

# 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

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 Search 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

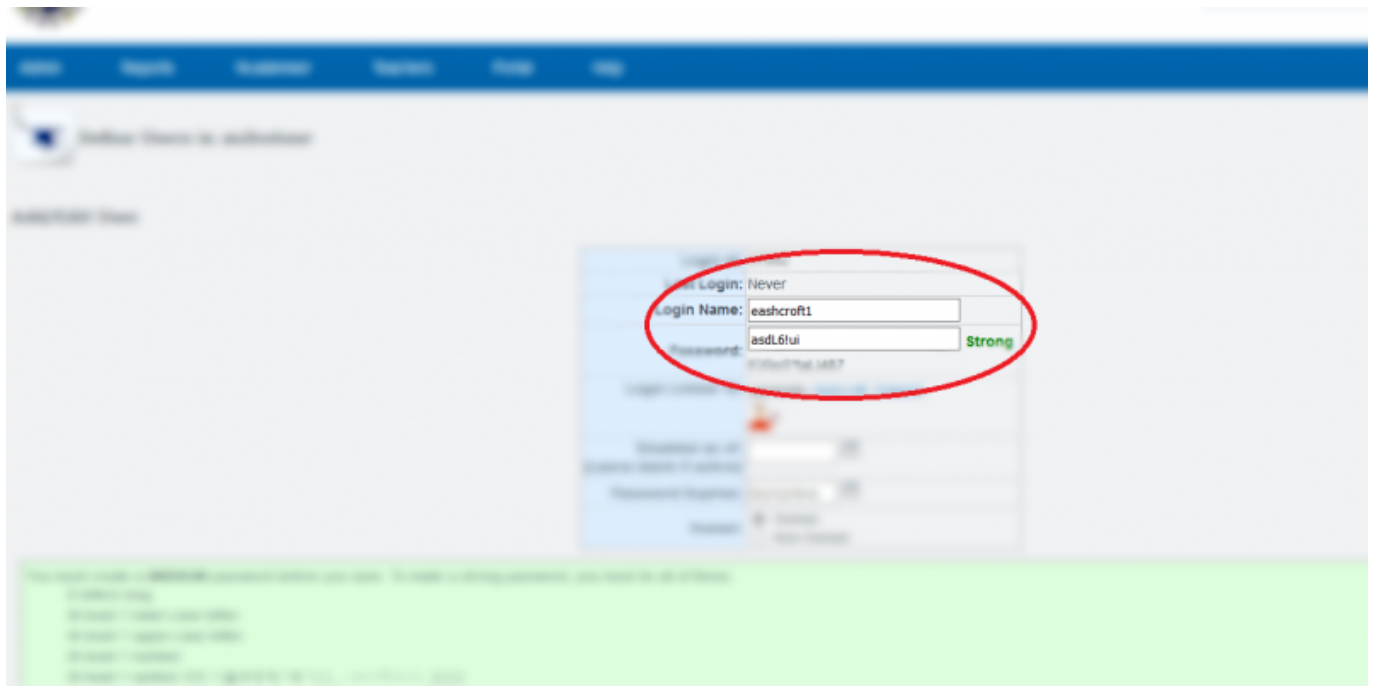
Search List Batch Print Family Info

Type to quick page find

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

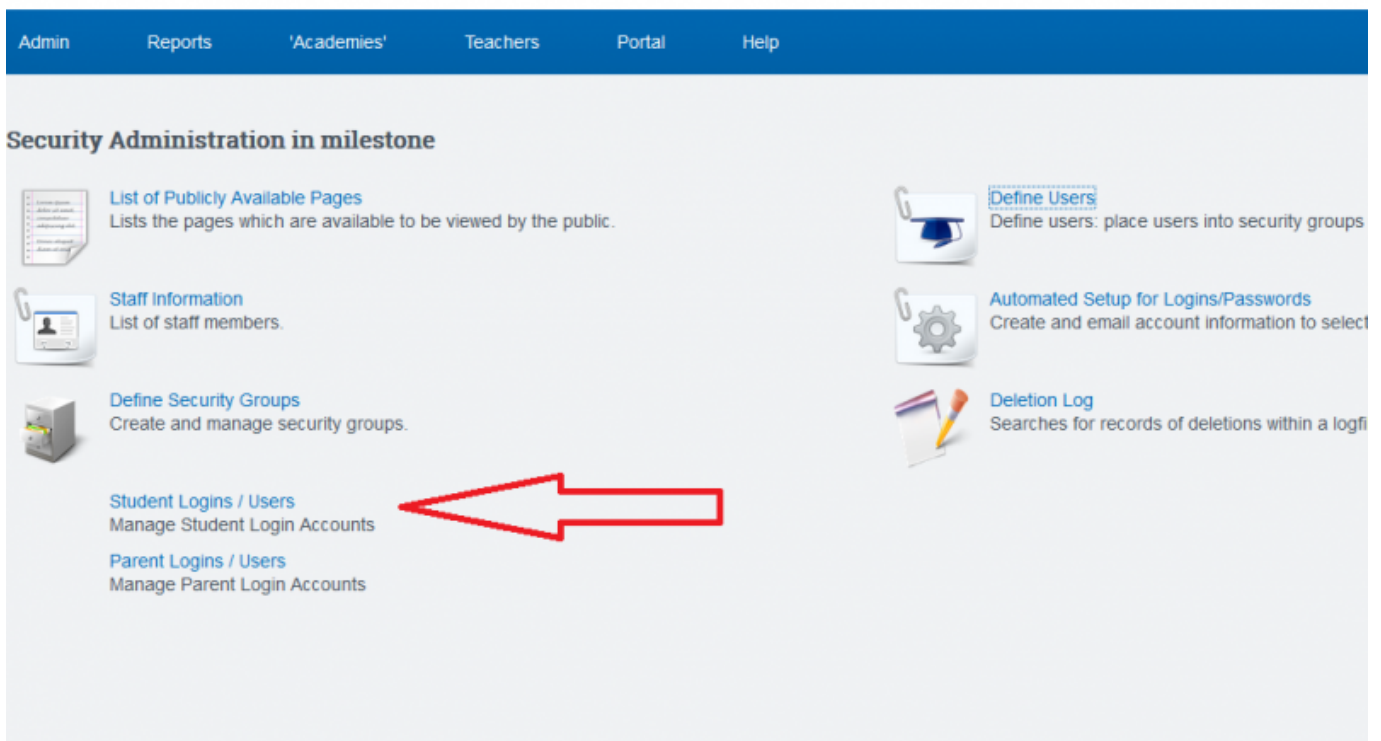
Cancel Embedded Files

- 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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