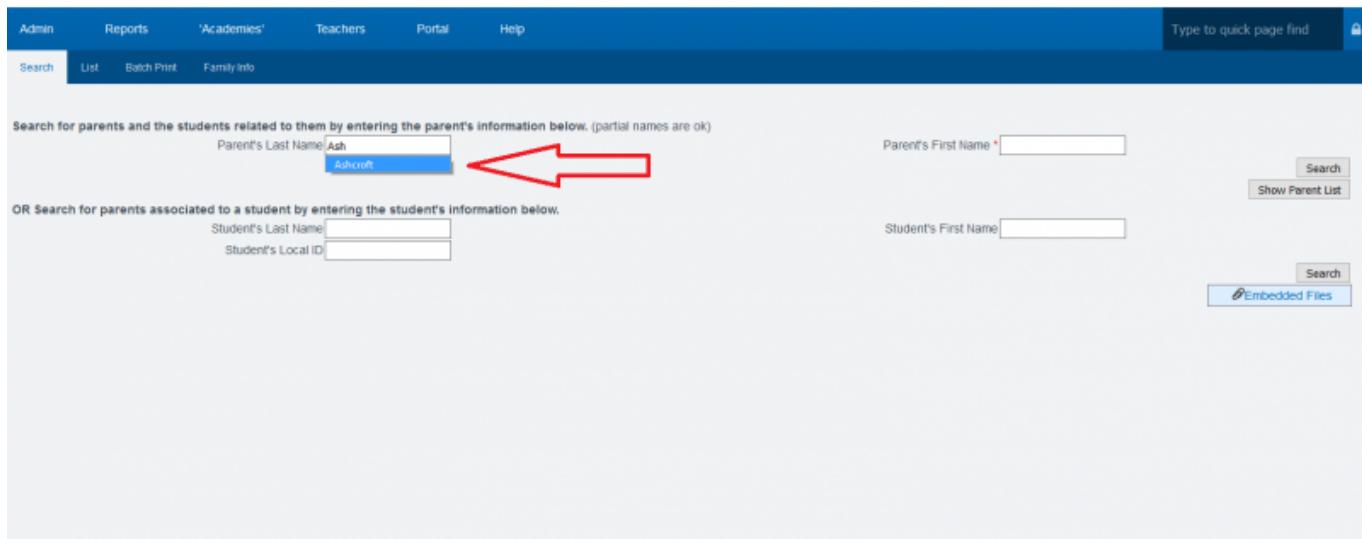


[portal, logins and security, admin essential](#)

## Accessing Passwords for Parents and Students

### Parent Logins

- Step 1. Go to Admin» Parent Info» Find/Add Parents
- Step 2. Search for a parent as shown below



Search for parents and the students related to them by entering the parent's information below. (partial names are ok)

Parents Last Name:  

Parent's First Name:

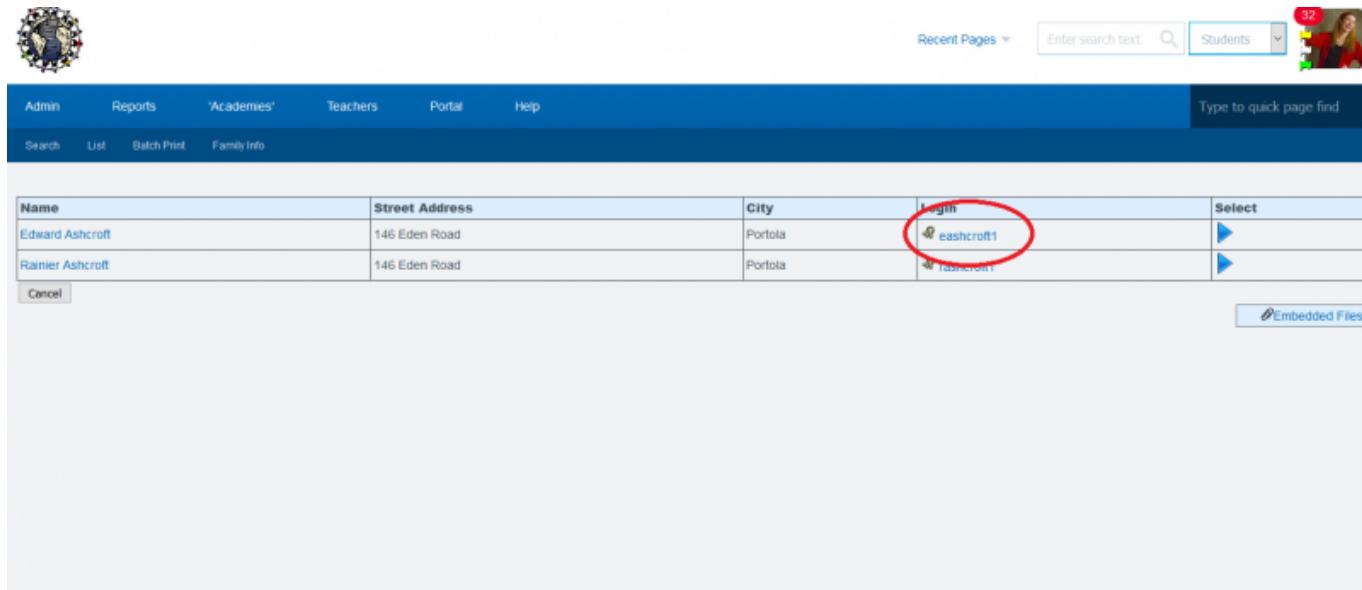
OR Search for parents associated to a student by entering the student's information below.

Student's Last Name:

Student's First Name:

Student's Local ID:

- Step 3. Click on the parent's username to view or change password, username, or expiration for the user



Name	Street Address	City	Username	Select
Edward Ashcroft	146 Eden Road	Portola	 eashcroft1	
Rainer Ashcroft	146 Eden Road	Portola	 rashcroft1	

- Step 4. Choose the new password and SAVE

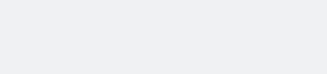
A screenshot of a user profile page. At the top, there is a navigation bar with several tabs. Below the navigation bar, the user's name is displayed. The main content area shows the user's profile information, including their login name, password, and a strength indicator. A red oval highlights the login name and password fields. The password field shows a strength of "Strong".

## Student Logins

- Step 1. Go to Admin» Settings» Security» Security
- Step 2. Choose Student Logins/Users to view user information

Admin Reports 'Academies' Teachers Portal Help

## Security Administration in milestone

 <b>List of Publicly Available Pages</b> Lists the pages which are available to be viewed by the public.	 <b>Define Users</b> Define users: place users into security groups
 <b>Staff Information</b> List of staff members.	 <b>Automated Setup for Logins/Passwords</b> Create and email account information to selected users
 <b>Define Security Groups</b> Create and manage security groups.	 <b>Deletion Log</b> Searches for records of deletions within a log file
 <b>Student Logins / Users</b> Manage Student Login Accounts	 <b>Parent Logins / Users</b> Manage Parent Login Accounts

- Step 3. Choose appropriate filters to narrow down criteria and update
- Step 4. Select checkbox at top left corner to reveal the passwords

— Last Updated by Max Williams on 2016/03/07 19:37

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