

# 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

## 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

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