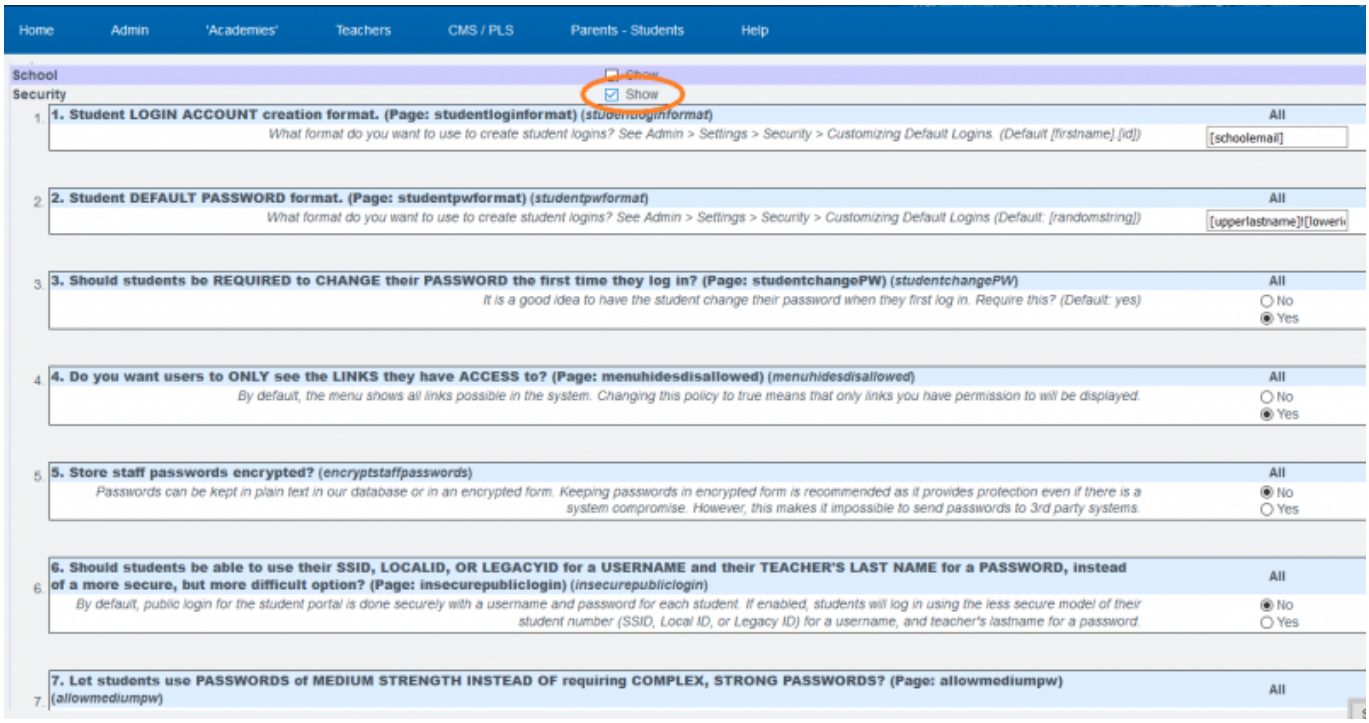
admin, portal, logins and security

Accessing Student Portal Administration

Always use secure methods of password retrieval and when distributing them to SIS users.

I. Set Password Policies

- Step 1. **Administration» Settings» Policies**
- Step 2. Choose the 'security' group
- Step 3. Policy number 7 allows you to decide if you want to require **Strong** security or medium security passwords

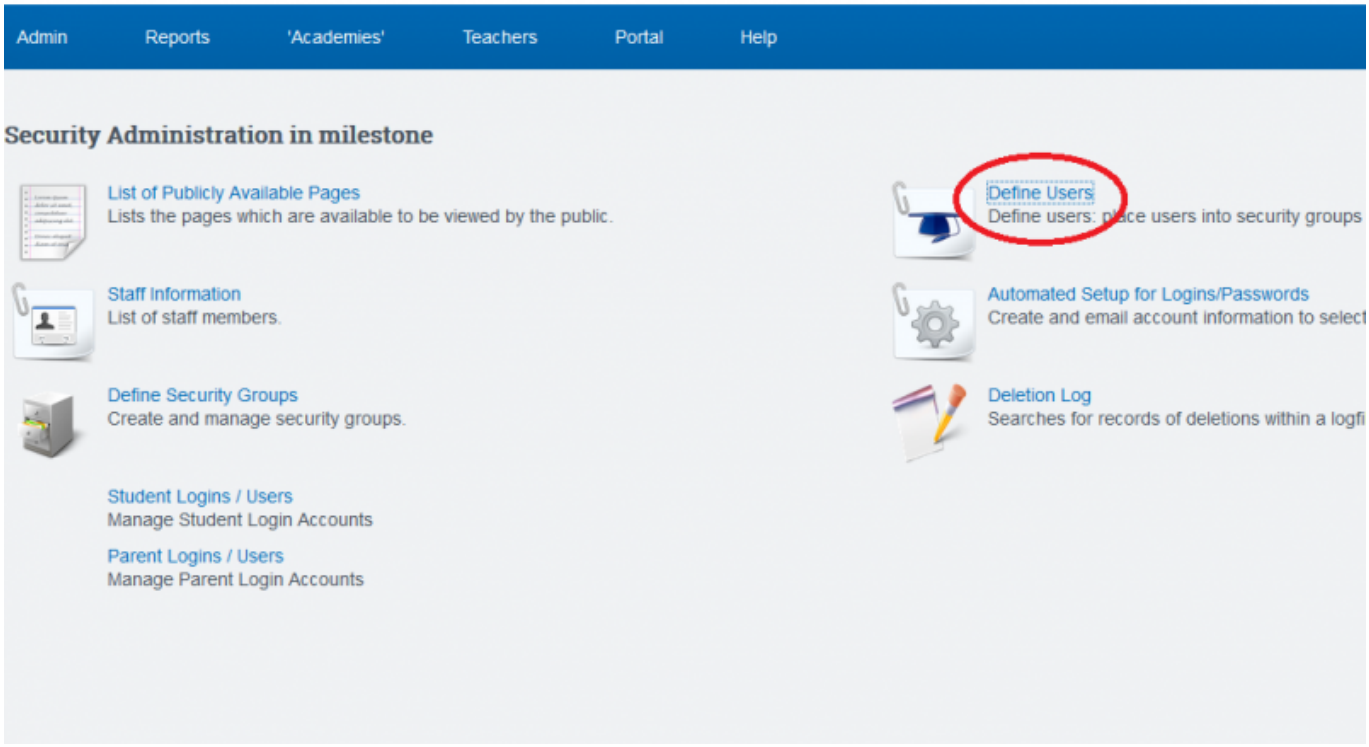


- Step 4. Secure passwords include those that have the following:
  - 8 characters long
  - Have at least one capital letter
  - Have at least one lowercase letter
  - Have at least one number
  - Have at least one symbol (*&^%$! etc.)

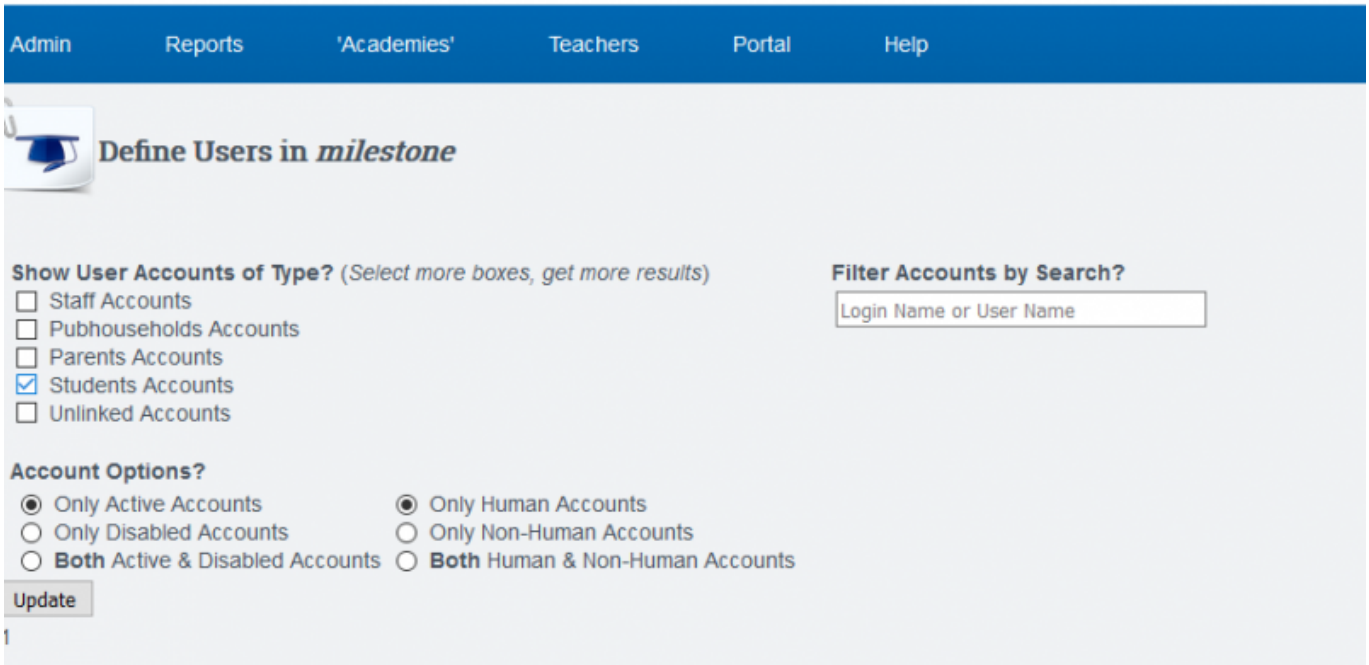
Set the policy and save

II. Administration View of Student Passwords

- Step 1. Admin» Settings» Security » Security
- Step 2. Choose Define Users



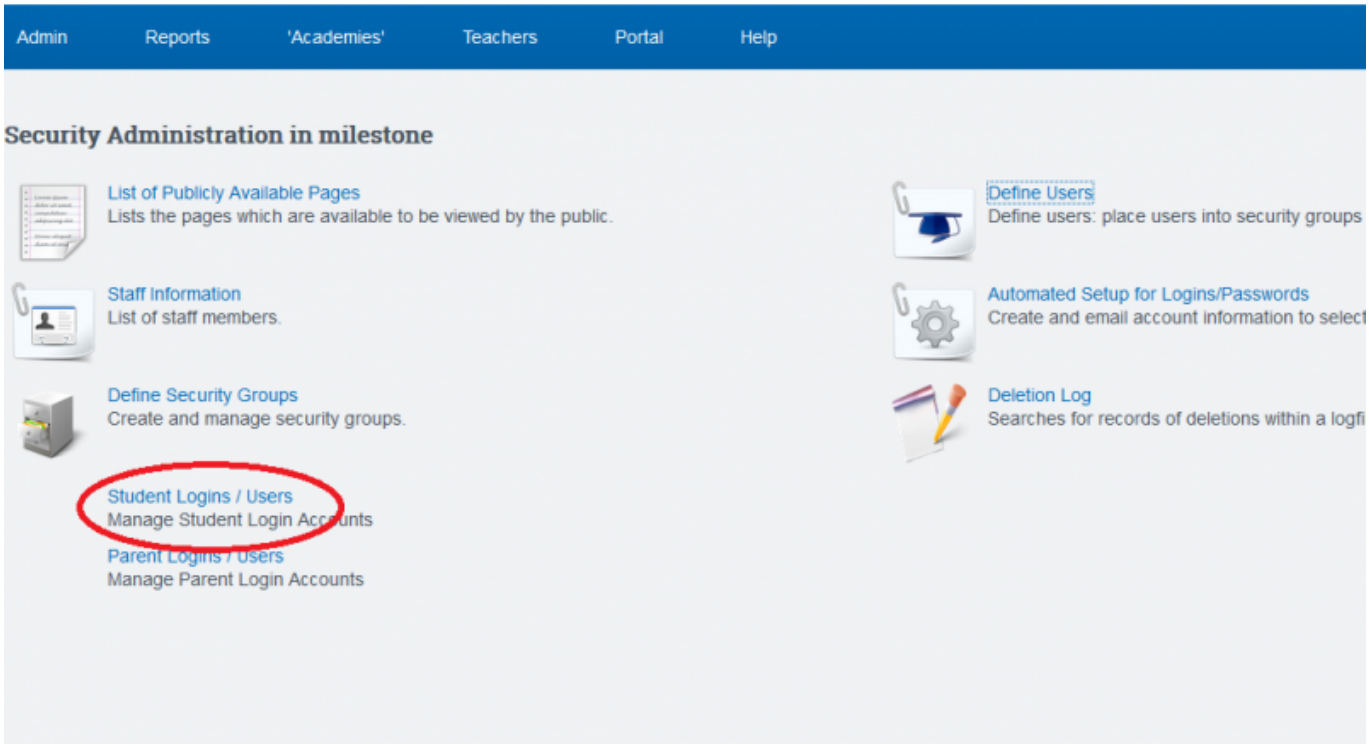
- Step 3. Choose the appropriate settings needed



- Step 4. This will generate a list of students to view. Click Set Details to change password, username or account expiration

ALTERNATE OPTION

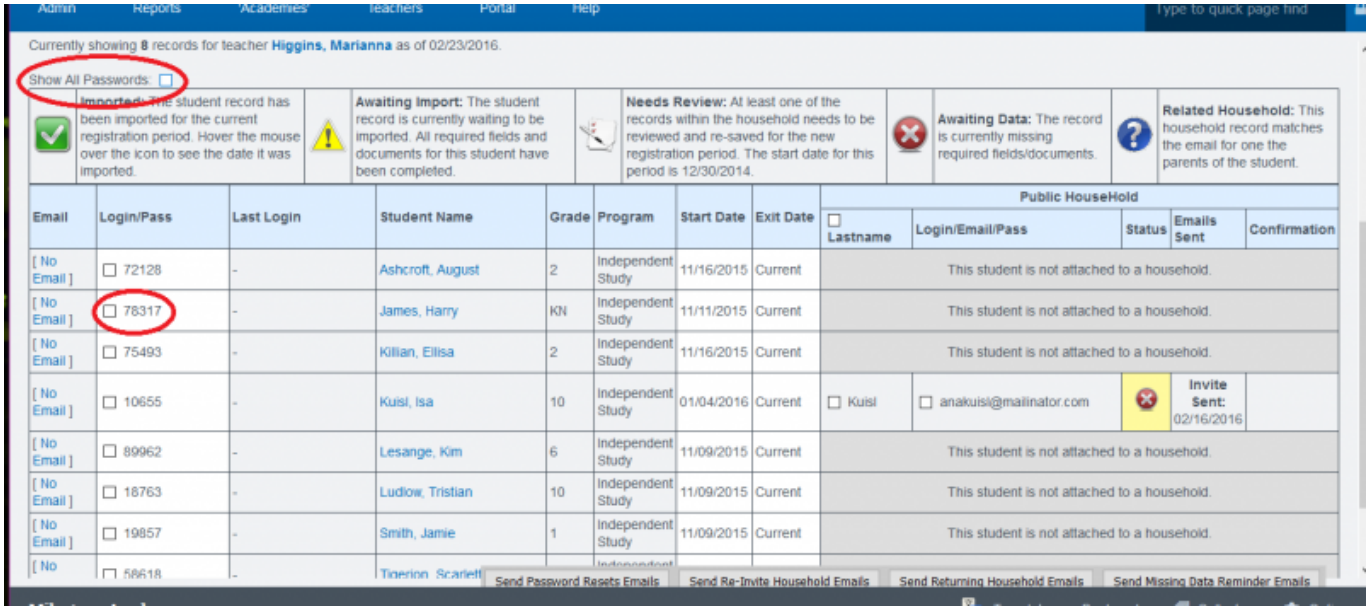
- Step 1 Admin» Security» Security» Security
- Step 2 Choose Student Logins to view user information



III. Student Login Page

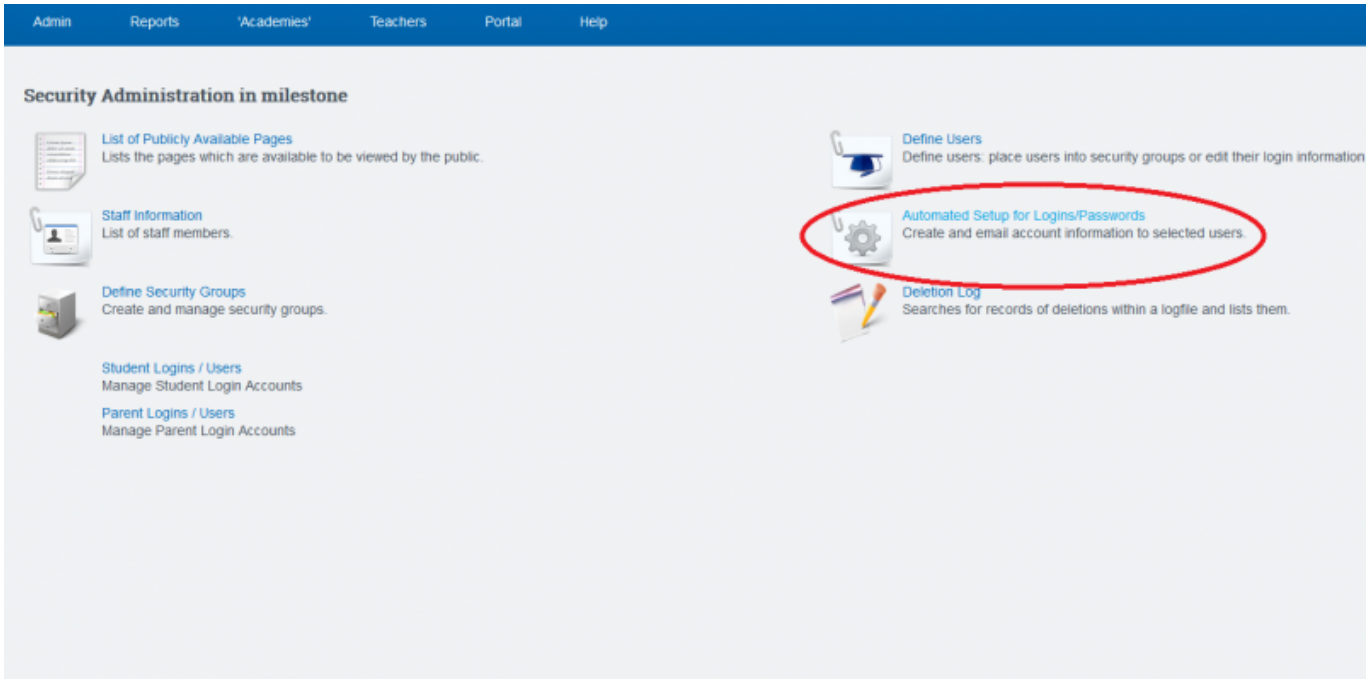
The teachers often are the ones who need access to tell their students the login info.

- Step 1. Go to Teachers» Logins
- Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password

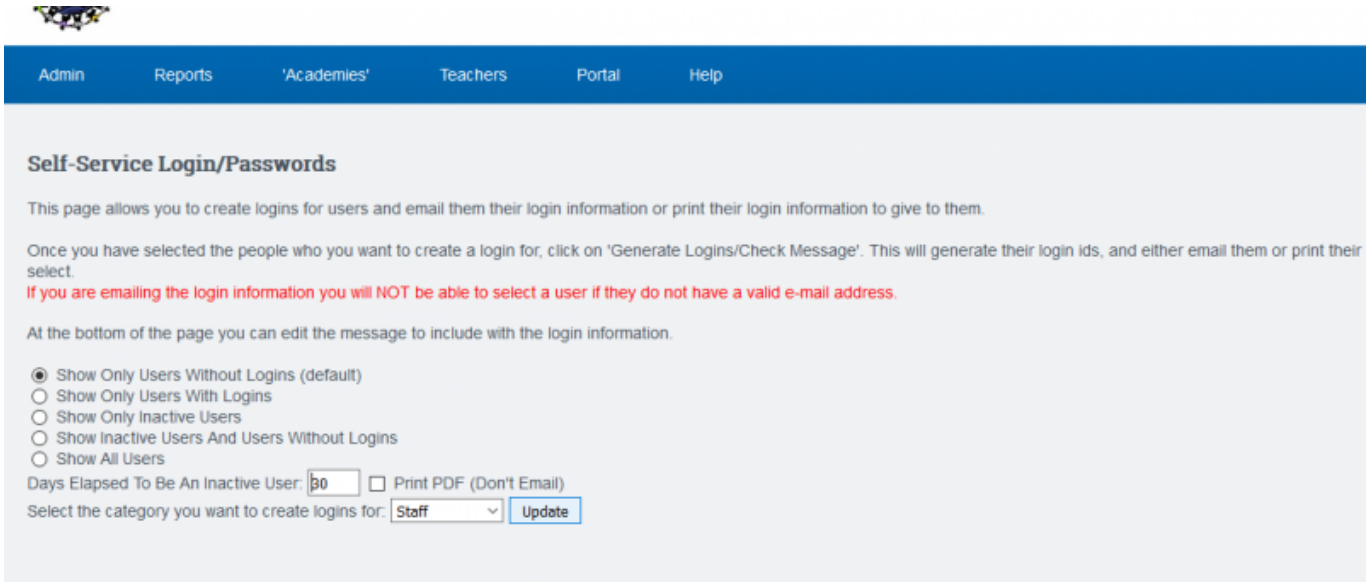


IV. Automated Setup for Logins/Passwords

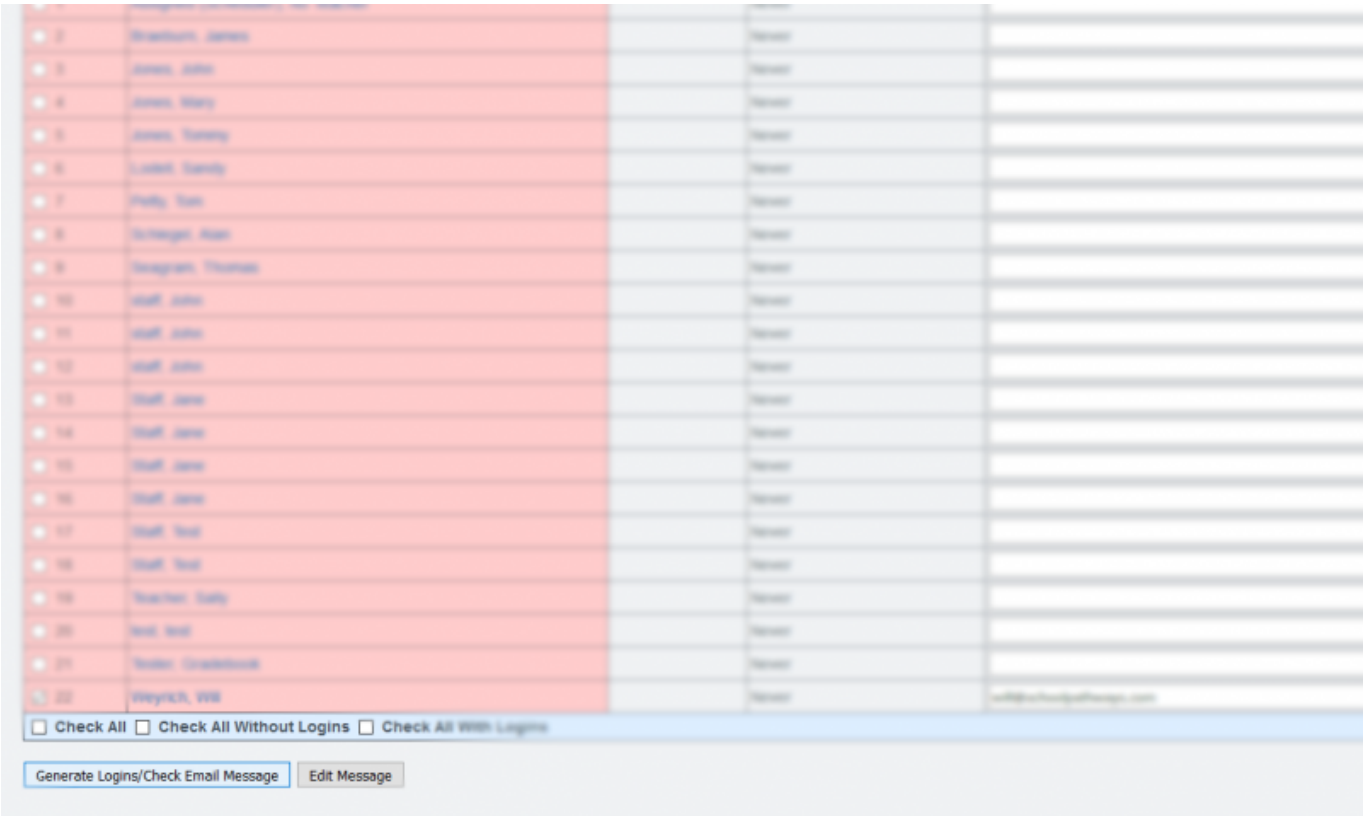
- Step 1. Go to **Admin» Settings» Security» Security**
- Step 2. Choose Automated Setup for Passwords



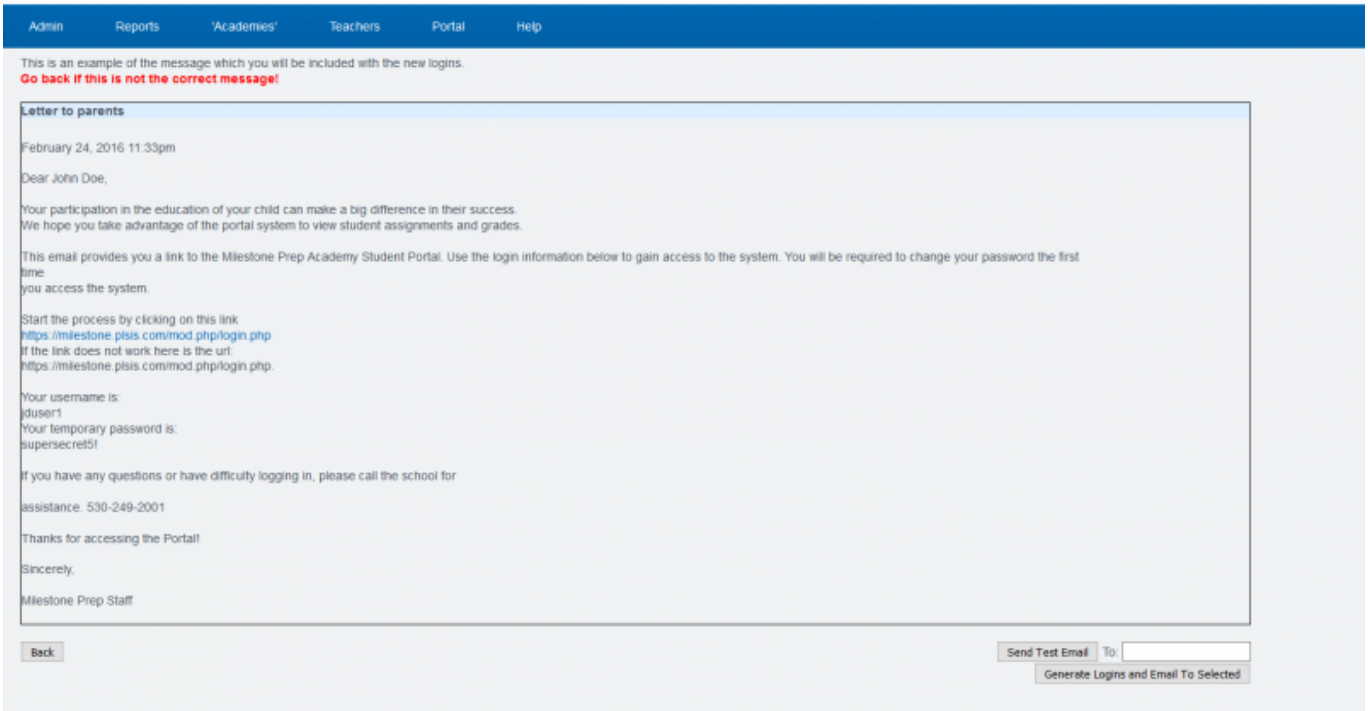
- Step 3. Choose the options appropriate for what you're searching for and click update



- Step 4. Check off users to Generate User Logins for.
- Step 5. Click Generate Logins/ Check Email Message



- Step 6. Generate Logins and Email to Selected



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

Permanent link:
https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal

Last update: **2017/04/07 15:46**