

[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 Number	Policy Name	Page	Format	Default	Options
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]) [schoolemail]
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: 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 navigation bar at the top includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area is titled 'Security Administration in milestone'. It contains several links and icons: 'List of Publicly Available Pages' (with a document icon), 'Staff Information' (with a person icon), 'Define Security Groups' (with a server icon), 'Student Logins / Users' (with a login icon), 'Parent Logins / Users' (with a login icon), 'Define Users' (with a document icon and a red circle around it), 'Automated Setup for Logins/Passwords' (with a gear icon), and 'Deletion Log' (with a document icon). The 'Define Users' link is highlighted with a red circle and the text 'Define users: place users into security groups'.

- Step 3. Choose the appropriate settings needed



The screenshot shows the 'Define Users in milestone' page. The navigation bar at the top includes 'Admin', 'Reports', 'Academies', 'Teachers', 'Portal', and 'Help'. The main content area is titled 'Define Users in milestone'. It contains several sections: 'Show User Accounts of Type?' (with checkboxes for Staff Accounts, Pubhouseholds Accounts, Parents Accounts, Students Accounts, and Unlinked Accounts), 'Filter Accounts by Search?' (with a text input field for 'Login Name or User Name'), 'Account Options?' (with radio buttons for Only Active Accounts, Only Disabled Accounts, Both Active & Disabled Accounts, Only Human Accounts, Only Non-Human Accounts, and Both Human & Non-Human Accounts), and an 'Update' button.

- 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

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 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

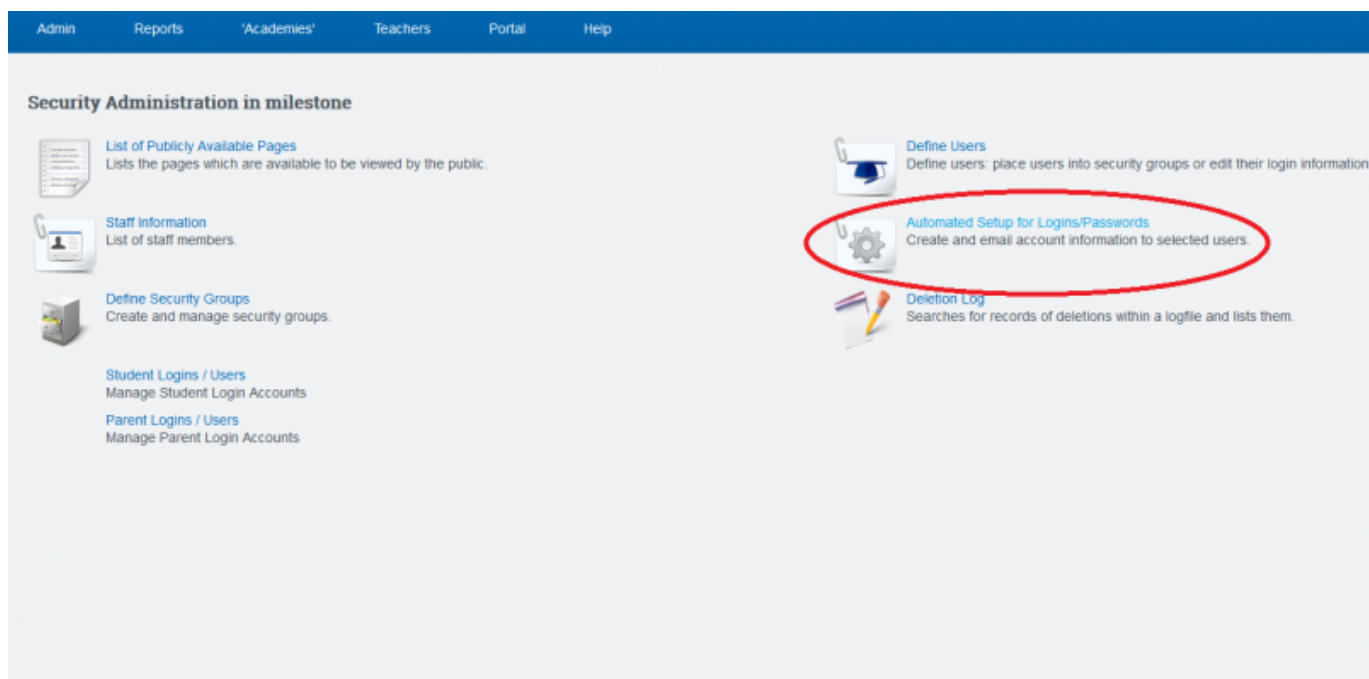
Currently showing 8 records for teacher Higgins, Marianna as of 02/23/2016.

Show All Passwords: ☐

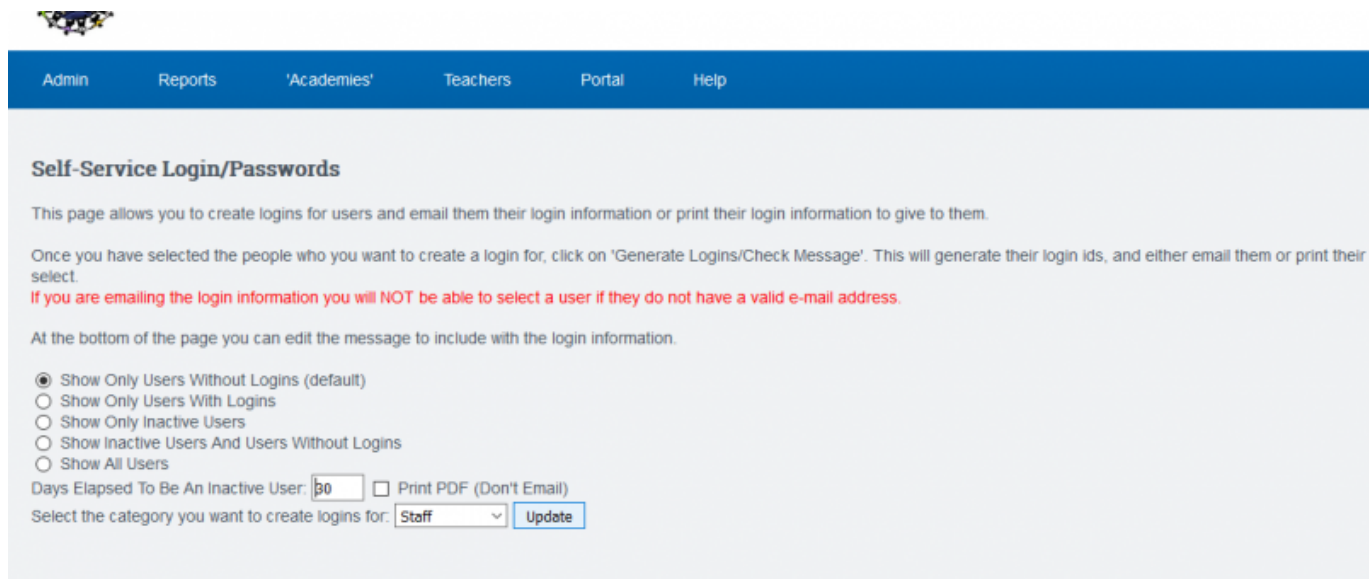
Email	Login/Pass	Last Login	Student Name	Grade	Program	Start Date	Exit Date	Public Household
[No Email]	<input type="checkbox"/> 72128	-	Ashcroft, August	2	Independent Study	11/16/2015	Current	This student is not attached to a household.
[No Email]	<input type="checkbox"/> 78317	-	James, Harry	KN	Independent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

2	Broadbent, James	Teacher
3	James, John	Teacher
4	James, Mary	Teacher
5	James, Timothy	Teacher
6	Ladd, Randy	Teacher
7	Philly, Tom	Teacher
8	Schlegel, Alan	Teacher
9	Seagram, Thomas	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, Grandfather	Teacher
22	Weyrich, 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.ptais.com/mod.php/login.php>
 If the link does not work here is the url:
<https://milestone.ptais.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**