

admin, admin essential, portal, logins

Customizing Student Logins

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.

Current Settings

Login format: [schoolemail]
Example: 64350

Password format: [uppercaseusername]![lowerid]
Example: AZEVEDO178477

Reset Password: Yes

Validate Format

- 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.

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