

[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

The screenshot shows the 'Security' section of the Student Portal Administration interface. The 'Show' checkbox is circled in orange. The settings are as follows:

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][lowerk]
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

The screenshot shows the 'Security Administration in milestone' page. The 'Define Users' link is circled in red. The page contains the following links and descriptions:

- 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



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


==== 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: ☐


**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 the parents of the student.

Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household				
								<input type="checkbox"/> 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 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, Elisa	2	Independent Study	11/16/2015	Current	This student is not attached to a household.				
[No Email]	<input type="checkbox"/> 10655	-	Kusi, Isa	10	Independent Study	01/04/2016	Current	<input type="checkbox"/> Kusi	<input type="checkbox"/> anakusi@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	-	Tigerion, Scarlett		Independent Study							

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.
- 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

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

<input checked="" type="checkbox"/>	1	Bradburn, James	Teacher	
<input checked="" type="checkbox"/>	2	James, John	Teacher	
<input checked="" type="checkbox"/>	3	James, Mary	Teacher	
<input checked="" type="checkbox"/>	4	James, Timothy	Teacher	
<input checked="" type="checkbox"/>	5	Ludert, Timothy	Teacher	
<input checked="" type="checkbox"/>	6	Philly, Tom	Teacher	
<input checked="" type="checkbox"/>	7	Schlegel, Alan	Teacher	
<input checked="" type="checkbox"/>	8	Seagram, Thomas	Teacher	
<input checked="" type="checkbox"/>	9	Staff, John	Teacher	
<input checked="" type="checkbox"/>	10	Staff, John	Teacher	
<input checked="" type="checkbox"/>	11	Staff, John	Teacher	
<input checked="" type="checkbox"/>	12	Staff, John	Teacher	
<input checked="" type="checkbox"/>	13	Staff, John	Teacher	
<input checked="" type="checkbox"/>	14	Staff, John	Teacher	
<input checked="" type="checkbox"/>	15	Staff, John	Teacher	
<input checked="" type="checkbox"/>	16	Staff, John	Teacher	
<input checked="" type="checkbox"/>	17	Staff, Test	Teacher	
<input checked="" type="checkbox"/>	18	Staff, Test	Teacher	
<input checked="" type="checkbox"/>	19	Teacher, Sally	Teacher	
<input checked="" type="checkbox"/>	20	Test, Test	Teacher	
<input checked="" type="checkbox"/>	21	Teacher, Grandfather	Teacher	
<input checked="" type="checkbox"/>	22	Weyrich, Will	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

Admin Reports Academies Teachers Portal Help

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:
jduser1
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

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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