

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

Admin Reports Academies Teachers Portal Help

Search List Batch Print Family Info

Type to quick page find

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

Parent's Last Name: Ash
Ashcroft

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 Local ID:
Student's First Name:

Search Show Parent List

Embedded Files

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

Recent Pages Enter search text Students

Admin Reports Academies Teachers Portal Help

Search List Batch Print Family Info

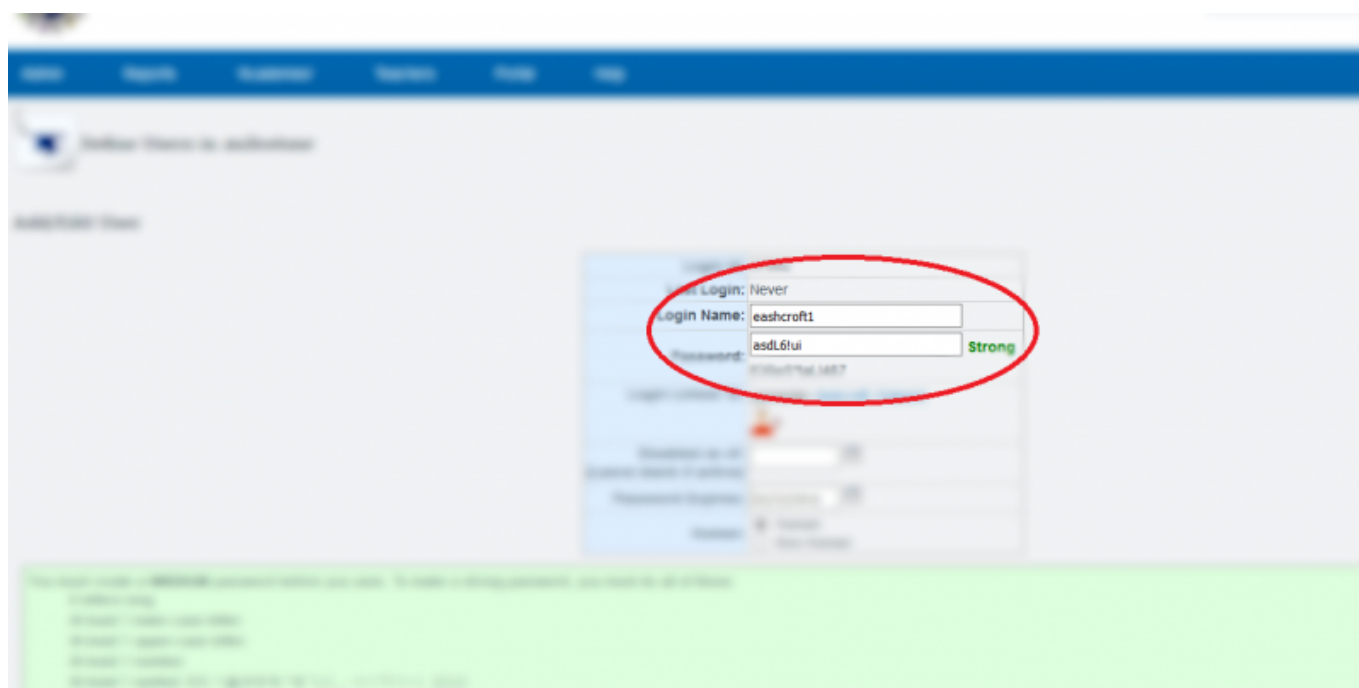
Type to quick page find

Name	Street Address	City	Login	Select
Edward Ashcroft	146 Eden Road	Portola	eashcroft1	
Raimier Ashcroft	146 Eden Road	Portola	rashcroft1	

Cancel

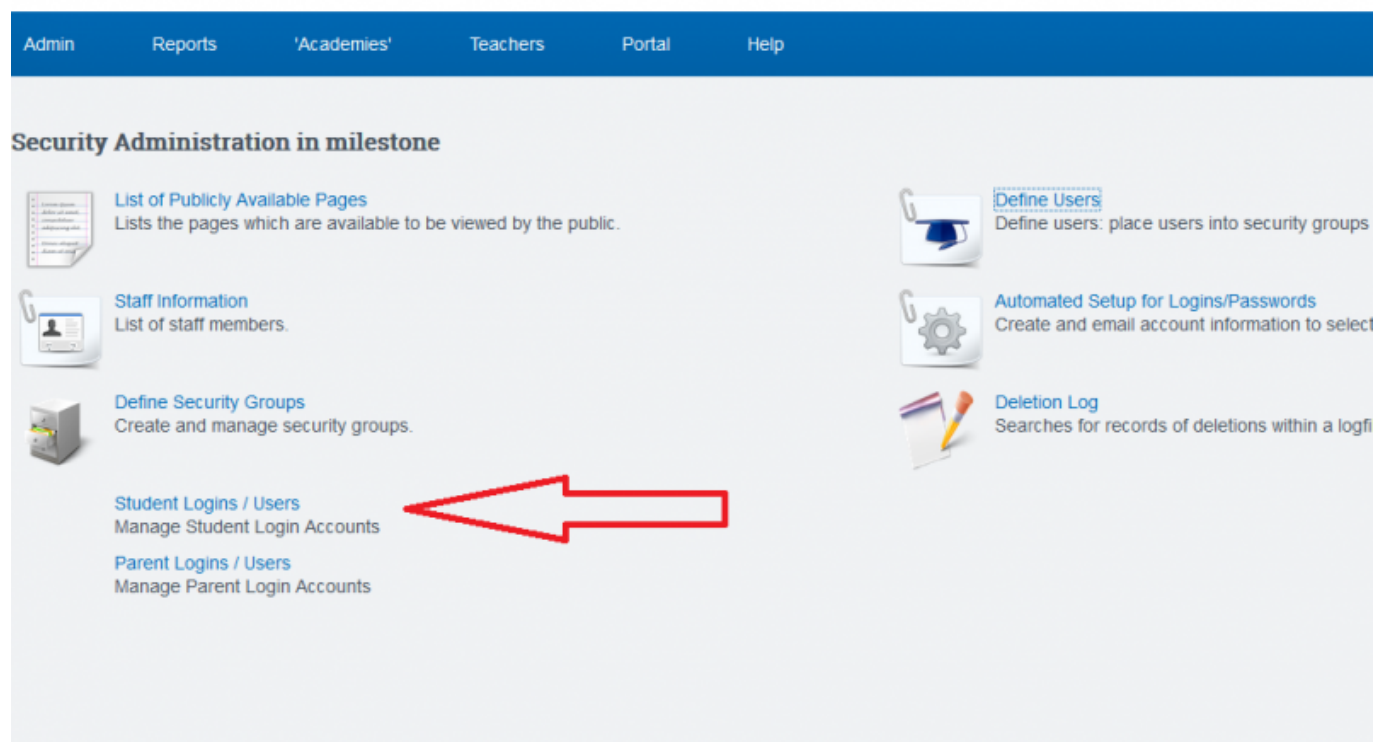
Embedded Files

- Step 4. Choose the new password and SAVE



Student Logins

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



- 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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