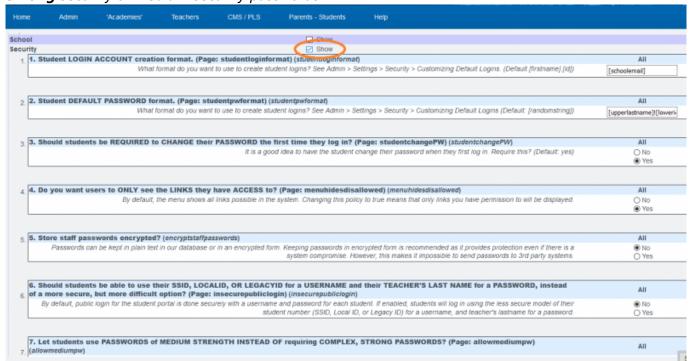
admin, portal, logins

Accessing Student Portal Administration

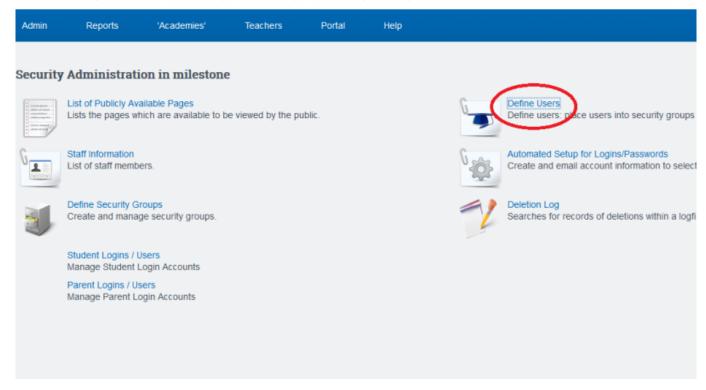
Always use secure methods of password retrieval and when distributing them to SIS users.

==== 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

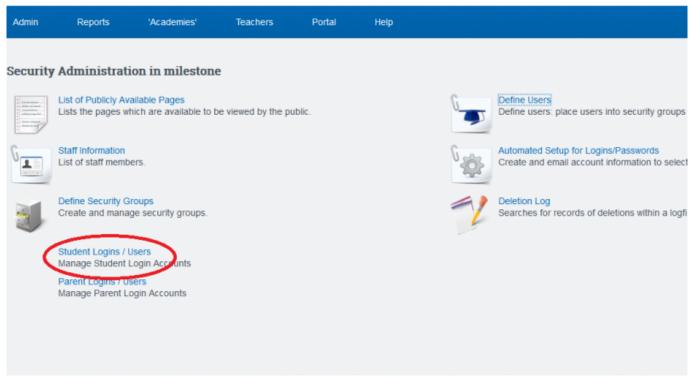


* Step 3. Choose the appropriate settings needed

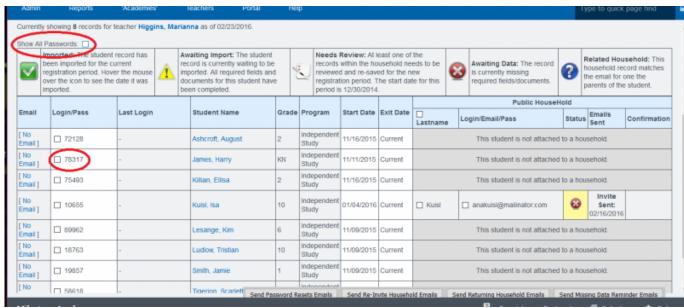


Admin	Reports	'Academies'	Teachers	Portal	Help
D.	efine Users in <i>m</i>	nilestone			
☐ Staff A☐ Pubho☐ Parent☐ Studer	ccounts of Type? ccounts useholds Accounts s Accounts ats Accounts ed Accounts	(Select more box	es, get more resuits	5)	Filter Accounts by Search? Login Name or User Name
Only [Options? Active Accounts Disabled Accounts Active & Disabled Acco	Only No	man Accounts n-Human Accounts uman & Non-Human		

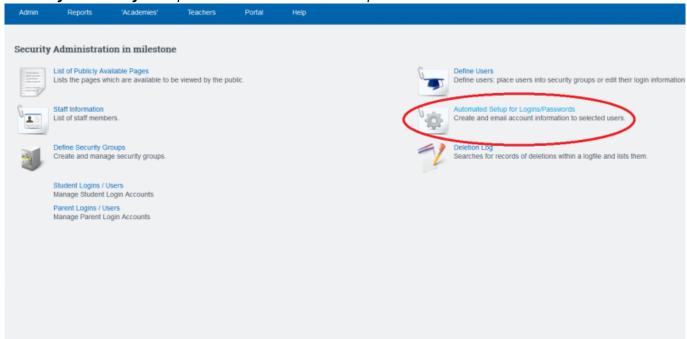
* Step 4. This will generate a list of students to view. Click Set Details to change password, username or account expiration ===ALTERNATE OPTION=== * Step 1 Admin» Security» Security * Step 2 Choose Student Logins to view user information



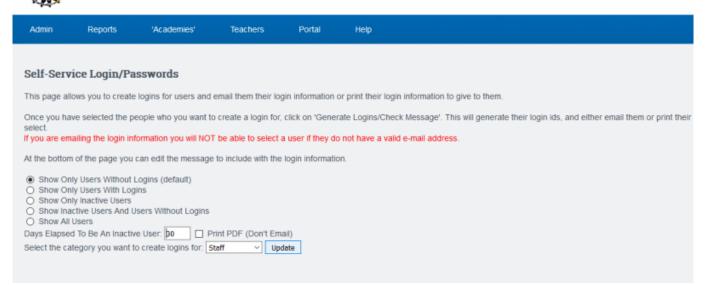
==== III. Student Login Page ==== The teachers often are the ones who need access to tell their students the login info. * Step 1. Go to Teachers» Logins * Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password



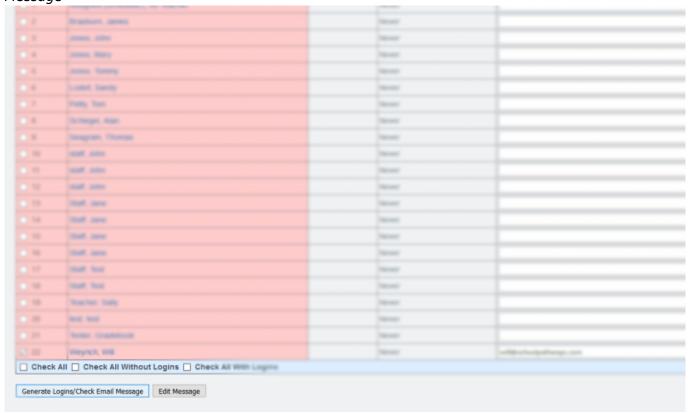
==== IV. Automated Setup for Logins/Passwords ==== * Step 1. Go to **Admin» Settings» Security *** Step 2. Choose Automated Setup for Passwords



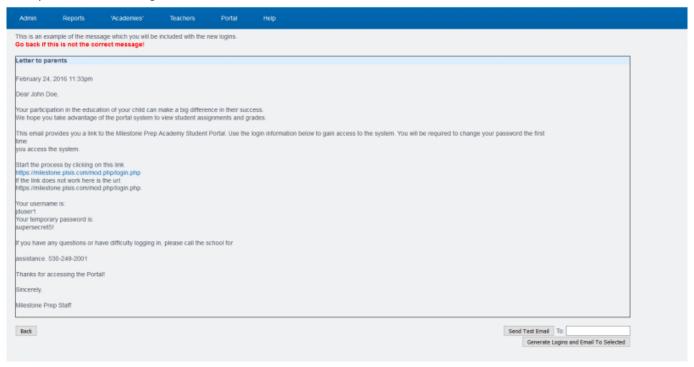
* Step 3. Choose the options appropriate for what you're searching for and click update



* 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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