

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 Number	Description	Setting
1	1. Student LOGIN ACCOUNT creation format. (Page: studentloginformat) (studentloginformat)	All [schoolemail]
2	2. Student DEFAULT PASSWORD format. (Page: studentpwformat) (studentpwformat)	All [upperlastname][lower]
3	3. Should students be REQUIRED to CHANGE their PASSWORD the first time they log in? (Page: studentchangePW) (studentchangePW)	All ○ No ● Yes
4	4. Do you want users to ONLY see the LINKS they have ACCESS to? (Page: menuhidesdisallowed) (menuhidesdisallowed)	All ○ No ● Yes
5	5. Store staff passwords encrypted? (encryptstaffpasswords)	All ○ No ● Yes
6	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)	All ○ No ● Yes
7	7. Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS? (Page: 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

Admin Reports 'Academies' Teachers Portal Help

Security Administration in milestone

-  **List of Publicly Available Pages**
Lists the pages which are available to be viewed by the public.
-  **Staff Information**
List of staff members.
-  **Define Security Groups**
Create and manage security groups.
-  **Define Users**
Define users: place users into security groups
-  **Automated Setup for Logins/Passwords**
Create and email account information to selected users.
-  **Deletion Log**
Searches for records of deletions within a log file.

Student Logins / Users
Manage Student Login Accounts

Parent Logins / Users
Manage Parent Login Accounts

- Step 3. Choose the appropriate settings needed

Admin Reports 'Academies' Teachers Portal Help

Define Users in milestone



Show User Accounts of Type? (Select more boxes, get more results)

Staff Accounts
 Pubhouseholds Accounts
 Parents Accounts
 Students Accounts
 Unlinked Accounts

Filter Accounts by Search?

Login Name or User Name

Account Options?

Only Active Accounts Only Human Accounts
 Only Disabled Accounts Only Non-Human Accounts
 Both Active & Disabled Accounts Both Human & Non-Human Accounts

Update

- 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

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Deletion Log
Searches for records of deletions within a log file

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

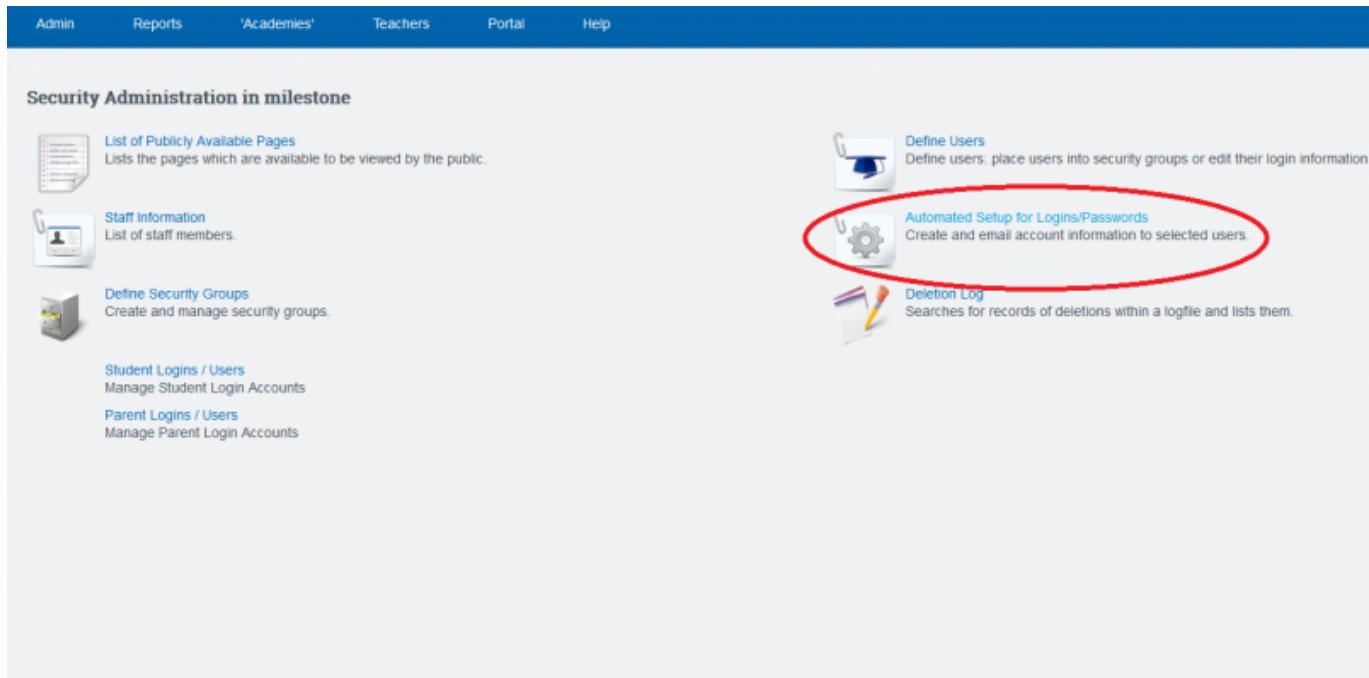
Currently showing 8 records for teacher Higgins, Marianna as of 02/23/2016.

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
[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 checked="" 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	-	Kuisl, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kuisl	<input type="checkbox"/> anakuisl@mailinator.com	<input checked="" type="checkbox"/> 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"/> 19857	-	Smith, Jamie	1	Independent Study	11/09/2015	Current	This student is not attached to a household.			
[No Email]	<input type="checkbox"/> 58818	-	Tinerinn, Scarlett	Independent				<input type="checkbox"/> Send Password Resets Emails	<input type="checkbox"/> Send Re-Invite Household Emails	<input type="checkbox"/> Send Returning Household Emails	<input type="checkbox"/> 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



Admin Reports 'Academies' Teachers Portal Help

Security Administration in milestone

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Student Logins / Users
Manage Student Login Accounts

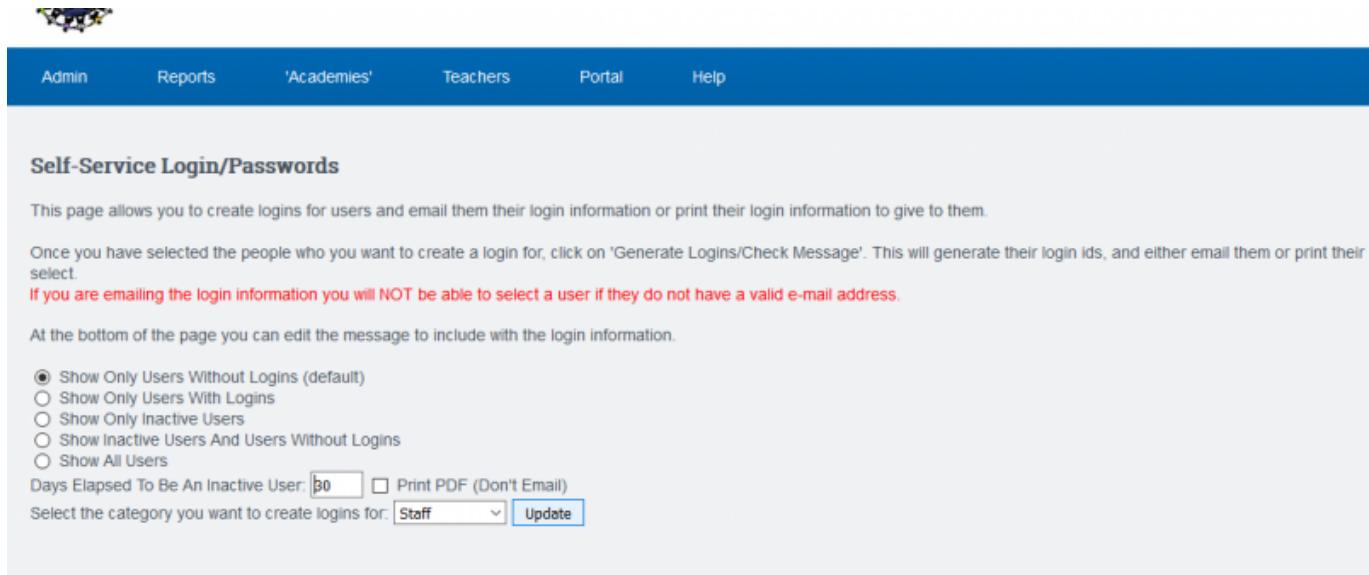
Parent Logins / Users
Manage Parent Login Accounts

Define Users
Define users: place users into security groups or edit their login information

Automated Setup for Logins/Passwords
Create and email account information to selected users.

Deletion Log
Searches for records of deletions within a logfile and lists them.

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



Admin Reports 'Academies' Teachers Portal Help

Self-Service Login/Passwords

This page allows you to create logins for users and email them their login information or print their login information to give to them.

Once you have selected the people who you want to create a login for, click on 'Generate Logins/Check Message'. This will generate their login ids, and either email them or print their select.

If you are emailing the login information you will NOT be able to select a user if they do not have a valid e-mail address.

At the bottom of the page you can edit the message to include with the login information.

Show Only Users Without Logins (default)
 Show Only Users With Logins
 Show Only Inactive Users
 Show Inactive Users And Users Without Logins
 Show All Users

Days Elapsed To Be An Inactive User: Print PDF (Don't Email)

Select the category you want to create logins for:

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

Check All Check All Without Logins Check All With Logins

Generate Logins/Check Email Message Edit Message

- Step 6. Generate Logins and Email to Selected

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.psis.com/mod.php/login.php>
 If the link does not work here is the url:
<https://milestone.psis.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

— Last Updated by [Max Williams](#) on 2016/03/03 23:58

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