## 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

Admin	Reports	'Academies'	Teachers	Portal	Help		Type to quick page find	•
Search	List Batch Print	Family Info						
Search f	or parents and the s	tudents related to Parent's Last I	them by enteri Jame Ash Ashcroft	ng the parent	's information b	elow. (partial names are ok) Parent's First Name *	Search Show Parent List	1
OR Sean	ch for parents asso	student's Last I Student's Last I Student's Los	by entering the lame al ID	student's inf	ormation below.	Student's First Name		
							Search PEmbedded Files	

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

			Recent Pages V Enter search text Q	Rudents 🔽
Admin Reports 'Academies' Teacher	rs Portal Help		1	ype to quick page find
Search List Batch Print Family Info				
[				
Name Edward Ashcroft	Street Address 146 Eden Road	Portola	ashcroft1	Select
Rainier Ashcroft	146 Eden Road	Portola	al lancout	•
Cancel				Embedded Files

• Step 4. Choose the new password and SAVE

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	 	-	-			
-						
				gin: Never		
			Login Na	ame: eashcroft1		
			Passar .	asdL6!ui	Strong	
				1010-0144.1487		

## **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

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