

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 'Settings >>' option is selected, opening a dropdown menu with the following items: Attendance >>, Reports >>, Admin Dashboard, PLS/Report Writer >>, Student Info >>, Staff Info >>, Parent Info >>, State Reporting >>, Test Module >>, Transcripts >>, Website Management >>, Settings >> (highlighted), Archives >>, and Report Writer >>. The 'Settings >>' dropdown is further expanded to show: School Calendars, Transcripts/Report Cards, Security >> (highlighted), Program Options, Special Program Options, Trigger Emails, Policies, Set District Information, Bookshelf Settings, and Public Registration >>. The 'Security >>' dropdown is also expanded, showing 'Change My Password' circled in red, along with 'Customizing Default Logins'.

- 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

— Last Updated by [Bailey Higgins](#) on 2016/03/17 17:08

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminpasswords&rev=1485287787>

Last update: **2017/01/24 19:56**