

[admin](#), [admin essential](#), [portal](#), [logins and security](#)

# 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

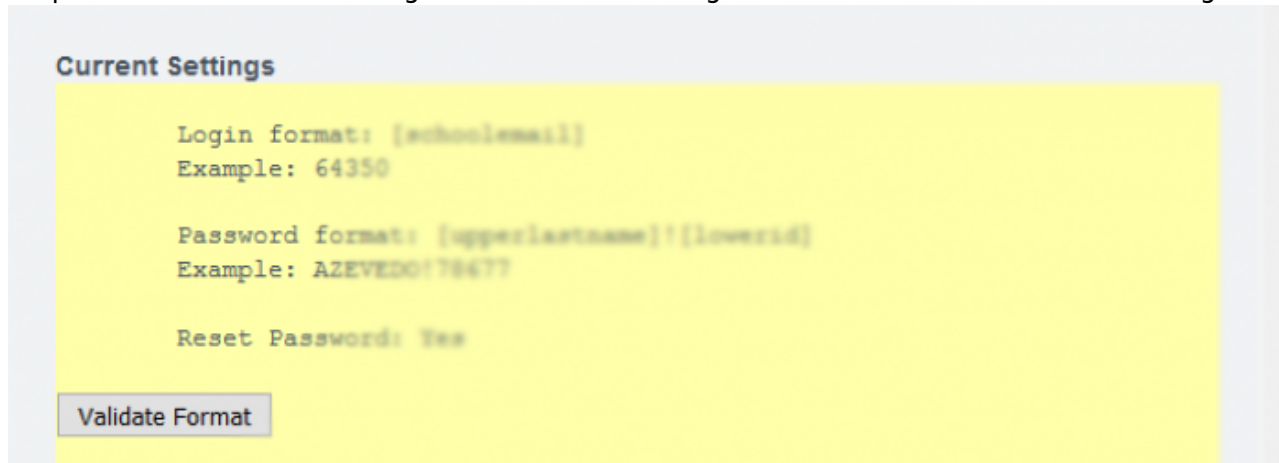
- Step 3. Set policies
  - Student login account creation format- Example: user email, last name and id
  - Student default password format- Example: student last name and birthdate
  - Change password upon first login to the system- Yes or No
  - Access to all links or to all links in the SIS- Yes or No
  - Store staff passwords with encryption- Yes or No
  - Use Local Id, SSID, or Legacy ID as username and Teachers 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.



The screenshot shows a web form titled "Current Settings" with a yellow background. It contains the following text:

Login format: [school@email]  
Example: 64350

Password format: [upperlastname][lowerid]  
Example: AZEVEDO178477

Reset Password: Yes

At the bottom of the form is a button labeled "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.

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

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