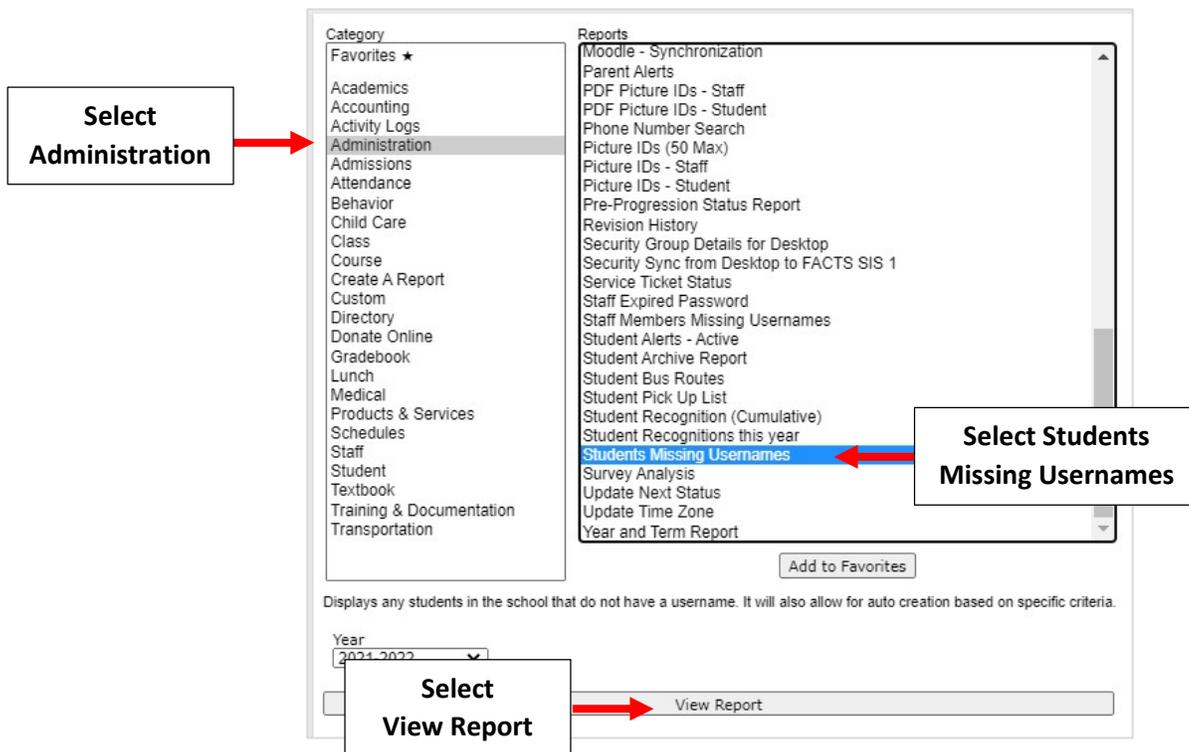


Create Username & Password for Students in FACTS SIS

Once logged into FACTS please select **Report Manager**



Select **Administration** and then Select **Students Missing Usernames**. Click **View report**



Select **“Generate Username Based on Name”**

Generate Usernames based on Email

Usernames created according to the following rules:

- 1) If the student currently has a username, it is left untouched
- 2) If the student has an email address, the username is created using that email address
- 3) If the student does not have an email address, the name is created using the students name, in the format 'first.last'
- 4) When creating a username, if another person already has that username, a '-#' will be appended to the username, where # is the number of other persons that would otherwise have that same username.

Select **“Generate Username Based on Name”**

Generate Usernames based on Name

Usernames created according to the following rules:

- 1) If the student currently has a username, it is left untouched
- 2) The username is created using the students name, in the format 'first.last'
- 3) When creating a username, if another person already has that username, a '-#' will be appended to the username, where # is the number of other persons that would otherwise have that same username.

You will receive the following confirmation once Usernames have been created

Mass Create usernames

Usernames created according to the following rules:

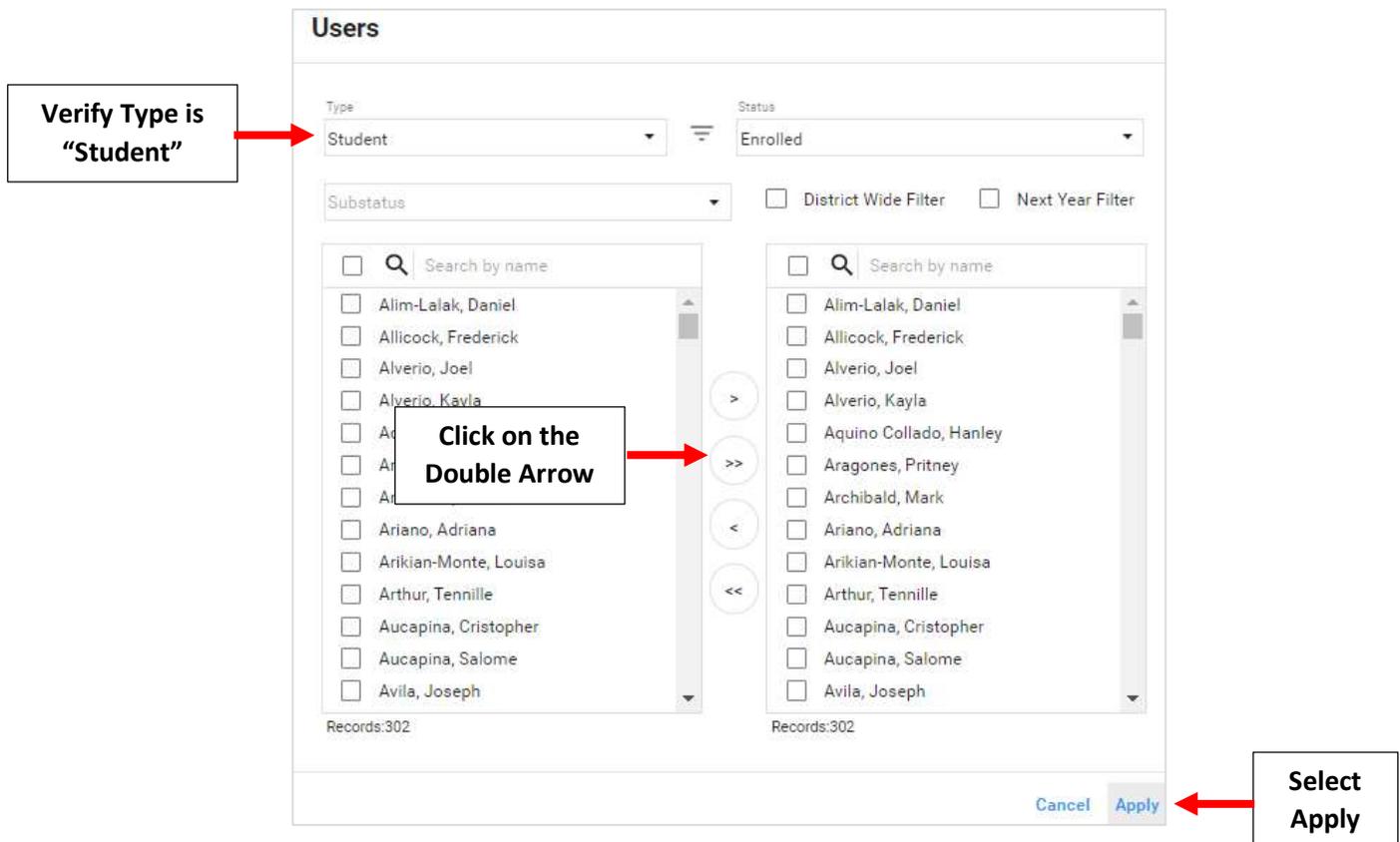
- 1) If the student currently has a username, it is left untouched
- 2) The username is created using the students name, in the format 'first.last'
- 3) When creating a username, if another person already has that username, a '# ' will be appended to the username, where # is the number of other persons that would otherwise have that same username.

You can generate a current list of usernames using Create-a-Report

Once logged into FACTS please select **Security > Login Management**



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



Enter New Password and Re-enter to Confirm Password

Click a name to reset invalid login attempts. Passwords must be alphanumeric and may be used only once. Passwords must have a minimum length of 6 characters.

Name	User Name	New Password	Confirm Password
Alim-Lalak, Daniel	daniel.alim-lalak	New Password	Confirm Password
Allicock, Frederick	frederick.allicock	New Password	Confirm Password

**Enter New Password and
Re-enter 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.***