

[admin](#), [portal](#), [logins](#)

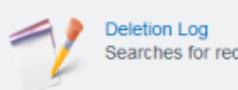
Accessing Student Portal Administration

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

Home	Admin	'Academies'	Teachers	CMS / PLS	Parents - Students	Help
School Security <div style="text-align: right;"> <input type="checkbox"/> Close <input checked="" type="checkbox"/> Show </div>						
1. Student LOGIN ACCOUNT creation format. (Page: studentloginformat) (studentloginformat) All What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins. (Default: [firstname] [id]) <input type="text" value="school@email"/>						
2. Student DEFAULT PASSWORD format. (Page: studentpwformat) (studentpwformat) All What format do you want to use to create student logins? See Admin > Settings > Security > Customizing Default Logins (Default: [randomstring]) <input type="text" value="uppercase.lastname.toLowerCase()"/>						
3. Should students be REQUIRED to CHANGE their PASSWORD the first time they log in? (Page: studentchangePW) (studentchangePW) All 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 <input type="radio"/> No						
4. Do you want users to ONLY see the LINKS they have ACCESS to? (Page: menuhidesdisallowed) (menuhidesdisallowed) All 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 <input type="radio"/> No						
5. Store staff passwords encrypted? (encryptstaffpasswords) All 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 checked="" type="radio"/> No <input type="radio"/> Yes						
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 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 <input type="radio"/> Yes						
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
<h3>Security Administration in milestone</h3>					
 List of Publicly Available Pages Lists the pages which are available to be viewed by the public.	 Define Users Define users: place users into security groups				
 Staff Information List of staff members.	 Automated Setup for Logins/Passwords Create and email account information to select				
 Define Security Groups Create and manage security groups.	 Deletion Log Searches for records of deletions within a logfi				
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

1

* 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

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.

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:

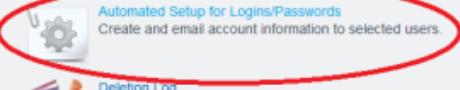
Imported: The student record has been imported for the current registration period. Hover the mouse over the icon to see the date it was imported.		Awaiting Import: The student record is currently waiting to be imported. All required fields and documents for this student have been completed.		Needs Review: 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 of the parents of the student.				
Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	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 checked="" type="checkbox"/> 78317	-	James, Harry	1N	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	-	Kuisl, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kuisl	<input type="checkbox"/> anakuisl@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"/> 19857	-	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	1	Independent Study	11/09/2015	Current	This student is not attached to a household.				

[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

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.		Define Users Define users: place users into security groups or edit their login information
	Staff Information List of staff members.		Automated Setup for Logins/Passwords Create and email account information to selected users. 
	Define Security Groups Create and manage security groups.		Deletion Log Searches for records of deletions within a logfile and lists them.
	Student Logins / Users Manage Student Login Accounts		
	Parent Logins / Users Manage Parent Login Accounts		

* 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.

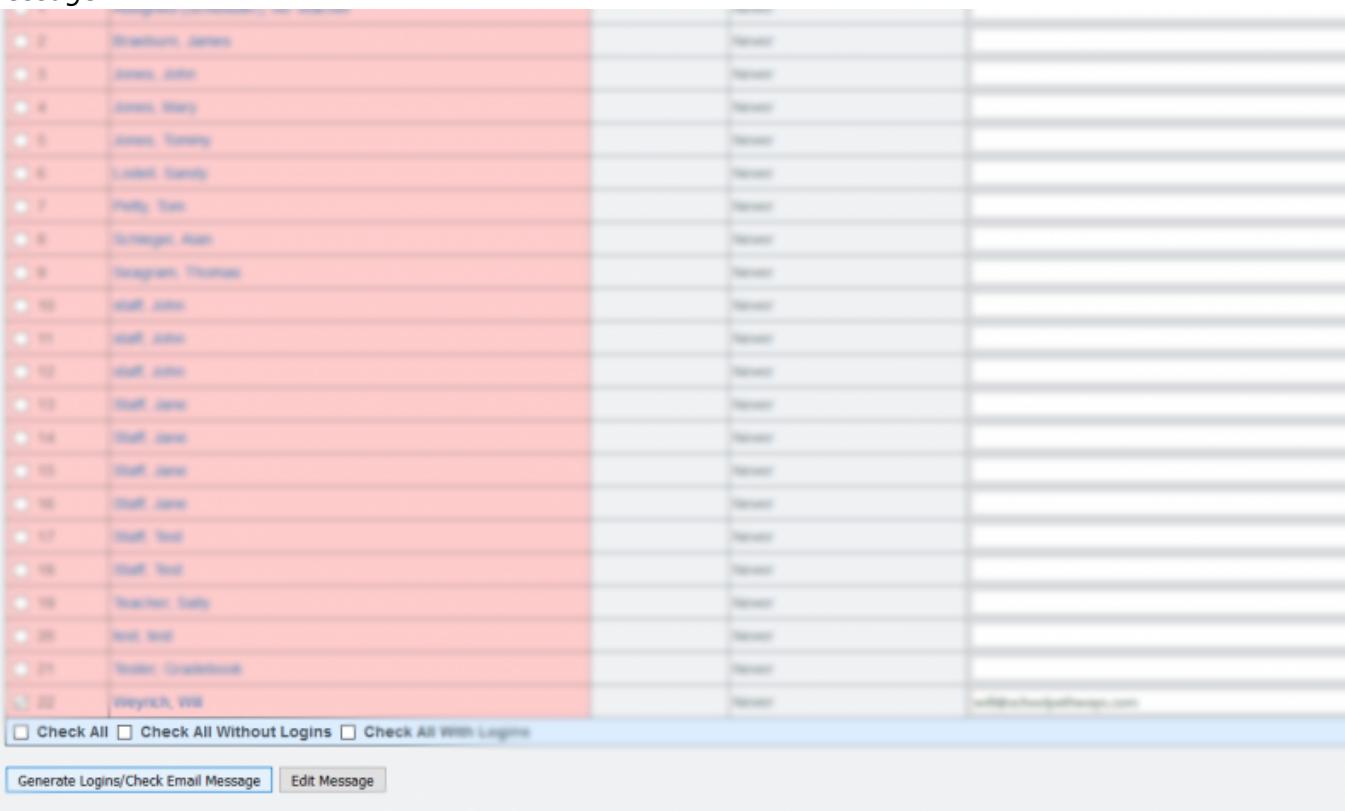
At the bottom of the page you can edit the message to include with the login information.

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



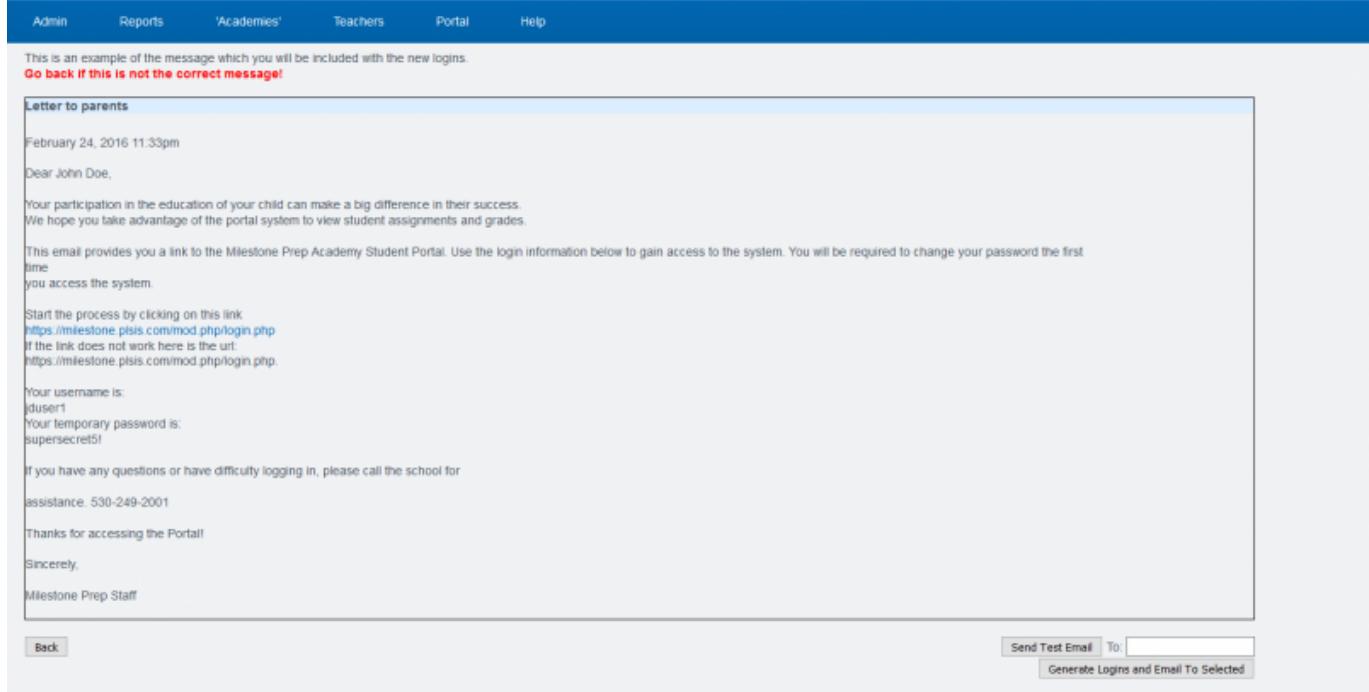
A screenshot of a web-based application showing a list of users. The left column contains checkboxes for selecting users. The right columns show user details such as name, email, and other attributes. At the bottom of the table, there are three checkboxes: 'Check All', 'Check All Without Logins', and 'Check All With Logins'. Below the table are two buttons: 'Generate Logins/Check Email Message' (highlighted in blue) and 'Edit Message'.

	First Name	Last Name	Email	Role	Active
1	Administrator	Admin	admin@schoolpathways.com	Administrator	Yes
2	John	Doe	john.doe@schoolpathways.com	Parent	Yes
3	Janet	Smith	janet.smith@schoolpathways.com	Parent	Yes
4	James	Travis	james.travis@schoolpathways.com	Parent	Yes
5	Loriann	Swanson	loriann.swanson@schoolpathways.com	Parent	Yes
6	Phyllis	Doe	phyllis.doe@schoolpathways.com	Parent	Yes
7	Christopher	White	christopher.white@schoolpathways.com	Parent	Yes
8	Elizabeth	Thomas	elizabeth.thomas@schoolpathways.com	Parent	Yes
9	Staff	John	staff.john@schoolpathways.com	Staff	Yes
10	Staff	John	staff.john@schoolpathways.com	Staff	Yes
11	Staff	John	staff.john@schoolpathways.com	Staff	Yes
12	Staff	John	staff.john@schoolpathways.com	Staff	Yes
13	Staff	John	staff.john@schoolpathways.com	Staff	Yes
14	Staff	John	staff.john@schoolpathways.com	Staff	Yes
15	Staff	John	staff.john@schoolpathways.com	Staff	Yes
16	Staff	John	staff.john@schoolpathways.com	Staff	Yes
17	Staff	John	staff.john@schoolpathways.com	Staff	Yes
18	Staff	John	staff.john@schoolpathways.com	Staff	Yes
19	Teacher	Smith	teacher.smith@schoolpathways.com	Teacher	Yes
20	Teacher	Smith	teacher.smith@schoolpathways.com	Teacher	Yes
21	Teacher	Smith	teacher.smith@schoolpathways.com	Teacher	Yes
22	Teacher	Smith	teacher.smith@schoolpathways.com	Teacher	Yes

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



A screenshot of a web-based application showing a message template. The top navigation bar includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. A note at the top says '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!'. The message content is as follows:

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:
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](#)

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