## 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 https://milestone.plsis.com/mod.php/index.php Admin 'Academies' CMS / PLS Parents - Students lome Teachers Help Attendance >> stone Academy Reports >> Admin Dashboard STUDENT INFO ATTENDANC PLS/Report Writer >> Student Info >> School Calendars Staff Info >> Transcripts/Report Cards Parent Info >> Security >> Change My Password tion State Reporting >> Program Options Customizing Default Logins endance Report Test Module >> Special Program Options Transcripts >> Trigger Emails NT INFO REPORT Website Management >> Policies մին Settings >> Set District Information Archives >> Bookshelf Settings California/Federal Report Writer >> Public Registration >> Enrollment Students Address Synchronization
- 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
  - $\circ\,$  Must have at least one capital letter
  - $\circ\,$  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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Last update: 2017/04/07 15:44