

STI School Password Support Guide



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Changing Staff Passwords

Step 1: Search for Staff

Click on Staff – Click on Staff Maintenance

Type part of the first and last name or the Social Security Number

Click Search

Search Staff

Search

Criteria

First Name: Last Name:

Staff Number: State ID Number:

Social Security Number: Phone:

Classification: School:

Filter

Staff Filter:

Add **Search**

Click on the File No. (Staff ID #)

Search Staff - Staff Result List

Attention, you are logged out

Staff

Search Criteria: Last Name = dudley | School = Carver High School

File No.	Name	G	Phone	Primary Classification	Prin
ST81520	DUDLEY, DARLISA MICHELL			Teacher	Carve
	DUDLEY, JANICA L	F		Teacher	Carve

Step 2: Changing the Password

Click on the Access tab

Edit Staff: ST81520 - DUDLEY, DARLISA MICHELL

Summary **Main** Misc Custom Class Contacts Addresses **Access**

Personal

Title: First Name: DARLISA MICHELL Middle Name: *Last Name: DUDLEY Generation:

Preferred Name: Date Of Birth: 01/31/1971 Age: 41 Phone: [More](#)

*Gender: Female Race: [More](#) Hispanic

Primary Classification: Teacher Primary School: Carver High School Resides in School Zone:

Click on Reset Password

Edit Staff: ST81520 - DUDLEY, DARLISA MICHELL

Summary Main Misc Custom Class Contacts Addresses Access

Internet

Internet Password: _____ Phone Based Pin Number: _____

Login Settings

This user logs in at the district This user logs in at a school

User Account

*Authentication Type:

System Authentication

DD2685 [Reset Password](#) Last Login: Thu 06/07/2012 12:09:44 PM

Type the new password

Retype the new password

Click OK

InformationNOW (6.0.16) - Mozilla Firefox

10.10.2.84/InformationNOW/System/Security/Security.ResetPassword.aspx?Size=560,290&VS_PRIMAR

Reset Password

- Password must be a minimum of 8 characters in length.
- Password must contain at least one number and one letter.
- Password must not be the words 'password', 'pass', 'word', 'administrator', or 'admin'.
- Password cannot be the same as the user's username.

*New Password: _____

*Retype New Password: _____

OK Close

Adding New Employees

Step 1: Search for Staff

Click on Staff – Click on Staff Maintenance

Type part of the first and last name or the Social Security Number

Remove the school name (click the drop down, scroll all the way up the list and change it to blank)

Click Search

The screenshot shows the 'Search Staff' interface. On the left is a navigation menu with items: Home, Students, Fees, Attendance, Discipline, Scheduling, Staff (highlighted in red), Staff Maintenance, Staff Filter, Reports, Setup, Classroom, Census, School/District, and Health. The main area is titled 'Search Staff' and contains a 'Search' section with 'Criteria' and 'Filter' tabs. The 'Criteria' section has fields for First Name, Last Name (with 'Slater' entered), Staff Number, State ID Number, Social Security Number, Phone, Classification, and School (a dropdown menu highlighted in red). The 'Filter' section has a 'Staff Filter' dropdown. At the bottom right, there are 'Add' and 'Search' buttons, with the 'Search' button highlighted in red. A yellow warning box at the top right says 'Attention, you are logged into'.

Step 2: If the Staff is NOT Found

Click on Add

This screenshot is identical to the one above, showing the 'Search Staff' interface. In this step, the 'Add' button at the bottom right is highlighted in red. The 'Staff' menu item is no longer highlighted, and the 'Search' button is no longer highlighted.

Step 3: If the Staff is Found

Click on the File No. (Staff ID #)

Search Staff - Staff Result List ⚠ Attention, you are logged into a future acaden

Staff

Search Criteria: [Last Name = slater](#)

Add View

File No.	Name	G	Phone	Primary Classification	Primary School
	SLATER, DERRICK			Teacher	Carver High School
ST1006	SLATER, GWEN	F		Teacher	Curry Elementary School
	Slater, Yvette	F		Technology Coor	Birmingham City Board of...

Click on the Class tab

Edit Staff: ST1006 - SLATER, GWEN

Summary Main Misc Custom **Class** Contacts Addresses Access

Personal

Title: First Name: Middle Name: *Last Name: Generation: Photograph:

GWEN SLATER

Preferred Name: Date Of Birth: Age: Phone: [More](#)

GWEN MM/dd/yyyy

*Gender: Race: [More](#)

Female

Primary Classification: Primary School: Resides in School Zone:

Teacher Curry Elementary School

[Change](#) Remove

Click on Add

Edit Staff: ST1006 - SLATER, GWEN

Summary Main Misc Custom **Class** Contacts Addresses Access

Add View Delete

Classification	School	Assignment	FTE	Primary
Teacher	Curry Elementary School			

Add View Delete

OK Close

Choose the Classification

Choose the School

Click Primary

Click Create – Note the fields on the screen will clear, click on cancel to return.

Add Classification

*Classification: Teacher *School: Carver High School

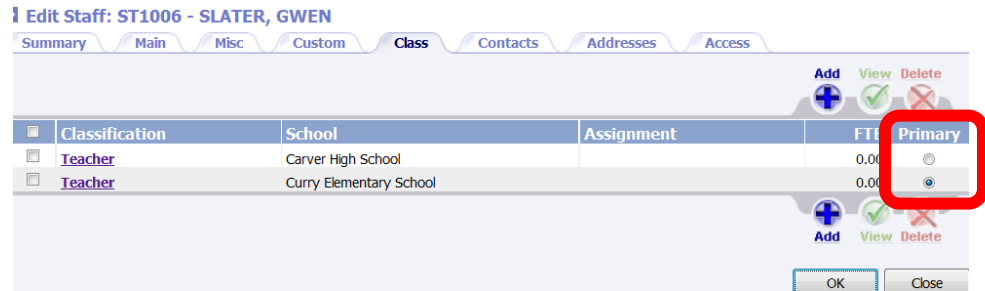
FTE: 0.00 Primary Itinerant

Assignment:

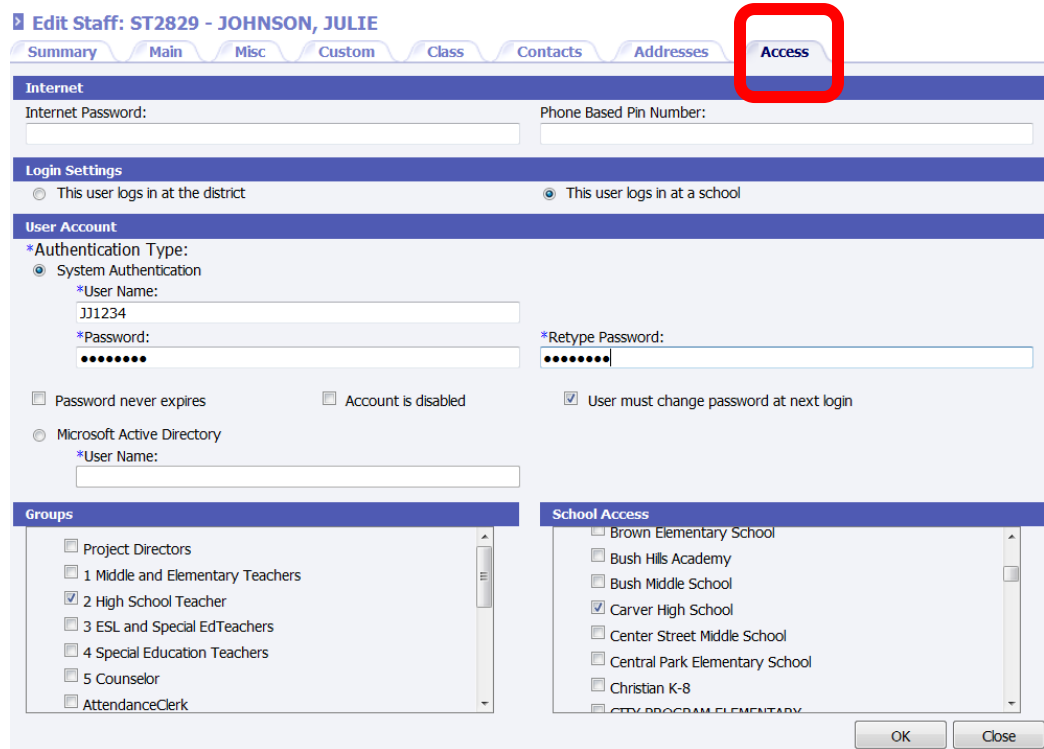
Start Date: MM/dd/yyyy End Date: MM/dd/yyyy Program:

Create Cancel

Now you will see your school listed
Click the button to make your school the primary school



Click on the Access tab
Select the Groups (this will be based on the employee type)
Select the School
Click OK



Removing Employees

Click on Staff – Click on Staff Maintenance
Type part of the first and last name or the Social Security Number
Click Search

The screenshot shows the 'Search Staff' page. On the left, a navigation menu has 'Staff' and 'Staff Maintenance' highlighted with a red box. The main area contains search criteria fields: First Name, Last Name (with 'Slater' entered), Staff Number, State ID Number, Social Security Number, Phone, Classification, and School. Below these is a 'Filter' section with a 'Staff Filter' dropdown. At the bottom right, there are 'Add' and 'Search' buttons, with the 'Search' button highlighted in red. A yellow warning box at the top right says 'Attention, you are logged into'.

Click on the File No. (Staff ID #)

The screenshot shows the search results for 'Last Name = slater'. The table has columns: File No., Name, G, Phone, Primary Classification, and Primary School. The first column 'File No.' is highlighted with a red box.

File No.	Name	G	Phone	Primary Classification	Primary School
ST81557	SLATER, DERRICK			Teacher	Carver High School
ST1006	SLATER, GWEN	F		Teacher	Curry Elementary School
ST1061	Slater, Yvette	F		Technology Coor	Birmingham City Board of..

Click on the Class tab

The screenshot shows the 'Edit Staff: ST1006 - SLATER, GWEN' form. The 'Class' tab is highlighted with a red box. The form has several tabs: Summary, Main, Misc, Custom, Class, Contacts, Addresses, and Access. The 'Personal' section includes fields for Title, First Name (GWEN), Middle Name, Last Name (SLATER), Generation, Preferred Name (GWEN), Date Of Birth, Age, and Phone.

Click on to select the row which has your school listed
Click Delete

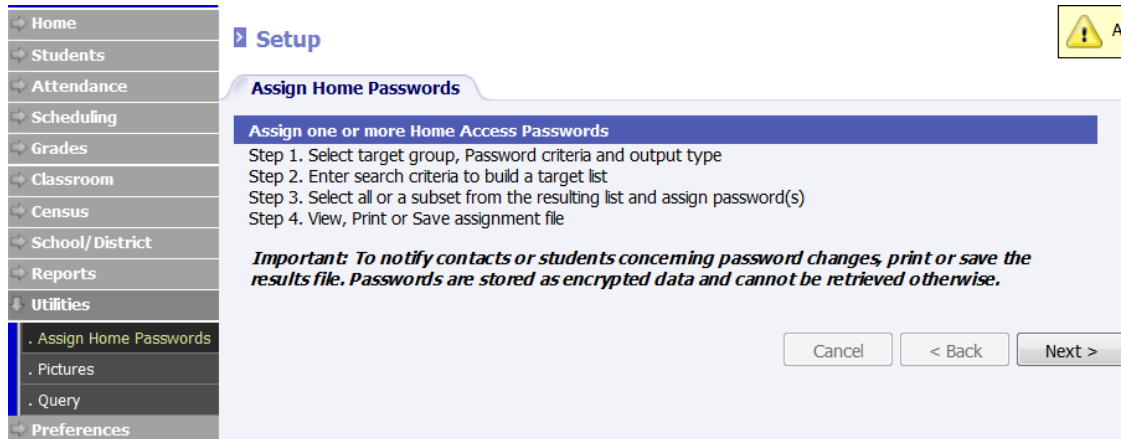
The screenshot shows the 'Edit Staff: ST1006 - SLATER, GWEN' form with the 'Class' tab selected. The table below the tabs has columns: Classification, School, Assignment, FTE, and Primary. The 'Delete' button is highlighted with a red box.

Classification	School	Assignment	FTE	Primary
Teacher	Curry Elementary School		0.00	

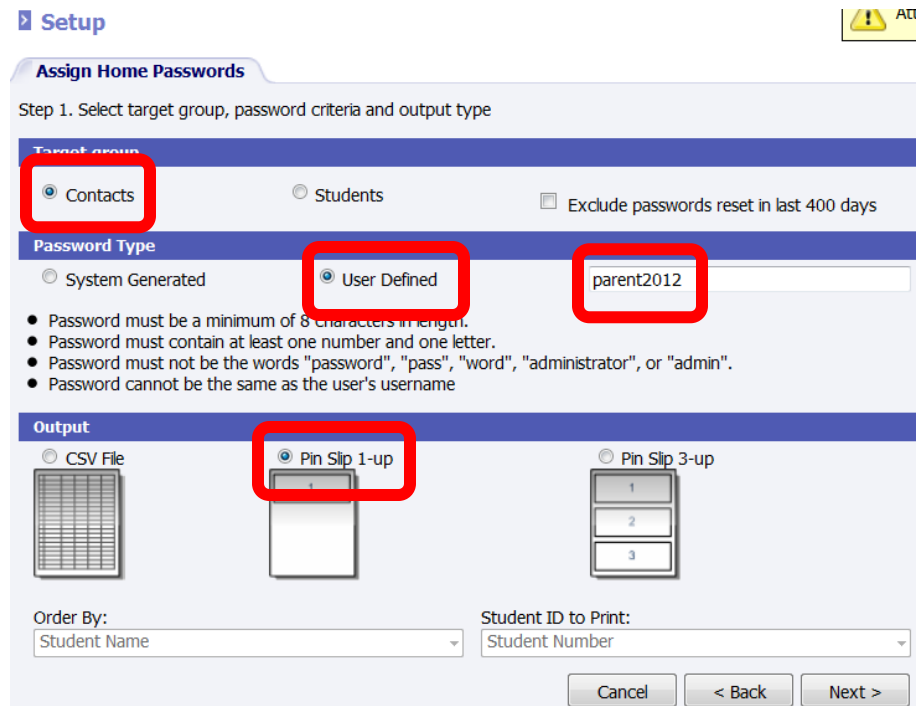
Creating All Parent Portal Logins

For the entire school

Click on Utilities – Click on Assign Home Passwords
Click Next



Select Contacts, User Defined, type the generic password, and select Pin Slip 1-up
Click Next



Check the Primary Family Member box
Click Next

Setup ! Att

Assign Home Passwords

Step 2. Enter criteria to build a list of contacts

Personal

First Name: Last Name:
Date of Birth: MM/dd/yyyy Gender:
Social Security Number: Phone:
File No.:

Address

Address Line 1:
Address Line 2:
City: State/Province: Zip Code:

Student Contact Criteria

Primary Family Member IsCustodian Relationship:
 Extended Family Member Non-Family Member

Cancel < Back **Next >**

Click the Add All Button
Click Assign

Assign Home Passwords

Step 3. Select all or subset from the Search Results and assign password(s)

Search Results

- P2843905 - ABERCROMBIE, CASSANDRA ANN - F
- P2905352 - ADAMS, RENITA D - F
- P2821480 - ADDIE, SHATITTTIA - F
- P2874999 - ALBARRAN, OBDULIO - M
- P2846833 - ALLEN, ANGELA - F
- P2821565 - ALLEN, BETTY - F
- P2821838 - ALLEN, KIMBERLY PARKS - F
- P2821564 - ALLEN, LASHONDA - F
- P2846858 - ALLEN, MICHELLE R. - F
- P2821782 - ALLEN, NETTIE - F
- P2822234 - ALLEN, RUSSELL JR. - M
- P2905350 - ANDERSON, VICKI GAYLE - F
- P34227 - ANDREWS, TRACEY - F
- P2821781 - ARNOLD, DAPHNE - F
- P2823763 - ARNOLD, IVY NARRETTA - F

Target List

Grid to the Right Grid

Add >
Add All >>
< Remove
<< Remove All

Cancel < Back **Assign**

Creating a Single Parent Portal Login

For an individual parent

Search for the student

Click on Students

Type part of the student's name

Check the Currently Enrolled Students box

Click Search

Home
Students
Student Maintenance
Reports
Attendance
Scheduling
Grades
Classroom
Census
School/District
Reports
Utilities
Preferences

Search Students

Search

Criteria

First Name: e Last Name: jones
Student Number: Date of Birth: MM/dd/yyyy
Social Security Number: Gender:
Phone: State ID Number:
Grade Level: Homeroom: Find
Section Number: Find Currently Enrolled Students

Filter

Student Filter:
Search

Click on the Students ID (File No.)

Search Students - Student Result List

Search Criteria: [First Name = e](#) | [Last Name = jones](#) | [Currently Enrolled Students = True](#)

File No.	Name	Status	Alerts	GR	Home	Birthdate
S817684	JONES, ELEEZA ATURA-SARA	Enrolled		09		01/21/199
S3110	JONES, ERICA	Enrolled		11		08/22/199

Click on the Contacts tab

Click on the Parents ID (File No.)

Edit Student: S3110 - JONES, ERICA

Summary Main Misc Custom **Contacts**

File No.	Name	G	Relationship
P32545	BLOUNT, YOLANDA	F	Mother
P32542	HARRIS, ANTHONISE	F	Sister
P32542	JONES, ERIC	M	Father

Click on the Access tab

Click Generate to create the User Name

Type a Password and Retype Password (use parent2012)

Click OK

NOTE: if the student is not listed at the bottom of the screen, then the parent needs to see the schools Project Director for access.

Edit Person: P2846816 - SHARP, ANN

Summary Main Miscellaneous Addresses **Access**

User Account

Account Disabled User must change password at next login Password never expires

*User Name: **Generate**

Last Login:

Reset Password

Password: Retype Password:

Home Access Available for the Following Students

Student	Name	G	Birthdate
SB17684	JONES, ELEEZA ATURA-SARA	F	01/21/1998

OK Close

Resetting a Parent Portal Login

For an individual parent

Follow the steps for creating a new parent login, do NOT click Generate by the User Name, just type the new password.