

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

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][lowerk]
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	false	Yes
5	Store staff passwords encrypted?	encryptstaffpasswords	false	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	false	No
7	Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS?	allowmediumpw	false	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

- 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

\* 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

==== 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

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

Show All Passwords:

Imported	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household			
<input type="checkbox"/>							<input type="checkbox"/>			
							Firstname	Login/Email/Pass	Status	Emails Sent
<input checked="" type="checkbox"/>	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	James, Harry	KN	Independent Study	11/11/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	Killian, Elisa	2	Independent Study	11/16/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	Kuisi, isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invite Sent: 02/16/2016
<input type="checkbox"/>	-	Lesange, Kim	6	Independent Study	11/09/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	Ludlow, Tristian	10	Independent Study	11/09/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	Smith, Jamie	1	Independent Study	11/09/2015	Current	This student is not attached to a household.			
<input type="checkbox"/>	-	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

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### 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 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

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### 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

<input type="checkbox"/>	1	Bradburn, James	Teacher
<input type="checkbox"/>	2	James, John	Teacher
<input type="checkbox"/>	3	James, Mary	Teacher
<input type="checkbox"/>	4	James, Tony	Teacher
<input type="checkbox"/>	5	Lubin, Sandy	Teacher
<input type="checkbox"/>	6	Philly, Tom	Teacher
<input type="checkbox"/>	7	Schlegel, Alan	Teacher
<input type="checkbox"/>	8	Seagram, Thomas	Teacher
<input type="checkbox"/>	9	Staff, John	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, John	Teacher
<input type="checkbox"/>	14	Staff, John	Teacher
<input type="checkbox"/>	15	Staff, John	Teacher
<input type="checkbox"/>	16	Staff, John	Teacher
<input type="checkbox"/>	17	Staff, John	Teacher
<input type="checkbox"/>	18	Staff, John	Teacher
<input type="checkbox"/>	19	Teacher, Sally	Teacher
<input type="checkbox"/>	20	Test, Test	Teacher
<input type="checkbox"/>	21	Teacher, Grandhouse	Teacher
<input type="checkbox"/>	22	Weyrich, Will	Teacher

Check All  Check All Without Logins  Check All With Logins

\* Step 6. Generate Logins and Email to Selected

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

Your username is:  
jduer1  
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:



From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal&ev=1485477308>

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