Portal Administration Users

Area 1: Set Password Policies

- Step 1. Admin» Settings» Policies
- Step 2. Choose the Security group
- Step 3. Policy number 7 allows Passwords of Medium Strength or Complex, Strong Passwords. Choose the appropriate policy for your school.
 - Secure passwords include numbers letters (upper and lower case), symbols, and at least 8 letters long
 - $\circ\,$ Click Set Preferences to Save

Admin	Reports	Academy	Teachers	Portal	Help			
	Should students I IdentchangePW)	be REQUIRED 1	to CHANGE thei	r PASSWORD	the first time the	y log in? (Page: studentchangePW)	All	
			It is a goo	od idea to have	the student change t	heir password when they first log in. Require this? (Default: ye	s) 🛞 No O Yes	
4. 4. 1						uhidesdisallowed) (menuhidesdisallowed)	All	
L	By default, th	e menu snows all	inks possible in the	e system. Chan	ging this policy to true	e means that only links you have permission to will be displaye	d. 🛞 No O Yes	
	Store staff passw						All	
	Passwords can be P	tept in prain text in				vrds in encrypted form is recommended as it provides protection is makes it impossible to send passwords to 3rd party system		
						RNAME and their TEACHER'S LAST NAME for a publiclogin) (insecurepubliclogin)	All	
	By default, public I					d for each student. If enabled, students will log in using the let acy ID) for a username, and teacher's lastname for a passwor		
	Let students use wmediumpw) (al		MEDIUM STRE	ENGTH INST	EAD OF requiring	COMPLEX, STRONG PASSWORDS? (Page:	All	
			very secure: numb			symbols, and at least 8 letters long. This is a "Strong" passwor idems, somelimes some of these requirements are too stringer		
					In thi	s case, you can enable the use of medium (weaker) password	8.	Set Preference:

Area 2: Admin and Teacher view of Students/Parent Passwords

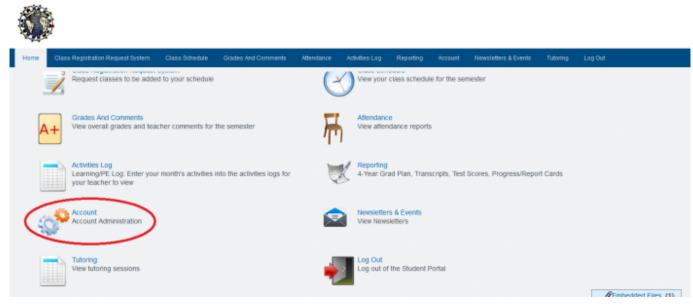
- To view passwords as a parent: See this manual to review password creation and retrieval
- To view passwords as an Administrator: See this manual to review passwords as admin
- Emailing Parent/Staff/Student Logins: See this manual to review automated setup for logins

Area 2: Logging into Portal

- The portal should be connected to your school website. The link for student sign-on is https://schoolname.plsis.com/mod.php/public/login.php
- The link for parents is https://schoolname.plsis.com/mod.php/public/registration/wizard_landing.php
- Step 1. Copy and paste the URL link above, replacing "schoolname" with the name of your school. This will pull up a login page.
 - From the website link you will get a login screen. If the above link is used with your school name (as used in SpSIS) the school name will be filled in for them.
 - If your policy is to allow medium security passwords for students, they use their teacher of record's last name in all lower case letters. Parents will always have a secure login.
- Step 2. When first logging into the portal (if your school password policy is set to secure)

students will be able to change their password, parents will be required to reset their passwords.

Click the account icon to change passwords anytime in the future.



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