

Customizing Student Logins Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. You can now customize logins and passwords for student portal access. You must contact School Pathways to turn on this module I. Set Policies Step 1. Go to Admin»Settings»Security»Policies Step 2. Expand the Security policy section by clicking the box

Step 3. Set policies a. Student login account creation format- Example: user email, last name and id b. Student default password format- Example: student last name and birthdate c. Change password upon first login to the system- Yes or No d. Access to all links or to all links in the SIS- Yes or No e. Store staff passwords with encryption- Yes or No f. Use Local Id, SSID, or Legacy ID as username and Teacher's Last name as password- Yes or No g. Enable Table Level permissions which will only allow certain tables to be viewed- Yes or No h. User Inactivity Timeout- Specify exact number of minutes before automatic log out of user

Step 4. Set Preferences to SAVE

II. Validating Settings Step 1. Validate Format (that is set in the school policies - Step 1 above) by clicking the Validate Format button. View to make sure the settings are what you want. Step 2. Click Preview Resetting Student Accounts to get a list of students and their new logins.

a. Clicking this icon will reset the student's password. b. You can also reset all students' passwords at once using the button at the bottom of the page. Teachers can view their student's passwords by going to Teacher Pages>Student Logins.

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