

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.

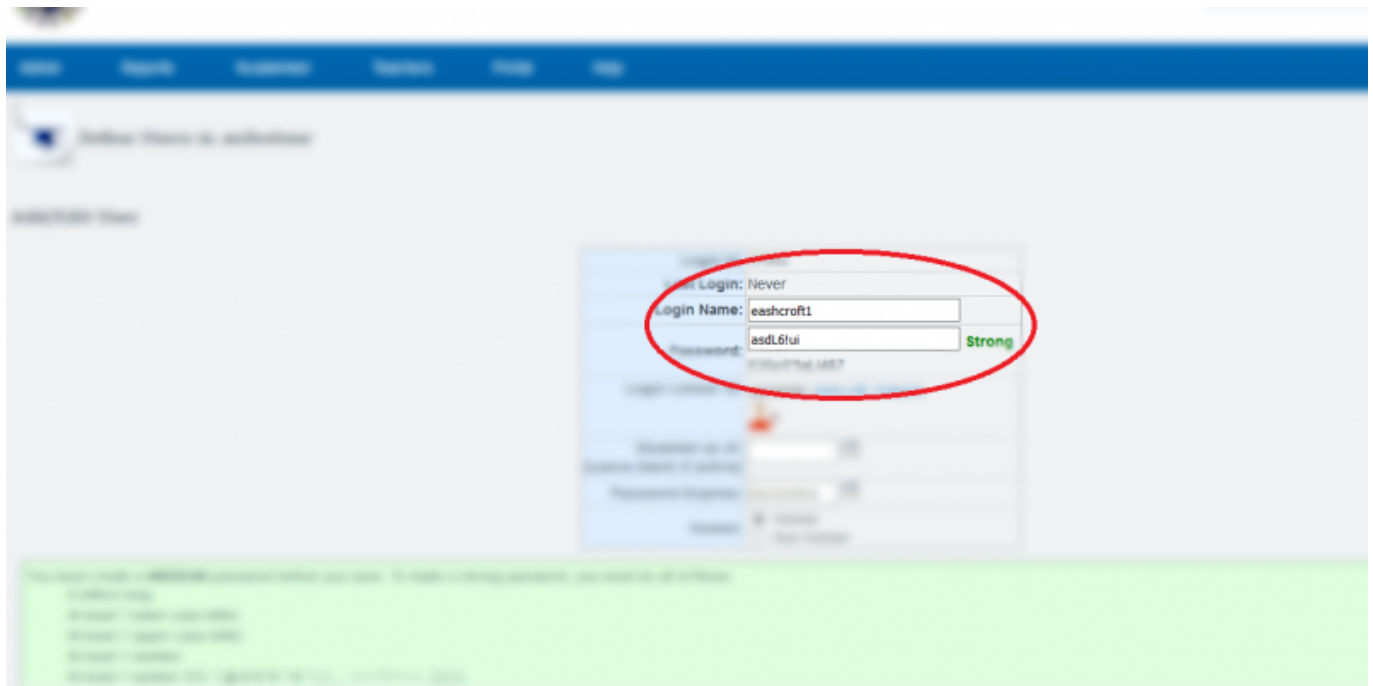
Parent Logins

- 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

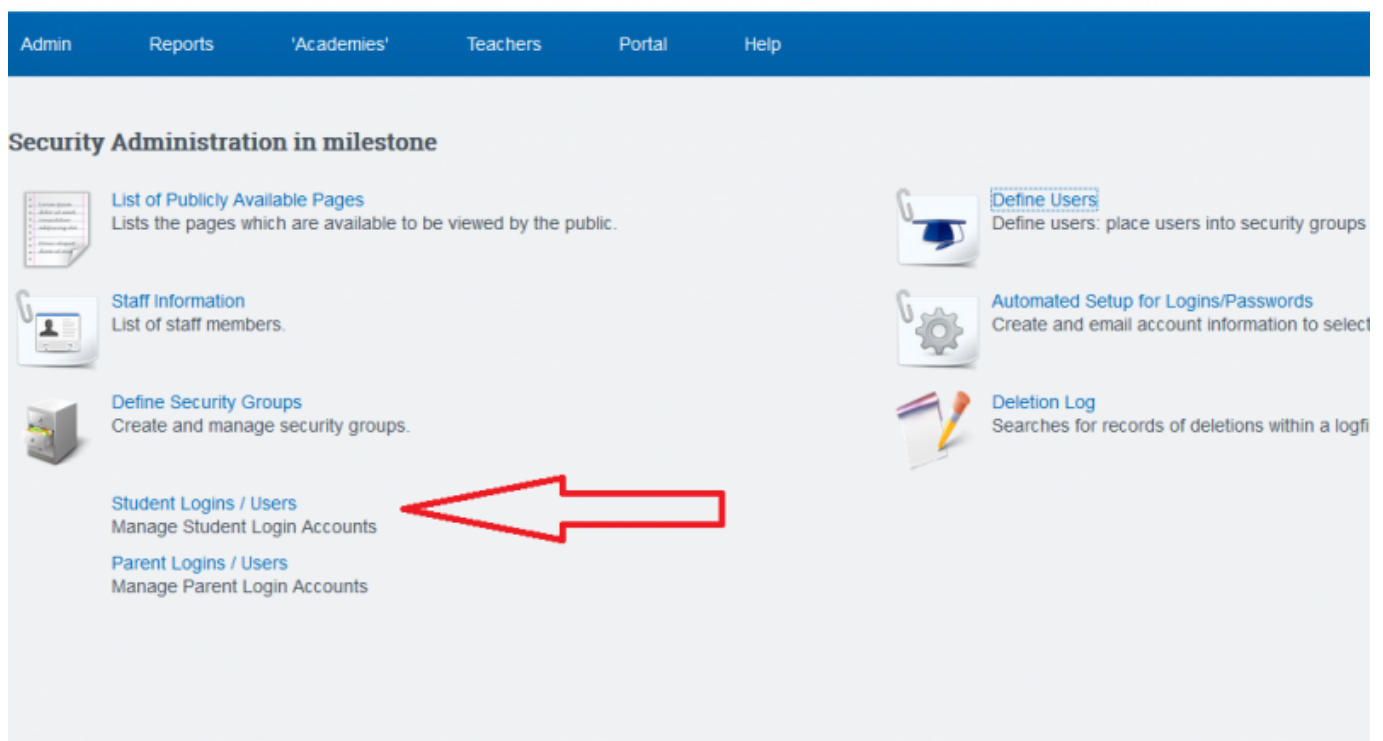
Name	Street Address	City	Login	Select
Edward Ashcroft	146 Eden Road	Portola	eashcroft1	▶
Ramier Ashcroft	146 Eden Road	Portola	rashcroft1	▶

- 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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