

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

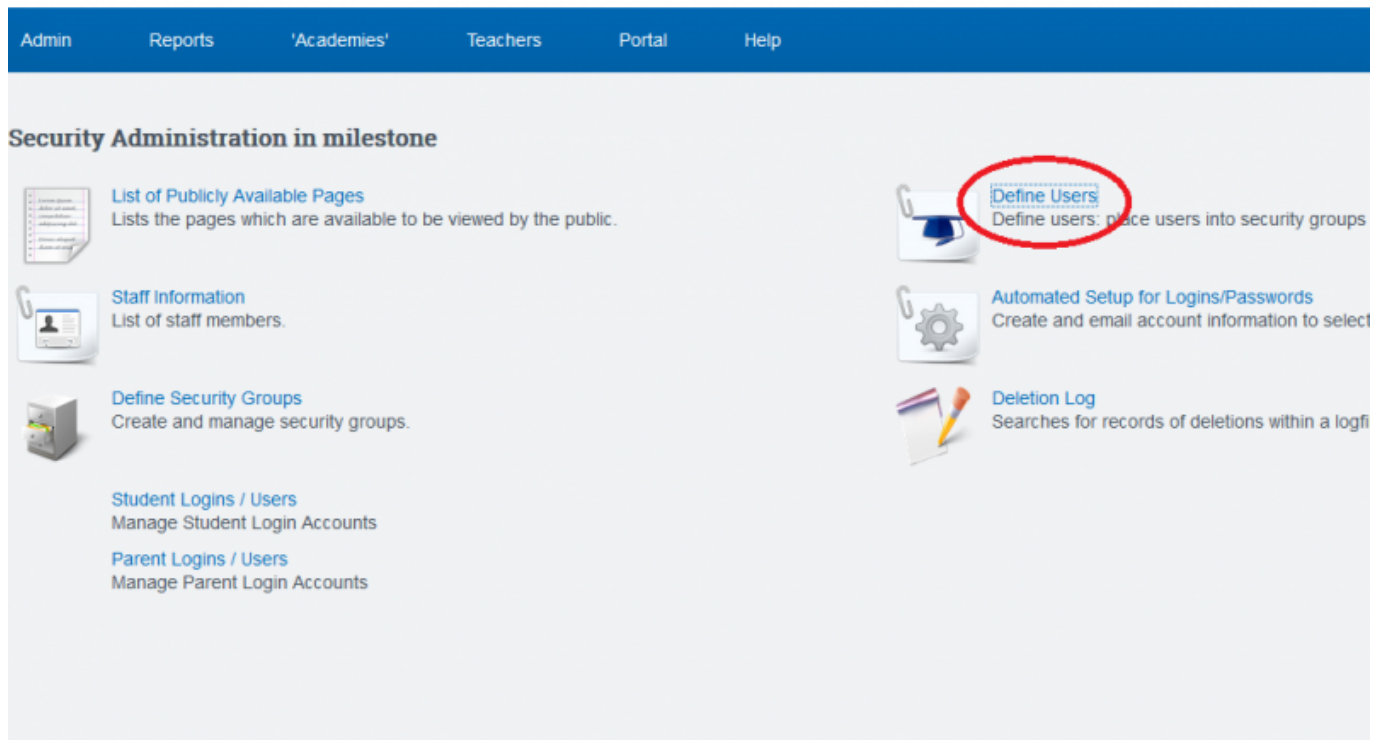
Policy Number	Policy Name	Policy Description	Policy Value
1.	Student LOGIN ACCOUNT creation format. (Page: studentloginformat) (studentloginformat)	What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins. (Default: [firstname].[id])	[schoolemail]
2.	Student DEFAULT PASSWORD format. (Page: studentpwformat) (studentpwformat)	What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins. (Default: [randomstring])	[upperlastname][loweri]
3.	Should students be REQUIRED to CHANGE their PASSWORD the first time they log in? (Page: 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)	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)	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 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)	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)		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.)

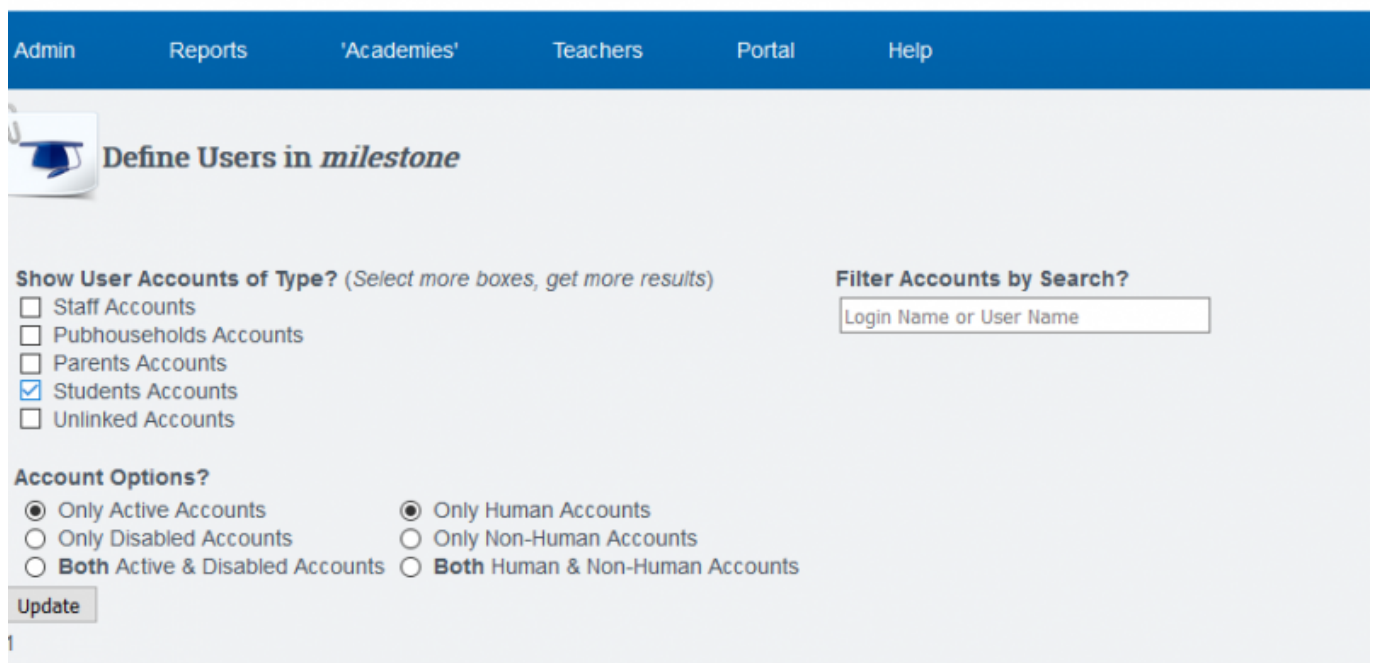
Set the policy and save

II. Administration View of Student Passwords

- Step 1. Admin» Settings» Security » Security
- Step 2. Choose Define Users



- 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

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.
- Student Logins / Users**
Manage Student Login Accounts
- Parent Logins / Users**
Manage Parent Login Accounts
- Define Users**
Define users: place users into security groups
- Automated Setup for Logins/Passwords**
Create and email account information to select
- Deletion Log**
Searches for records of deletions within a logfi

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

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

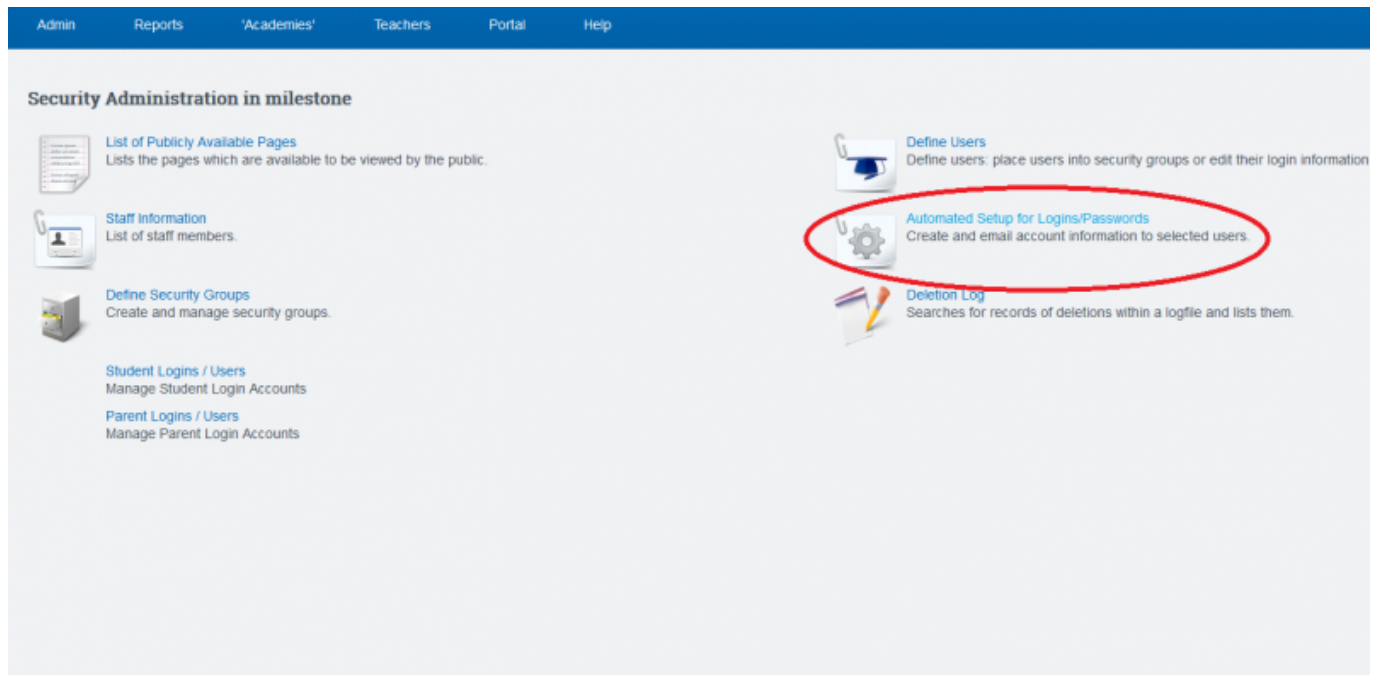
Show All Passwords: ☒

Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household	Related Household
[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	-	Kilian, Elisa	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	-	Tineron, Scarlett	Independent					

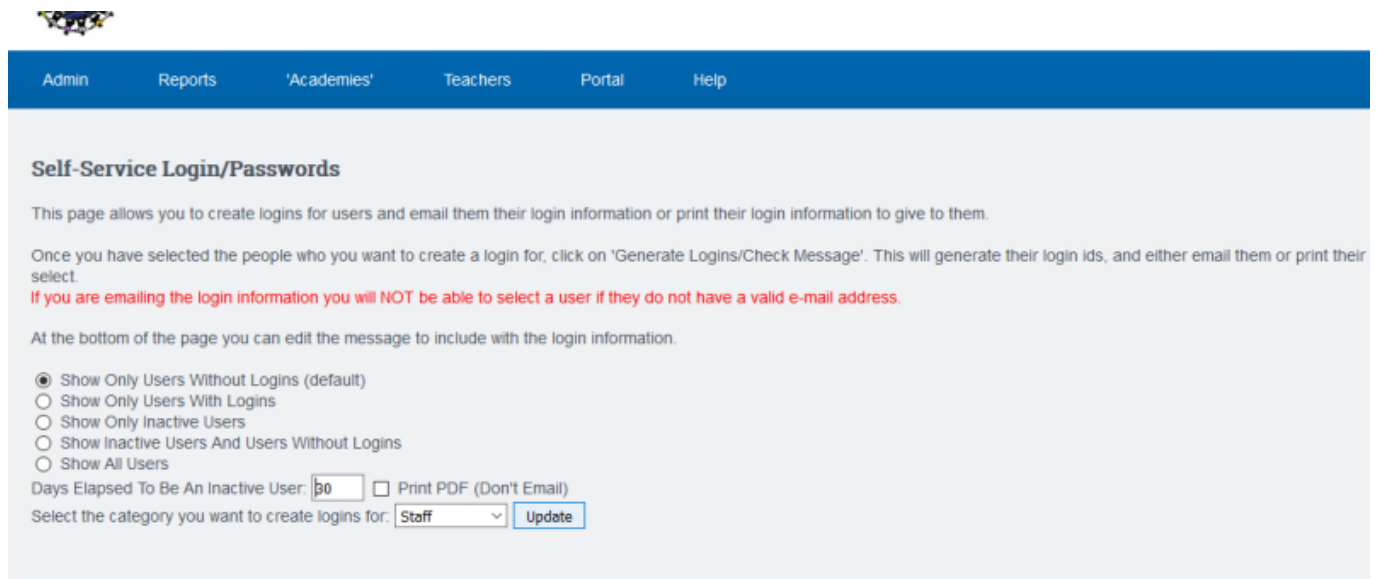
Send Password Resets Emails Send Re-Invite Household Emails Send Returning Household Emails Send Missing Data Reminder Emails

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

2	Broadbent, James	Teacher	
3	James, John	Teacher	
4	James, Mary	Teacher	
5	James, Timothy	Teacher	
6	Laddell, Timothy	Teacher	
7	Philly, Tom	Teacher	
8	Schlegel, Alan	Teacher	
9	Seagram, Thomas	Teacher	
10	Staff, John	Teacher	
11	Staff, John	Teacher	
12	Staff, John	Teacher	
13	Staff, Jane	Teacher	
14	Staff, Jane	Teacher	
15	Staff, Jane	Teacher	
16	Staff, Jane	Teacher	
17	Staff, Neil	Teacher	
18	Staff, Neil	Teacher	
19	Teacher, Sally	Teacher	
20	Test, Test	Teacher	
21	Teacher, Crashedford	Teacher	
22	Weyrick, VWE	Teacher	

☐ 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

AdminReportsAcademiesTeachersPortalHelp

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

Back

Send Test Email

To:

Generate Logins and Email To Selected

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

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