

Portal Administration Users

Area 1: Set Password Policies

- Step 1. Admin» Settings» Policies
- Step 2. Choose the Security group
- Step 3. Policy number 7 allows Passwords of Medium Strength or Complex, Strong Passwords. Choose the appropriate policy for your school.
 - Secure passwords include numbers letters (upper and lower case), symbols, and at least 8 letters long
 - Click Set Preferences to Save

Admin	Reports	Academy	Teachers	Portal	Help	Type to quick page find
3.	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"/> No <input type="radio"/> Yes
4.	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"/> No <input type="radio"/> Yes
5.	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.	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.	7. Let students use PASSWORDS of MEDIUM STRENGTH INSTEAD OF requiring COMPLEX, STRONG PASSWORDS? (Page: allowmediumpw) (allowmediumpw)					All
	By default passwords are required to be very secure: numbers, letters (upper and lower) case, symbols, and at least 8 letters long. This is a "Strong" password. But when integrating with other systems, sometimes some of these requirements are too stringent. In this case, you can enable the use of medium (weaker) passwords.					<input checked="" type="radio"/> No <input type="radio"/> Yes

Area 2: Admin and Teacher view of Students/Parent Passwords

- To view passwords as a parent: See this manual [to review password creation and retrieval](#)
- To view passwords as an Administrator: See this manual [to review passwords as admin](#)
- Emailing Parent/Staff/Student Logins: See this manual [to review automated setup for logins](#)

Area 2: Logging into Portal

- The portal should be connected to your school website.
The link for student sign-on is **<https://schoolname.plsis.com/mod.php/public/login.php>**
- The link for parents is **https://schoolname.plsis.com/mod.php/public/registration/wizard_landing.php**
- Step 1. Copy and paste the URL link above, replacing "schoolname" with the name of your school. This will pull up a login page.
 - From the website link you 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 medium security passwords for students, they use their teacher of record's last name in all lower case letters. Parents will always have a secure login.
- Step 2. 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.



The screenshot shows a navigation menu at the top with the following items: Home, Class Registration Request System, Class Schedule, Grades And Comments, Attendance, Activities Log, Reporting, Account, Newsletters & Events, Tutoring, and Log Out. Below the menu is a grid of icons and text for various services:

- Request classes to be added to your schedule** (Icon: pencil and paper)
- View your class schedule for the semester** (Icon: clock)
- Grades And Comments** (Icon: A+ grade): View overall grades and teacher comments for the semester
- Attendance** (Icon: chair): View attendance reports
- Activities Log** (Icon: calendar): Learning/PE Log. Enter your month's activities into the activities logs for your teacher to view
- Reporting** (Icon: document): 4-Year Grad Plan, Transcripts, Test Scores, Progress/Report Cards
- Account** (Icon: gear): Account Administration (This item is circled in red)
- Newsletters & Events** (Icon: envelope): View Newsletters
- Tutoring** (Icon: calendar): View tutoring sessions
- Log Out** (Icon: door with red arrow): Log out of the Student Portal

At the bottom right of the page, there is a small link: [Embedded Files \(1\)](#)

— Last Updated by *Max Williams* on 2016/03/14 22:05

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