2025/11/06 21:02 1/2 Customizing User Logins

admin, admin essential, portal, logins and security

# **Customizing User Logins**

You can now customize logins and passwords for student Portal access. You must contact School Pathways to turn on this module.

## **Step 1: Set Policies**

Go to Administration>Settings>Security>Policies and expand the Security section by clicking on ☐Show.

#### Set all policies.

- 1. Student login account creation format enter what fields you want to use for the student login. Example in this view is [lowerfirstname][id] which renders similar to: jane12345
- 2. Student default password format enter what fields you want to use for the student password. Example in the above view is [lowerlastname][zip] which renders similar to: brown96106
- Require student to change password when they first log into the portal?Example in the above view is set to "NO"
- 4. Enable the use of insecure public logins? Example in the above view is set to "YES"
- 5. Allow the use of medium strength passwords? Example in the above view is set to "YES"
- 6. Enable table-level permissions?
  Example in the above view is set to "NO"

## Step 2: Validating Settings and Changing Passwords

### Administration>Settings>Security»Customizing Default Logins

- 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.
- 2. Click Preview Resetting Student Accounts to get a list of students and their new logins.
  - 1. Clicking this icon will reset the student's password.
  - 2. You can also reset all student's 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.



Parents and Teacher Logins can be customized using the same process.

Follow the same process but jump into the appropriate tab to work on

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