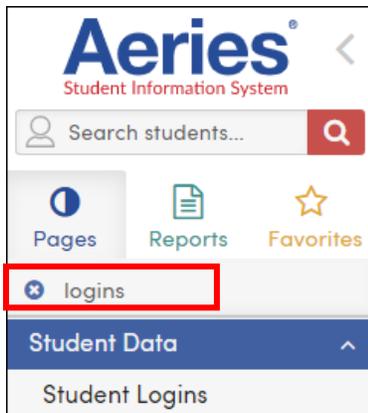


## MANAGING STUDENT LOGINS

Teachers have the ability to reset their students' Username and/or Passwords. Keep in mind that **Google and Clever update instantly**, however other apps are updated overnight. Due to this process, you may want to reset student accounts at the end of the day.

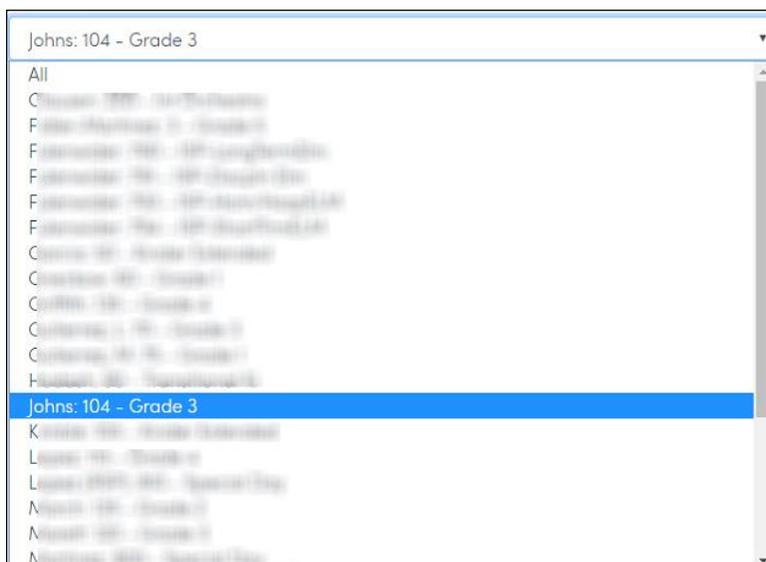
From the **Navigation Tree** type in the word **logins** in the filter pages field. Click on **Student Logins**.



Once set to the **Student Logins** page you can either pull up your entire class list or you may search for an individual student by name.

### **VIEW BY CLASS:**

To view your entire class list simply click on the down arrow under sections, and highlight and click on your name.



## MANAGING STUDENT LOGINS

You will be set to your class list.

Student Name	Username	Password		
Alvarez, Nathan	n.alvarez16@bcsd.com	👁	Reset Username	Set Password
Alvarez, Yari	y.alvarez16@bcsd.com	👁	Reset Username	Set Password
Carroll, Nathan	n.carroll16@bcsd.com	👁	Reset Username	Set Password
Carroll, Nathan	n.carroll16@bcsd.com	👁	Reset Username	Set Password
Carroll, Nathan	n.carroll16@bcsd.com	👁	Reset Username	Set Password

### **VIEW BY STUDENT:**

If you prefer to lookup one student at a time, you may type in the the student's last name in the **Student Name Search** field. Click on the **Find** button to load the student/s.

In this example we typed in the Last Name of Aguilar:

2019-2020	William Demographics
Student Logins	
Sections: All	Student Name Search: agular
	Find

Usernames will be visible. To view the password, simply click on the **eyeball icon**.

Student Logins				
Sections: All	Student Name Search: agular			
	Find			
Student Name	Username	Password		
Aguilar, Yari	y.alvarez16@bcsd.com	👁 bct161616	Reset Username	Set Password

### **RESETTING THE USERNAME:**

If you need to reset the username, click on the **Reset Username** button and answer "yes."

**Note:** you **cannot** create a custom username. The username is automatically formatted to be the student's **first name, last name** initial followed by a random 4 digit number (minnieM2019). There are instances however when the username can be updated. For example: If a student's first name is "Maria Mercedes" and she goes by Mercy, the front office can update the **First Alias** field on the **Demographics** page with the name Mercy. Once that change has been made, you may reset the username. The new username will now start with the name Mercy.

**It is important to note that the student will only be able to access Google until the next day.**

Are you sure?
Yes No
Reset Username

## MANAGING STUDENT LOGINS

### **RESETTING THE PASSWORD:**

If you need to reset the password, click on the **Set Password** button. The password should be entered in the following format xxxxxxxx (x's represent the 8 digit format required by Google). Passwords may be alpha numeric.

### Set New Password

Current Password:

New Password:

Confirm Password:

### **Print Student Logins Page:**

Under **Pages** in Aeries select **Student Data > Student Logins**.

Select the **Section/Teacher** from the Sections: dropdown.

Sections:

All ▼

Click the Password "Hide" button to **Show** the students' passwords.

Password

Sections:  Student Name Search:

Student Name	Username	Password
Agustin Lopez	agustinl@bcsd.com	bc1[REDACTED] <input type="button" value="Show"/>
Carson Parks, Ryan	carsonp@bcsd.com	bc2[REDACTED]
Castillo Lopez, Anthony	anthonyl@bcsd.com	bc2[REDACTED]
D... ..	...@bcsd.com	bc1[REDACTED]
F... ..	...6@bcsd.com	bc1[REDACTED]

## MANAGING STUDENT LOGINS

**Right-click** on the screen to **Print** the page.

Student Logins		
Student Name	Username	Password
Ag [REDACTED]	[REDACTED]2@bcasd.com	bc16 [REDACTED]
Co [REDACTED]	[REDACTED]5@bcasd.com	bc20 [REDACTED]
Co [REDACTED] y	[REDACTED]4734@bcasd.com	bc20 [REDACTED]