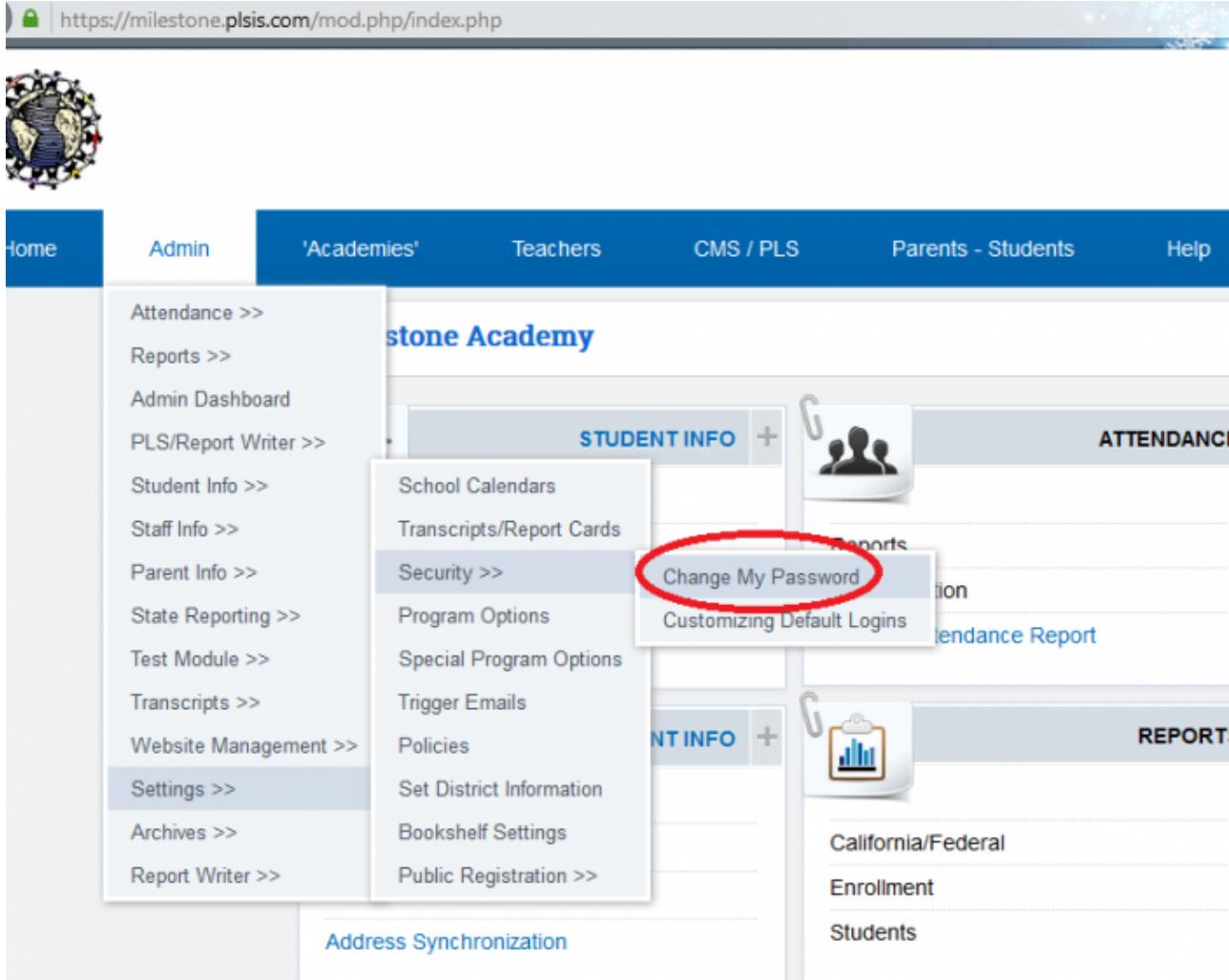


[logins and security, admin essential](#)

## 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 School Pathways Admin interface. At the top, there is a navigation bar with links for Home, Admin, 'Academies', Teachers, CMS / PLS, Parents - Students, and Help. The Admin link is currently selected. On the left, there is a sidebar with various links: Attendance >>, Reports >>, Admin Dashboard, PLS/Report Writer >>, Student Info >>, Staff Info >>, Parent Info >>, State Reporting >>, Test Module >>, Transcripts >>, Website Management >>, Settings >> (which is currently selected), Archives >>, and Report Writer >>. In the center, there is a main content area titled 'Stone Academy'. A dropdown menu is open under the 'STUDENT INFO' tab, showing options: School Calendars, Transcripts/Report Cards, Security >> (which is currently selected), Program Options, Special Program Options, Trigger Emails, Policies, Set District Information, Bookshelf Settings, and Public Registration >>. The 'Change My Password' option is highlighted with a red circle. To the right of the main content area, there are two more tabs: 'ATTENDANCE' and 'REPORT'.

- 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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