Unlocking Students and Staff Accounts

Students and STAFF get 3 attempts to enter their username and password correctly.

Personnel, Students, and Parents

Personnel
Add District Personnel
Add School Personnel
View Personnel
Clear Locked Personnel

Students
Add Student
View Students
Edit Multiple Students
Edit Multiple School Enrollments
Clear Locked Students
Recover Student Records

Related Student Tasks
Merge Student Records
Import Information
View Import Status
Export Information
Set Up Characteristics

Parents
Add Parent
View Parent
Clear Locked Parents

User Profile
My Settings
If you find students are getting locked out repeatedly, the top reasons have been:

* Not using the 0 at the front of their Student ID number
* Not using their full names, especially in the case of hyphenated names
* Duplicate named students that have different usernames

Remember, you can look up the student’s username and password by going to Users, and the View Students.

You can search by class to get a list of all your kids or by typing in last name of an individual student. Then hit search.

After you search, and get your class list or the individual student’s record, switch to the passwords tab to see Username and Password. You can print this information to take to the computer lab.