

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	Current Setting
1	Student LOGIN ACCOUNT creation format.	studentloginformat	[firstname].[id]	[schoolemail]
2	Student DEFAULT PASSWORD format.	studentpwformat	[randomstring]	[upperlastname][lower]
3	Should students be REQUIRED to CHANGE their PASSWORD the first time they log in?	studentchangePW	yes	Yes
4	Do you want users to ONLY see the LINKS they have ACCESS to?	menuhidesdisallowed	no	Yes
5	Store staff passwords encrypted?	encryptstaffpasswords	no	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?	insecurepubliclogin	no	No
7	Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS?	allowmediumpw	All	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: 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Student Logins / Users', 'Parent Logins / Users', 'Define Users', 'Automated Setup for Logins/Passwords', and 'Deletion Log'. The 'Define Users' link is circled in red.

- Step 3. Choose the appropriate settings needed

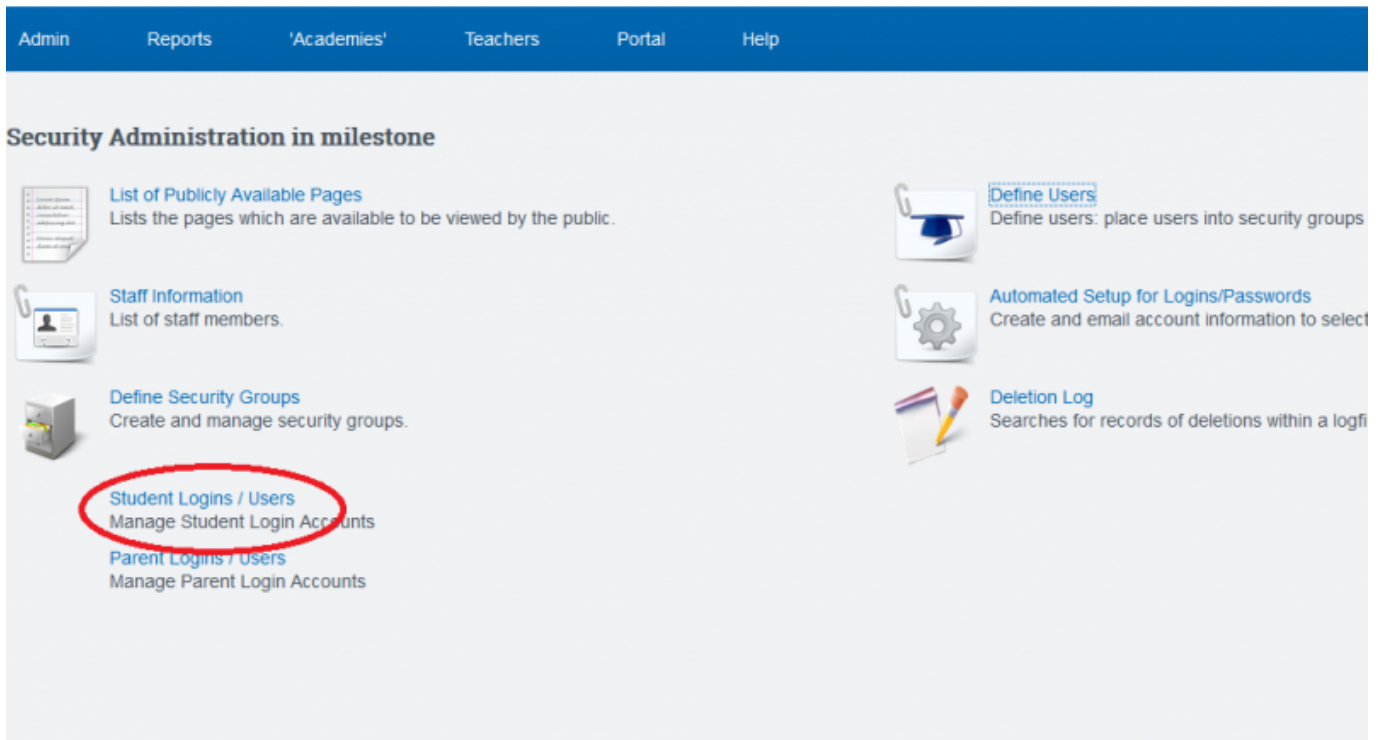
The screenshot shows the 'Define Users in milestone' page. It features a navigation menu and a main content area with the following sections: 'Show User Accounts of Type?' with checkboxes for Staff, Pubhouseholds, Parents, Students (checked), and Unlinked; 'Account Options?' with radio buttons for Only 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.

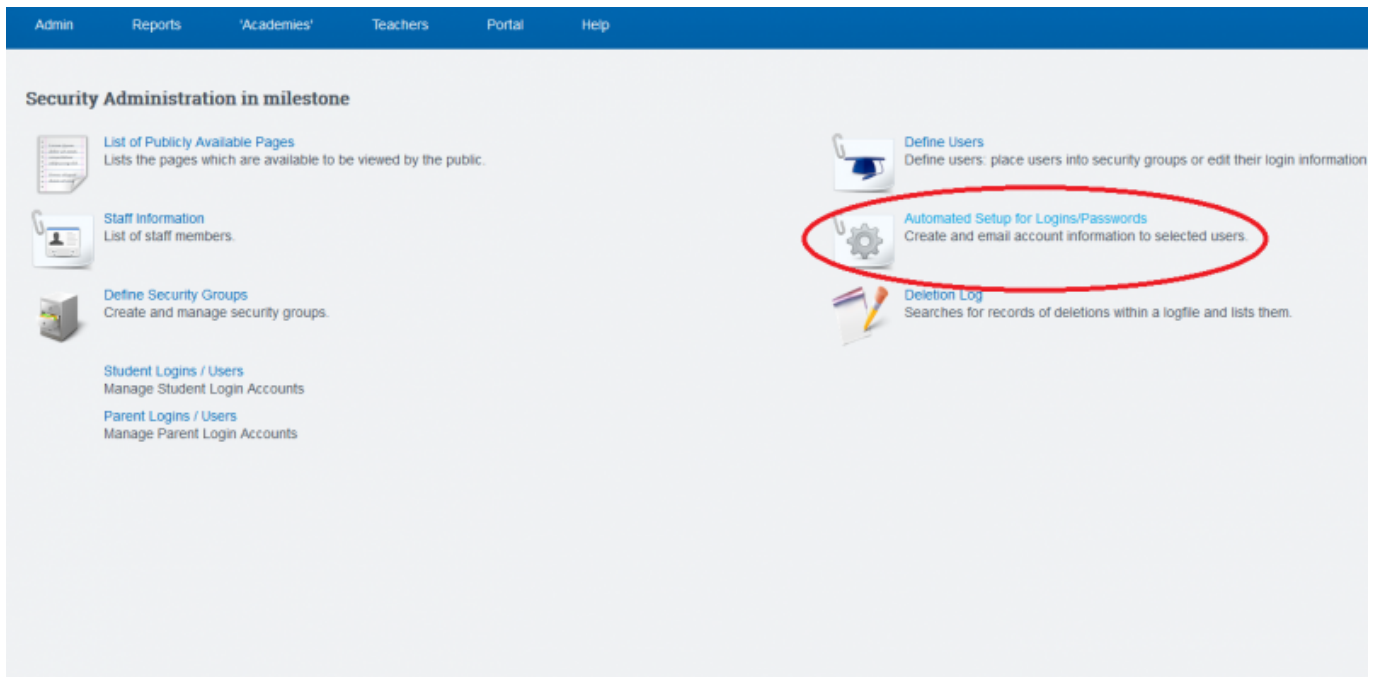
Show All Passwords:

Imported: The student record has been imported for the current registration period. Hover the mouse over the icon to see the date it was imported.		Awaiting Import: The student record is currently waiting to be imported. All required fields and documents for this student have been completed.		Needs Review: At least one of the records within the household needs to be reviewed and re-saved for the new registration period. The start date for this period is 12/30/2014.		Awaiting Data: The record is currently missing required fields/documents.		Related Household: This household record matches the email for one the parents of the student.				
Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household				
[No Email]	<input type="checkbox"/>							<input type="checkbox"/> 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@malinator.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								

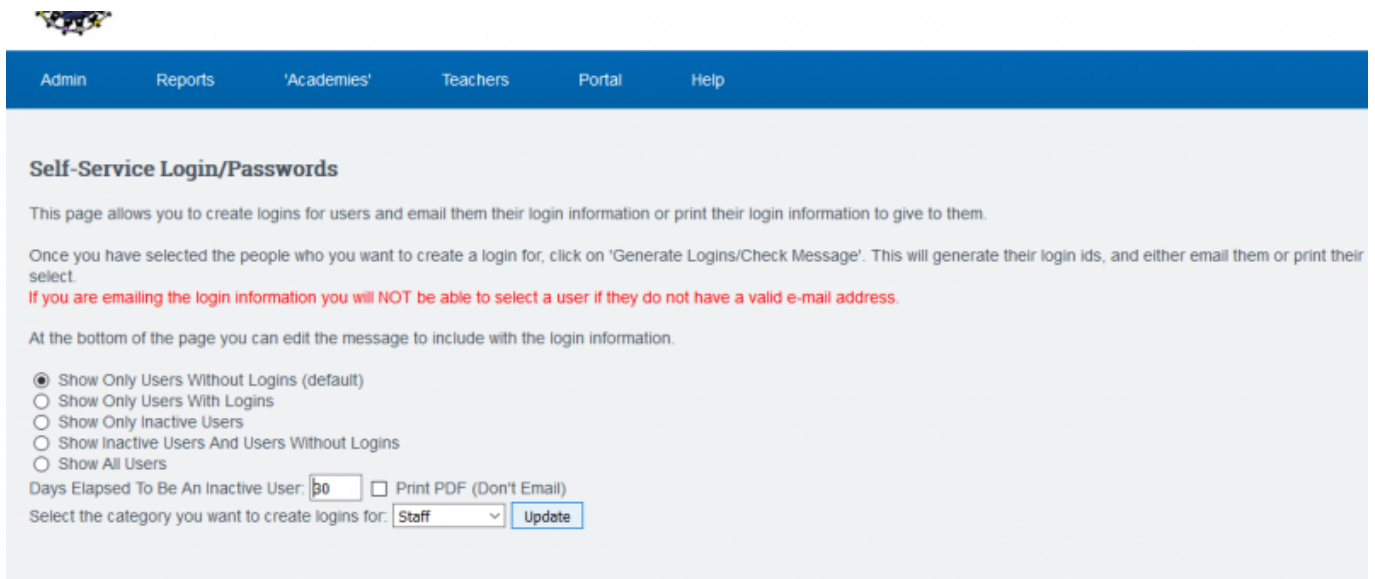
Send Password Resets Emails Send Re-Invite Household Emails Send Returning Household Emails Send Missing Data Reminder Emails

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



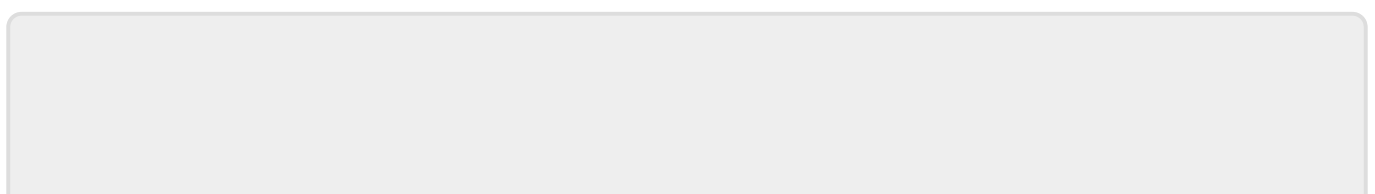
- Step 4. Check off users to Generate User Logins for.
- Step 5. Click Generate Logins/ Check Email Message

The screenshot shows a table with columns for user ID, name, and email. A red vertical bar highlights the first 20 rows. Below the table, there are three checkboxes: 'Check All', 'Check All Without Logins', and 'Check All With Logins'. At the bottom, there are two buttons: 'Generate Logins/Check Email Message' and 'Edit Message'.

- Step 6. Generate Logins and Email to Selected

The screenshot shows an email preview window. The message is titled 'Letter to parents' and is dated 'February 24, 2016 11:33pm'. The content of the email includes a greeting to 'John Doe', a welcome message, and instructions on how to access the Milestone Prep Academy Student Portal. It provides a link to the login page and lists the username 'juser1' and temporary password 'supersecret5!'. The email concludes with contact information for assistance and a sign-off from the Milestone Prep Staff. At the bottom of the preview, there are buttons for 'Back', 'Send Test Email', and 'Generate Logins and Email To Selected'.

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



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