

# 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

Policy ID	Policy Name	Page	Default Value	Current Value
1	Student LOGIN ACCOUNT creation format. (Page: studentloginformat) (studentloginformat)	studentloginformat	[Default: {firstname}{id}]	[schoolemail]
2	Student DEFAULT PASSWORD format. (Page: studentpwformat) (studentpwformat)	studentpwformat	[Default: {randomstring}]	[upperlastname][lower]
3	Should students be REQUIRED to CHANGE their PASSWORD the first time they log in? (Page: studentchangePW) (studentchangePW)	studentchangePW	It is a good idea to have the student change their password when they first log in. Require this? (Default: yes)	<input checked="" type="radio"/> Yes
4	Do you want users to ONLY see the LINKS they have ACCESS to? (Page: menuhidesdisallowed) (menuhidesdisallowed)	menuhidesdisallowed	By default, the menu shows all links possible in the system. Changing this policy to true means that only links you have permission to will be displayed.	<input checked="" type="radio"/> Yes
5	Store staff passwords encrypted? (encryptstaffpasswords)	encryptstaffpasswords	Passwords can be kept in plain text in our database or in an encrypted form. Keeping passwords in encrypted form is recommended as it provides protection even if there is a system compromise. However, this makes it impossible to send passwords to 3rd party systems.	<input checked="" type="radio"/> No
6	Should students be able to use their SSID, LOCALID, OR LEGACYID for a USERNAME and their TEACHER'S LAST NAME for a PASSWORD, instead of a more secure, but more difficult option? (Page: insecurepubliclogin) (insecurepubliclogin)	insecurepubliclogin	By default, public login for the student portal is done securely with a username and password for each student. If enabled, students will log in using the less secure model of their student number (SSID, Local ID, or Legacy ID) for a username, and teacher's lastname for a password.	<input checked="" type="radio"/> No
7	Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS? (Page: allowmediumpw) (allowmediumpw)	allowmediumpw		All

- 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

The screenshot shows a navigation menu with 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area is titled 'Security Administration in milestone' and contains several links and icons: 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Student Logins / Users', 'Parent Logins / Users', 'Define Users' (circled in red), 'Automated Setup for Logins/Passwords', and 'Deletion Log'.

- Step 3. Choose the appropriate settings needed



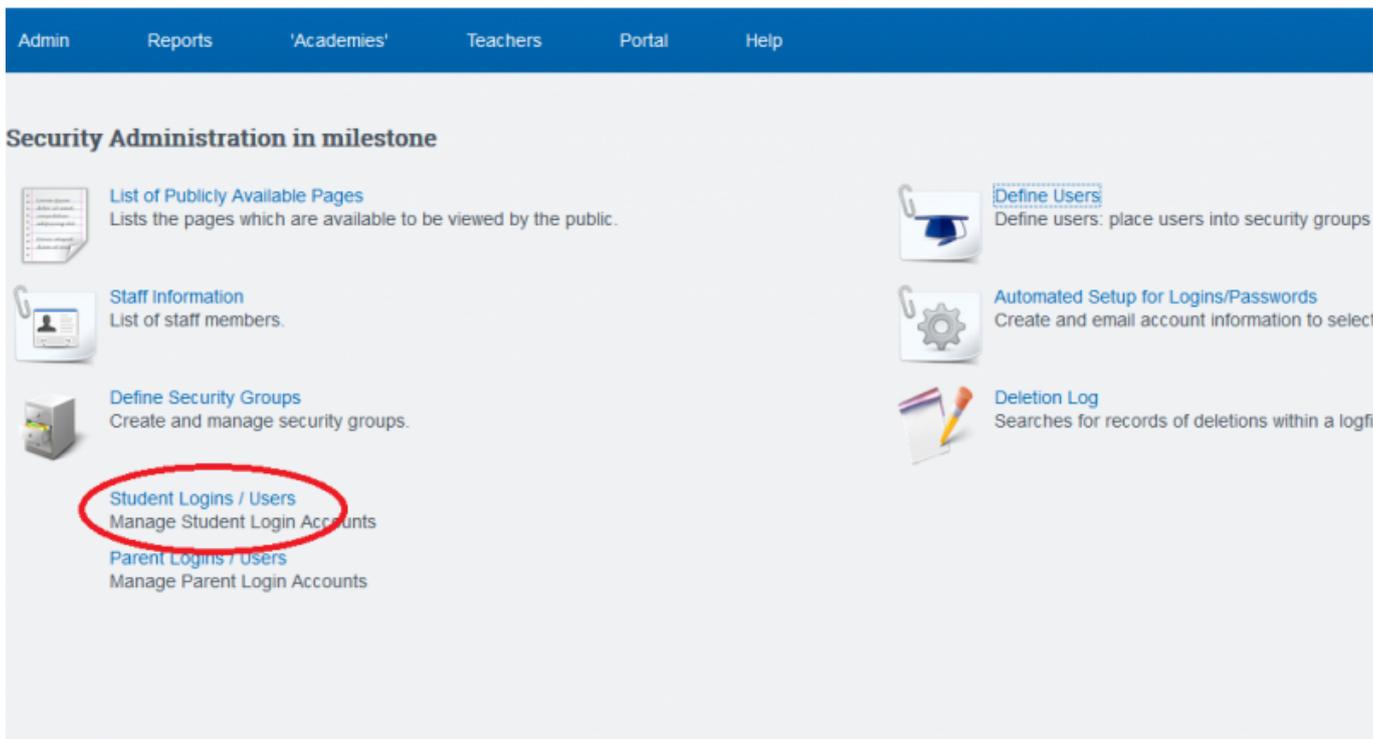
The screenshot shows the 'Define Users in milestone' page. It features a navigation menu and a main content area with the following sections: 'Show User Accounts of Type?' with checkboxes for Staff, Pubhouseholds, Parents, Students (checked), and Unlinked; 'Account Options?' with radio buttons for Only Active, Only Disabled, Both Active & Disabled, Only Human, Only Non-Human, and Both Human & Non-Human; and a 'Filter Accounts by Search?' section with a text input field for 'Login Name or User Name'. An 'Update' button is located at the bottom left.

- 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

Admin Reports Academies teachers Portal Help Type to quick page find

Currently showing 8 records for teacher Higgins, Marianna as of 02/23/2016.

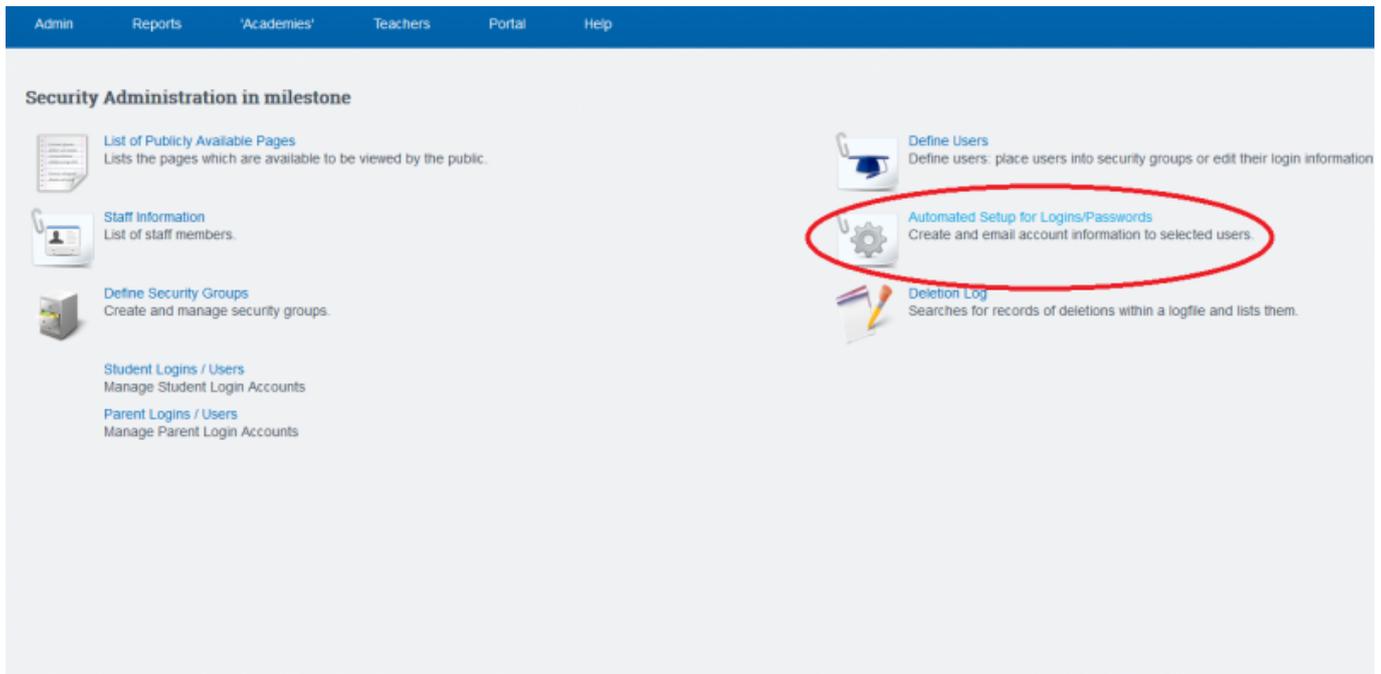
Show All Passwords:

Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household				
								Lastname	Login/Email/Pass	Status	Emails Sent	Confirmation
[ No Email ]	<input type="checkbox"/> 72128	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 78317	-	James, Harry	KN	Independent Study	11/11/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 75493	-	Killian, Ellisa	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 10655	-	Kuisi, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kuisi	<input type="checkbox"/> anakuisi@mailinator.com		Invite Sent: 02/16/2016	
[ No Email ]	<input type="checkbox"/> 89962	-	Lesange, Kim	6	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 18763	-	Ludlow, Tristian	10	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 19957	-	Smith, Jamie	1	Independent Study	11/09/2015	Current	This student is not attached to a household.				
[ No Email ]	<input type="checkbox"/> 58618	-	Tinerion, Scarlett		Independent Study							

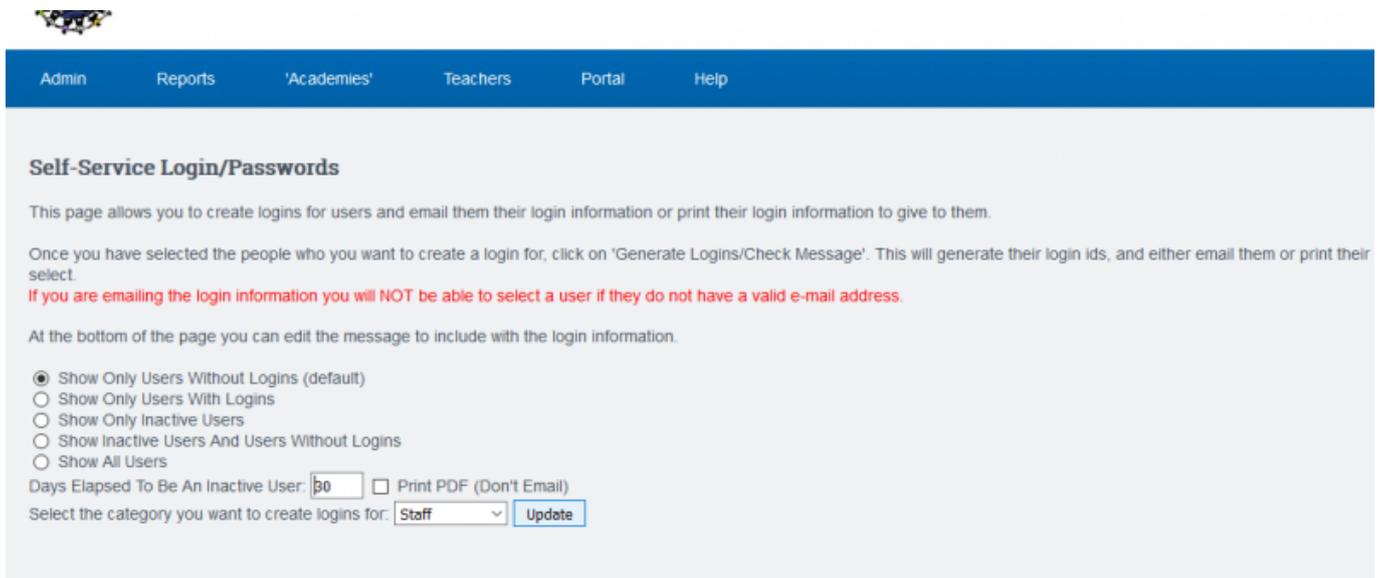
Send Password Resets Emails Send Re-Invite Household Emails Send Returning Household Emails Send Missing Data Reminder Emails

### 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

<input type="checkbox"/>	2	Bradburn, James	Teacher	
<input type="checkbox"/>	3	James, John	Teacher	
<input type="checkbox"/>	4	James, Mary	Teacher	
<input type="checkbox"/>	5	James, Tony	Teacher	
<input type="checkbox"/>	6	Ludell, Sandy	Teacher	
<input type="checkbox"/>	7	Philly, Tom	Teacher	
<input type="checkbox"/>	8	Schlegel, Alan	Teacher	
<input type="checkbox"/>	9	Seagram, Thomas	Teacher	
<input type="checkbox"/>	10	Staff, John	Teacher	
<input type="checkbox"/>	11	Staff, John	Teacher	
<input type="checkbox"/>	12	Staff, John	Teacher	
<input type="checkbox"/>	13	Staff, Jane	Teacher	
<input type="checkbox"/>	14	Staff, Jane	Teacher	
<input type="checkbox"/>	15	Staff, Jane	Teacher	
<input type="checkbox"/>	16	Staff, Jane	Teacher	
<input type="checkbox"/>	17	Staff, Tom	Teacher	
<input type="checkbox"/>	18	Staff, Tom	Teacher	
<input type="checkbox"/>	19	Teacher, Sally	Teacher	
<input type="checkbox"/>	20	Test, Test	Teacher	
<input type="checkbox"/>	21	Teacher, Goodbook	Teacher	
<input type="checkbox"/>	22	Weyrick, VW	Teacher	

Check All  Check All Without Logins  Check All With Logins

- Step 6. Generate Logins and Email to Selected

Admin Reports Academies Teachers Portal Help

This is an example of the message which you will be included with the new logins.  
**Go back if this is not the correct message!**

**Letter to parents**

February 24, 2016 11:33pm

Dear John Doe,

Your participation in the education of your child can make a big difference in their success. We hope you take advantage of the portal system to view student assignments and grades.

This email provides you a link to the Milestone Prep Academy Student Portal. Use the login information below to gain access to the system. You will be required to change your password the first time you access the system.

Start the process by clicking on this link  
<https://milestone.ptais.com/mod.php/login.php>  
If the link does not work here is the url:  
<https://milestone.ptais.com/mod.php/login.php>.

Your username is:  
juser1  
Your temporary password is:  
supersecret5!

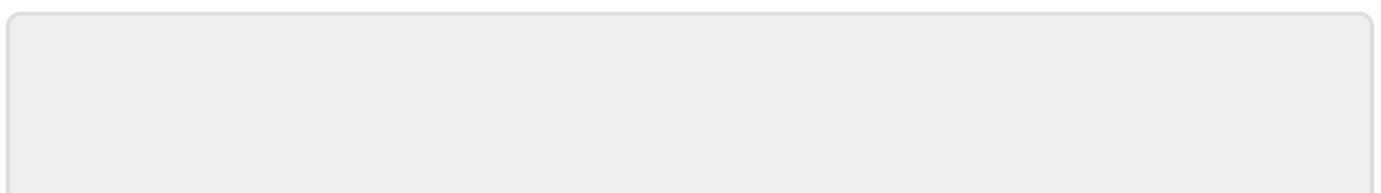
If you have any questions or have difficulty logging in, please call the school for assistance: 530-249-2001

Thanks for accessing the Portal!

Sincerely,  
Milestone Prep Staff

To:

— Last Updated by *Max Williams* on 2016/03/03 23:58



Last  
update:  
2016/11/07 22:17 plsis:adminstudentportal <https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal&rev=1478557026>

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Last update: **2016/11/07 22:17**