

[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						
<input type="checkbox"/> Show <input checked="" type="checkbox"/> Show						
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])						
[schoolmail]						
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])						
[upperlastname][loweri]						
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 type="radio"/> No <input checked="" type="radio"/> Yes						
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 type="radio"/> No <input checked="" type="radio"/> Yes						
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: allowedmediumpw) (allowedmediumpw)					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 with a blue navigation bar containing 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area lists several administrative tasks: 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Student Logins / Users', and 'Parent Logins / Users'. On the right side, there are three more options: 'Define Users' (circled in red), 'Automated Setup for Logins/Passwords', and 'Deletion Log'. Each option includes a brief description of its function.

- Step 3. Choose the appropriate settings needed



The screenshot shows the 'Define Users in milestone' page. It features a blue navigation bar with 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. Below the navigation bar, there is a section for 'Show User Accounts of Type?' with five checkboxes: 'Staff Accounts', 'Pubhouseholds Accounts', 'Parents Accounts', 'Students Accounts' (checked), and 'Unlinked Accounts'. To the right, there is a 'Filter Accounts by Search?' section with a text input field containing 'Login Name or User Name'. Below these sections, there is an 'Account Options?' section with four radio button options: 'Only Active Accounts', 'Only Disabled Accounts', 'Only Human Accounts' (selected), and 'Both Active & Disabled Accounts'. An 'Update' button is located at the bottom left of the page.

- 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

The screenshot shows the 'Security Administration in milestone' page with a navigation bar (Admin, Reports, Academies, Teachers, Portal, Help). The main content area includes several links: 'List of Publicly Available Pages', 'Staff Information', 'Define Security Groups', 'Student Logins / Users' (circled in red), 'Parent Logins / Users', 'Define Users', 'Automated Setup for Logins/Passwords', and 'Deletion Log'.

III. Student Login Page

The teachers often are the ones who need access to tell their students the login info.

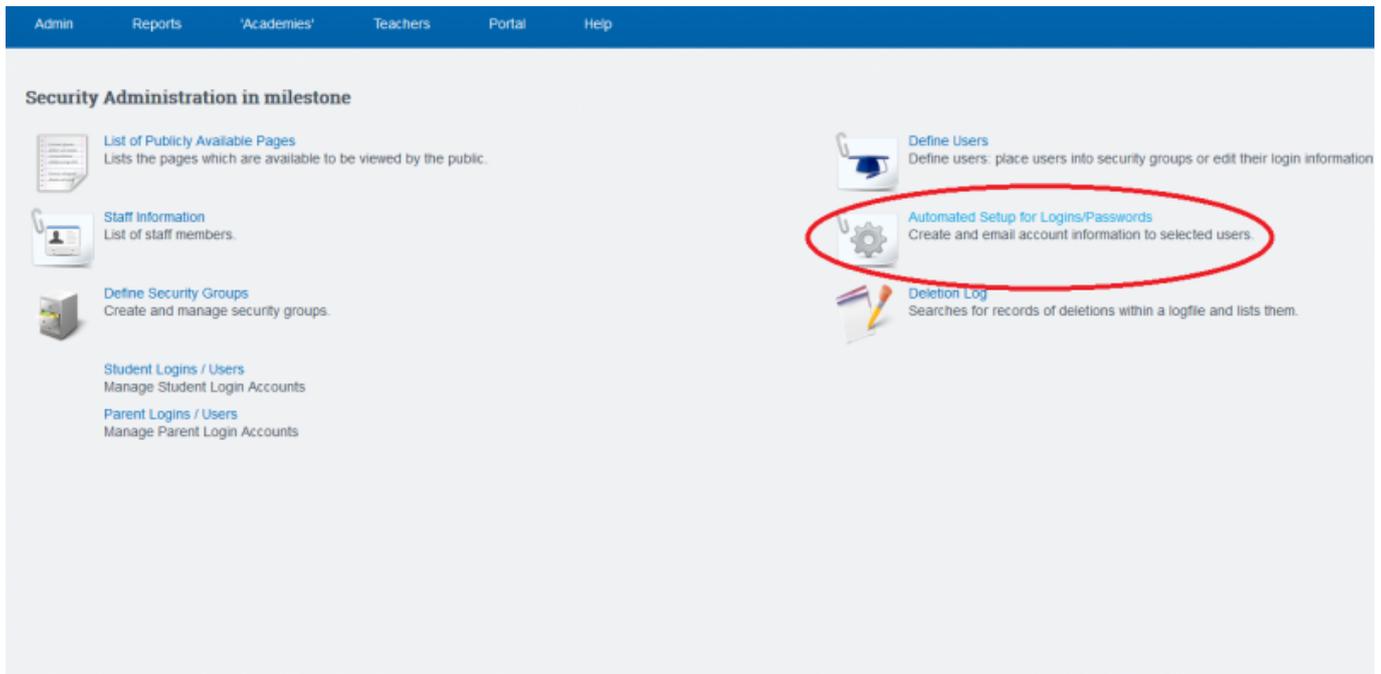
- Step 1. Go to Teachers» Logins
- Step 2. Check either the box at top to show all passwords or the box next to the individual name to show student password

The screenshot shows the 'Logins' page for teacher Higgins, Marianna. It features a 'Show All Passwords' checkbox (circled in red) and a table of student login records. The table includes columns for Email, Login/Pass, Last Login, Student Name, Grade, Program, Start Date, and Exit Date. The 'Login/Pass' column for James, Harry (ID 78317) is circled in red. A 'Public Household' section is also visible, showing details for Kuisi, Isa.

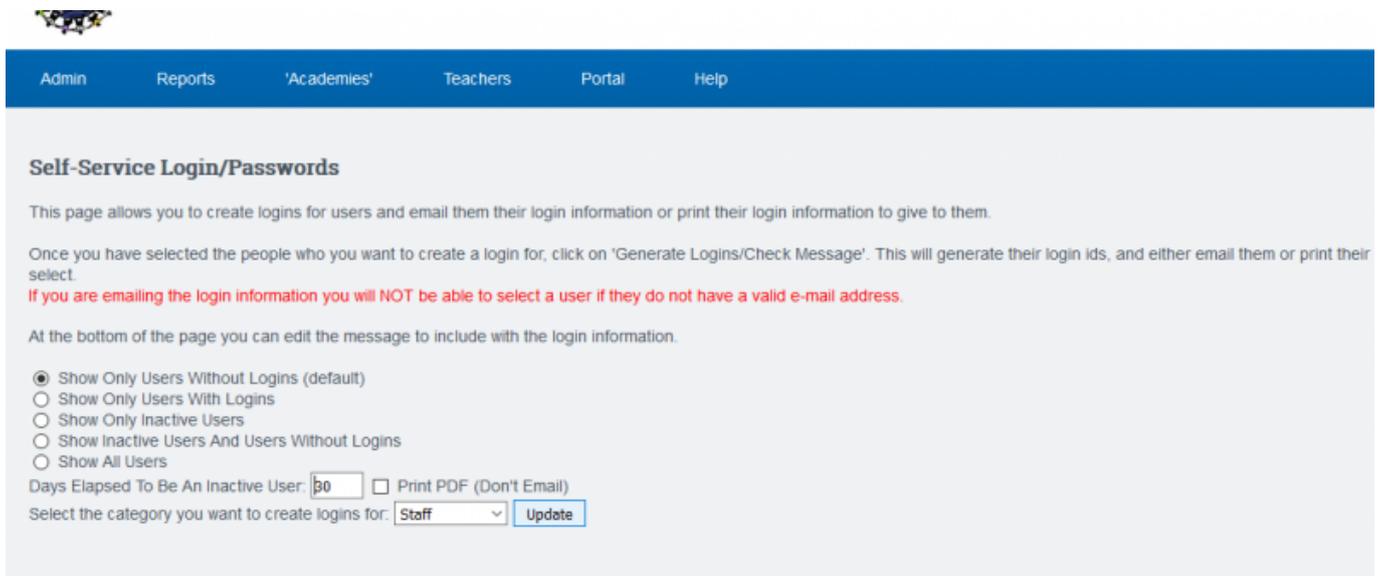
Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household
[No Email]	<input type="checkbox"/> 72128	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.
[No Email]	<input type="checkbox"/> 78317	-	James, Harry	KN	Independent Study	11/11/2015	Current	This student is not attached to a household.
[No Email]	<input type="checkbox"/> 75493	-	Kilian, Ellisa	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	-	Tinerion, Scarlett	Independent				

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

1	Bradburn, James	Teacher	
2	James, John	Teacher	
3	James, Mary	Teacher	
4	James, Tony	Teacher	
5	Ludell, Sandy	Teacher	
6	Philly, Tom	Teacher	
7	Schlegel, Alan	Teacher	
8	Seagram, Thomas	Teacher	
9	Staff, John	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, Tom	Teacher	
18	Staff, Tom	Teacher	
19	Teacher, Sally	Teacher	
20	Test, Test	Teacher	
21	Teacher, Goodbook	Teacher	
22	Weyrick, VW	Teacher	

Check All
 Check All Without Logins
 Check All With Logins

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

 To:

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

Permanent link:
<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:adminstudentportal&rev=1485477456>

Last update: **2017/01/27 00:37**