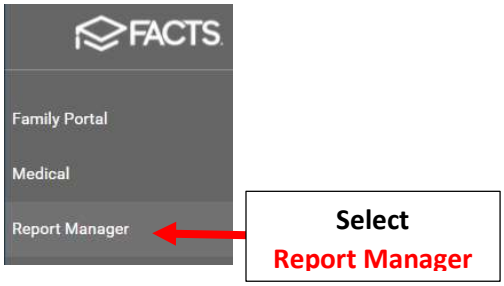
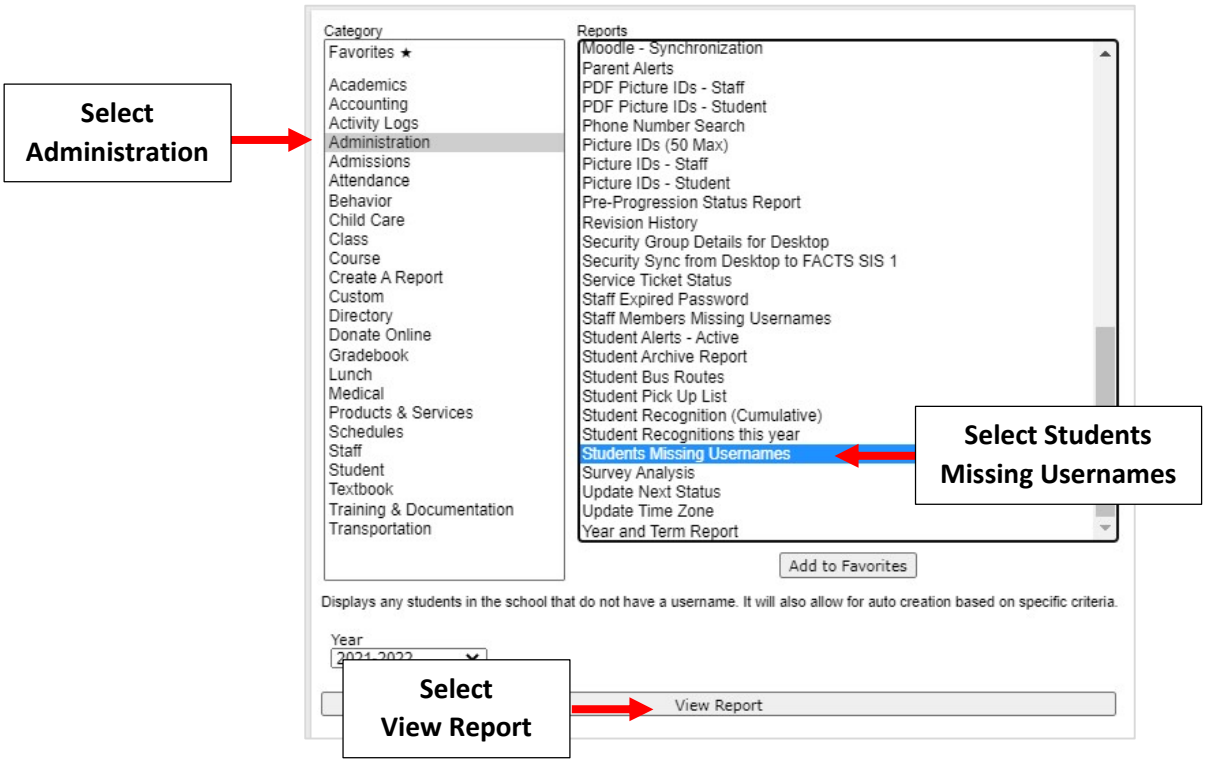
Create Username & Password for Students in FACTS SIS

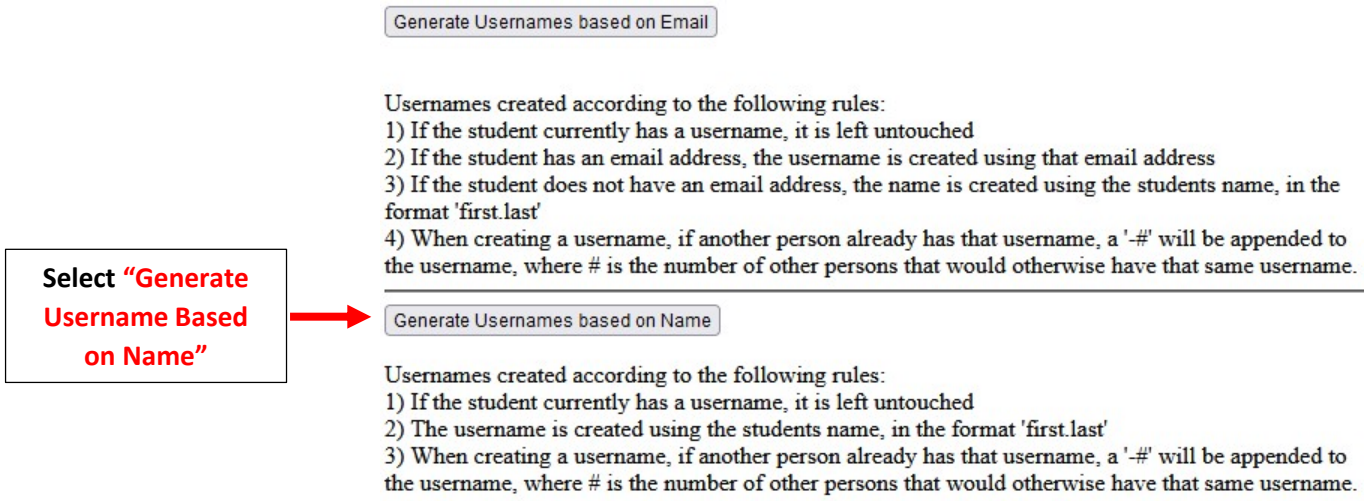
Once logged into FACTS please select Report Manager



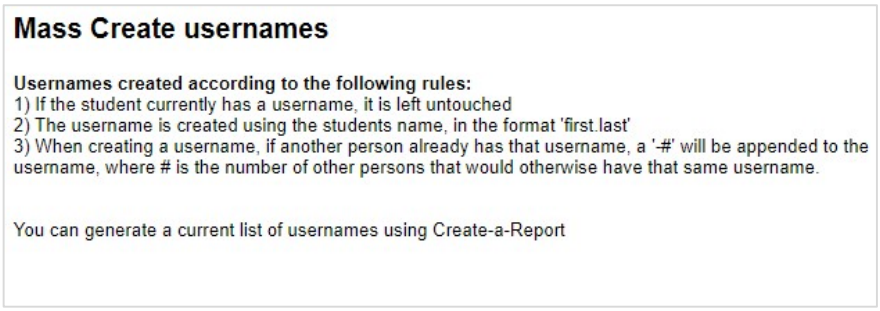
Select Administration and then Select Students Missing Usernames. Click View report



Select "Generate Username Based on Name"

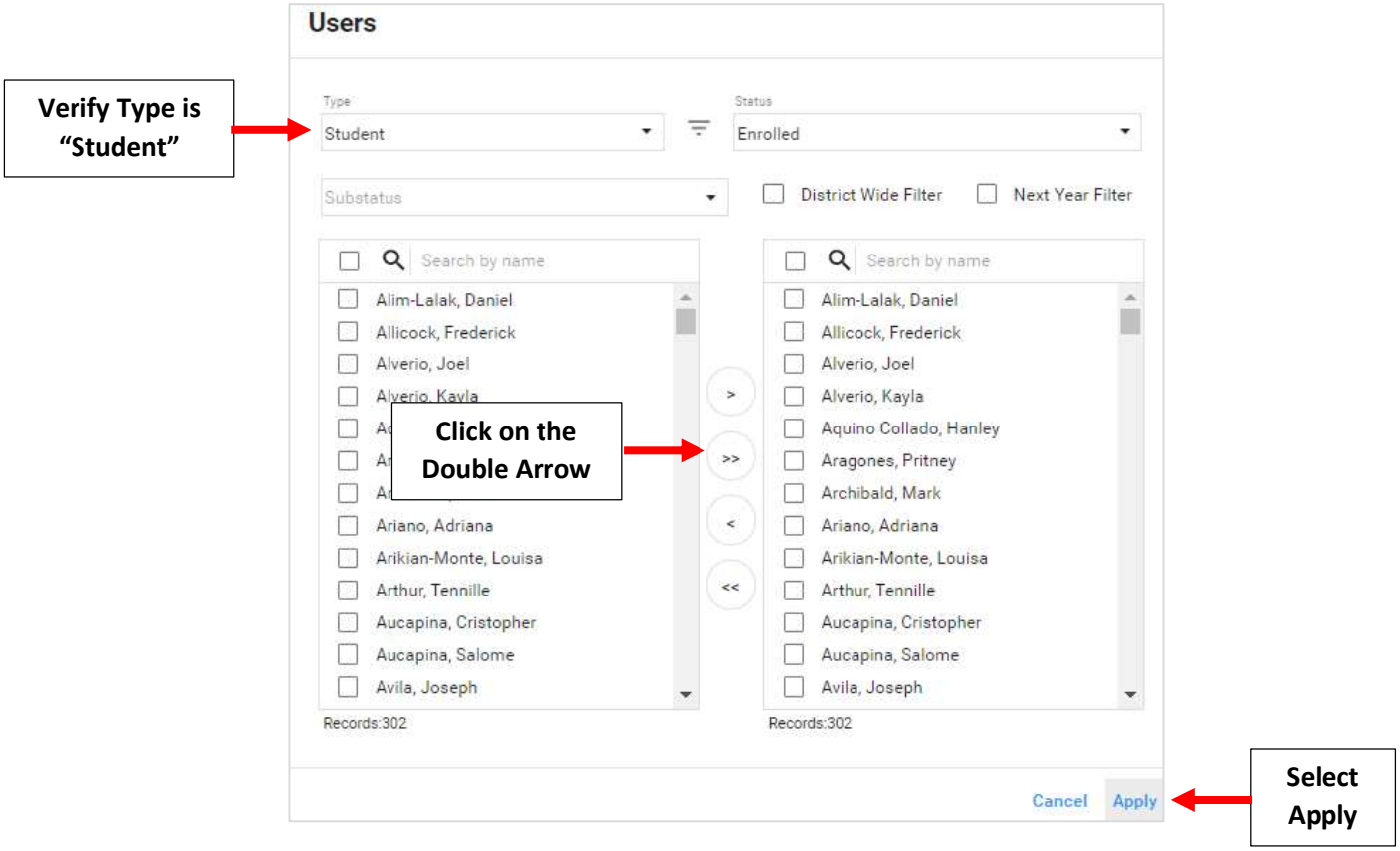


You will receive the following confirmation once Usernames hgave been created

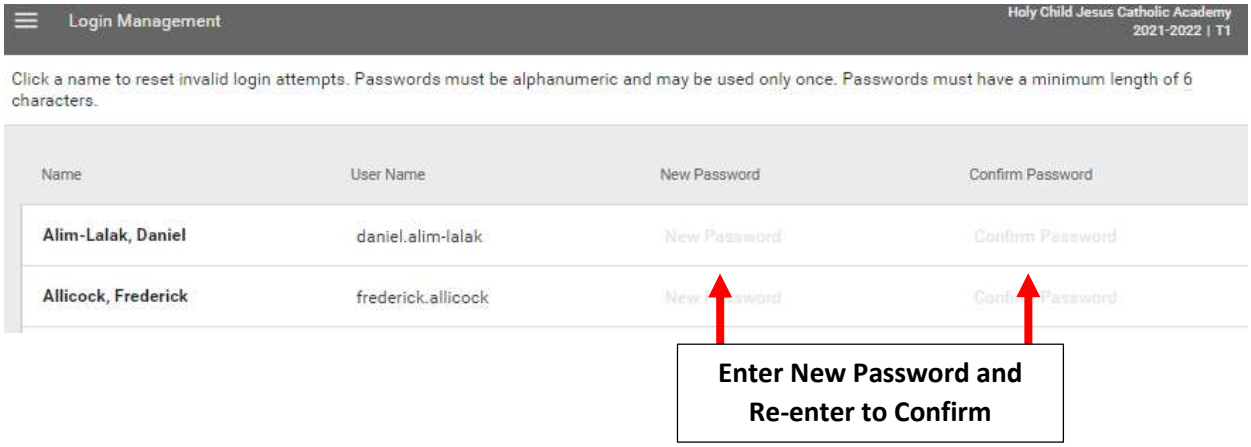


Once logged into FACTS please select Security > Login Management

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



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.