

logins and security, admin essential

Updating Passwords- For Admin Users

You will be required to update your password to one that is **STRONG** upon entering the SIS

- Step 1 Administration > Settings > Security > Change my password

The screenshot shows the Milestone PLSIS Admin interface. The browser address bar displays <https://milestone.plsis.com/mod.php/index.php>. The navigation menu includes 'Home', 'Admin', 'Academies', 'Teachers', 'CMS / PLS', 'Parents - Students', and 'Help'. The 'Admin' menu is expanded, showing options like 'Attendance >>', 'Reports >>', 'Admin Dashboard', 'PLS/Report Writer >>', 'Student Info >>', 'Staff Info >>', 'Parent Info >>', 'State Reporting >>', 'Test Module >>', 'Transcripts >>', 'Website Management >>', 'Settings >>', 'Archives >>', and 'Report Writer >>'. The 'Settings >>' menu is further expanded, showing 'School Calendars', 'Transcripts/Report Cards', 'Security >>', 'Program Options', 'Special Program Options', 'Trigger Emails', 'Policies', 'Set District Information', 'Bookshelf Settings', and 'Public Registration >>'. The 'Security >>' option is highlighted, and a sub-menu is open, showing 'Change My Password' (circled in red) and 'Customizing Default Logins'. The background shows the 'Milestone Academy' dashboard with sections for 'STUDENT INFO' and 'ATTENDANCE'.

- Step 2 This will direct to the change password page
- Step 3 If the password created is not strong then the SAVE button will not allow a save

Other helpful tips:

- Passwords must have the following:
 - Be 8 characters long
 - Must have at least one capital letter
 - Must have at least one lower case letter
 - Must have at least one number
 - Must have at least one symbol
- Example of a strong password is App45le!
- For additional help please call your school or School Pathways at 866-200-6936

From:

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