Accessing Passwords for Parents and Students

Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. Parent Logins Step 1. Go to Admin» Parent Info» Find/Add Parents Step 2. Search for a parent as shown below

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

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 Bailey Higgins on 2016/03/07 18:43*