

# 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
  - Student login account creation format- Example: user email, last name and id
  - Student default password format- Example: student last name and birthdate
  - Change password upon first login to the system- Yes or No
  - Access to all links or to all links in the SIS- Yes or No
  - Store staff passwords with encryption- Yes or No
  - Use Local Id, SSID, or Legacy ID as username and Teacher's Last name as password- Yes or No
  - Enable Table Level permissions which will only allow certain tables to be viewed- Yes or No
  - 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. 
  - Clicking this icon will reset the student's password.
  - 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.

— Last Updated by [Max Williams](#) on 2016/03/29 17:05

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

Permanent link:  
<https://schoolpathways.com/knowledgebase/doku.php?id=products:admin:security:customlogins&rev=1478545152>

Last update: **2016/11/07 18:59**