Accessing Student Portal Administration Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. 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

III. 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