

Portal – Administrative Users You can view passwords for students in two areas of the SIS. Administration must first set the type of passwords they want students to use. Area 1. Set Password Policies Administration>Settings> Policies Choose the ‘Security’ group. The first policy allows you to decide if you want secure or less secure passwords for your students.

Secure Passwords: Passwords that use the student’s first initial of their first name, their last name (all lower case), and a 3-digit number for their username AND a secure password. These passwords can be changed once the student logs into the portal but the password must always be secure. Secure passwords are those that are 1. 8 characters long 2. have at least one capital letter 3. have at least one number 4. have at least one symbol Insecure Passwords: Passwords that use the students State Student Identifier OR their local ID AND their teacher’s last name (all lower case). Set the policy and SAVE the page. Area 2. Admin View of Student Passwords Go to Administration>Settings>Security>Student Logins/Users The student list populates according to the parameters set at the top of the page. You can adjust the parameters and UPDATE the page. You can also UPDATE & PRINT. If the password policy is set to insecure, these passwords will not work in the system. Students will use their 5-digit local ID# and their teacher of record’s last name in all lower case letters. Starting July of 2012, School Pathways will eliminate the two types of logon (secure/insecure). Student usernames will be the student’s first name and their 5 digit local ID number. Passwords will be of medium strength. Passwords will be 8+ letters/digits/symbols but only upper/lower letters and digits will be required. If you click on [Edit] to the left of the student name you can view the student login information. This page also allows you to: • change the login name by clicking the reset the password (only auto reset is available). This sends the student their password via the email you have in the student registration area for the student. • Send a password recovery email. • manually disable the student login account here by entering today’s date. \* Area 3. Teacher View of Student Passwords Teachers are often the go-to people for student password help. Go to Teacher Pages>Student Logins The teacher’s roster will populate with each of their student’s login information. They can send the students an email with their login information by clicking on the word [Email] to the far left of the page. If no email is available in the student registration it will be noted on the list. They can also hover over the student’s username to view the password. Area 4: Parent Logins Go to Administration>Parent Info> Find/Add Parents Search for a parent You can click on the LOGIN name of the parent to find the parent’s password to the system. It can also be manually changed or disabled here. Area 5: Emailing Parent/Staff/Student Logins The methods of retrieving emails above are for emailing one student at a time or viewing one parent at a time. If you would like to mass email a group of users their emails you can go to Administration>Settings>Security»» Automated Setup for Logins/Passwords Step 1: First you should review the email message that goes out to parents. Do this by choosing any type of user from the drop down. Click EDIT MESSAGE Create a message and SAVE. Required fields must be included in the email. After saving, you can go back in and edit by choosing your letter at the top of the page and clicking the “Load Selected Message” button, but the email text will change to how the system will view it including html tags. <b> are where paragraphs start. One method of creating your letter is to start it in a Word document and then pasting it into the space provided. Step 2: Now you can choose who you want to email login information to. Choose SHOW ALL USERS Choose your category: Parents? Students? Staff? Be aware that your email might be specific to a particular group. If you use the link is set in your email, it will take them to public/household/list.php This allows them to login. You can choose not to use this link and have the link attached to your web site. Parent Link: <https://xxxxxxx.spsis.com/mod.php/index.php> Where the xxxxx’s are your school name. Student Link: <https://xxxxxxx.spsis.com/mod.php/public/households/list.php> Where the xxxxx’s are your school name. The list populates. At the bottom of the page click  Check All with Logins (or choose the specific people you want from the list). Click Generate Logins/Check Email Message The last message you saved will populate the email. If you want to change the email letter, click EDIT load a different letter, SAVE. Then start at the student list again. The next page shows the email that is going being sent. You can send yourself a test email to make sure the email looks as

expected. When ready, Click Generate Logins and Email to Selected Area 6: Logging Into Portal The portal should be connected to your school website. The link for student sign-on is <https://schoolname.spsis.com/mod.php/public/login.php> the link for parent sign-on is <https://schoolname.spsis.com/mod.php/public/households/list.php> From the website link they will get a login screen. If the above link is used with your school name (as used in SpSIS) the school name will be filled in for them. If your policy is to allow insecure passwords for students, they will use their 5-digit local ID and their teacher of record's last name in all lower case letters. Parents will always have a secure login. Secure login Insecure Login When first logging into the Portal, if your school password policy is set to secure, students will be able to change their password . Parents will be required to reset their passwords. Click the Account icon to change passwords anytime in the future. jsmith395 appleS3now! milestone 39403 jones Secure Passwords: Passwords that use the student's first initial of their first name, their last name (all lower case), and a 3-digit number for their username AND a secure password. These passwords can be changed once the student logs into the portal but the password must always be secure. Secure passwords are those that are 1. 8 characters long 2. have at least one capital letter 3. have at least one number 4. have at least one symbol If students forget their secure passwords, teachers can email them (or tell them) using the list from their Teacher Pages tab. Parents have to call or email the school.

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