Once logged into FACTS please select Security > Login Management

i⊗FACTS	
Scheduling	
Security	
Groups	
Login Management ┥	Select Security > Login Management

Verify Type is "Staff" and Click on the Double Arrow to move all Staff to the Right and select Apply

Staff Staff" Staff Substatus Substat	Verify Type	Туре		*	
Substatus Substatus Substatus Substatus District Wide Filter Albano, Claire Albano, Claire Aldrich, Kevin Bohlmann, Amanda Caliguire, Marianne Click on the Double Arrow Conner, Kim Connolly, Jamie Cookus Kalby	is "Staff"	Staff	▼ Status	•	
Q Search by name Albano, Claire Albano, Claire Aldrich, Kevin Aldrich, Kevin Bohlmann, Amanda Bohlmann, Amanda Caliguire, Marianne Caliguire, Marianne Click on the >> Double Arrow Conner, Kim Cookus Kalbu Cookus Kalbu		Substatus	✓ District Wide Fil	lter	
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Caliguire, Marianne Click on the Double Arrow Connolly, Jamie Cookus Kalby Cookus K		🔲 Bohlmann, Amanda	Bohlmann, Ai	manda	
Click on the Double Arrow Clark, Roger Conner, Kim Connolly, Jamie		Caliguire, Marianne	> 🗌 Caliguire, Ma	rianne	
Conner, Kim Conner, Kim Connolly, Jamie		Click on the	Clark, Roger		
			>> 📄 Conner, Kim		
Cookus Kalhyr Sold		Double Arrow	Connolly, Jan	nie	
		Cookus Kalby	< Cookue Kolb		Solo

A Blank Space indicates a Username has not been setup. Click on Field to enter User Name. Enter New Password and Re-enter to Confirm Password

Login Management		?	Premier Academy 2020-2021 T1
Click a name to reset invalid l	ogin attempts. Passwords must be alphanur	meric and may be used only once. Pass	words must have a minimum length of 6 character
Name	User Name	New Password	Confirm Password
Abernathy, Martha	User Name	New Password	Confirm Password
Albano, Claire	Click on Field to enter User Name	New Pa Enter Ne Re-ent	w Password and eer to Confirm

**Please Note: There is no report to create a login sheet for new users. You will need to relay all information verbally or on a self generated sheet.

<u>To Simplify Process</u> use same naming convention for all "User Names" for example "janedoe" - first & last name, one word, no spaces, all lover case.

To Simplify Process use same password for all new staff and instruct them to change password upon first login