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



Select User Type (i.e. Staff, Parent) and Click on Double Arrow to move all users to the Right and select Apply

Iect User       Type         Staff       Status         Substatus       District Wide Filter         Q Search by name       Albano, Claire         Albano, Claire       Aldrich, Kevin         Bohlmann, Amanda       Bohlmann, Amanda         Caliguire, Marianne       Click on the         Double Arrow       Concluse Kollby		Users		×
Staff       Staus         Substatus       District Wide Filter         Q       Search by name         Albano, Claire       Albano, Claire         Albano, Claire       Aldrich, Kevin         Bohlmann, Amanda       Bohlmann, Amanda         Caliguire, Marianne       Caliguire, Marianne         Click on the       >>         Double Arrow       Conclus, Kolby	elect User	Туре		
Substatus	Туре	Staff	▼ Status	•
Q Search by name   Albano, Claire   Albano, Claire   Aldrich, Kevin   Bohlmann, Amanda   Caliguire, Marianne   Click on the   Double Arrow   Concluse Kollby Solar		Substatus	District Wide Filter	
<ul> <li>Albano, Claire</li> <li>Aldrich, Kevin</li> <li>Bohlmann, Amanda</li> <li>Caliguire, Marianne</li> <li>Click on the</li> <li>Double Arrow</li> <li>Conclus Kolby</li> </ul>		Q Search by name	<b>Q</b> Search by name	
Aldrich, Kevin     Bohlmann, Amanda     Caliguire, Marianne     Click on the     Double Arrow     Concer, Kim     Connolly, Jamie     Cockus Kelby		Albano, Claire	Albano, Claire	-
Bohlmann, Amanda Caliguire, Marianne Click on the Double Arrow Cockus Kolby Solo		Aldrich, Kevin	Aldrich, Kevin	
Caliguire, Marianne Click on the Double Arrow Cockus Kolby Cockus Kolb		🔲 Bohlmann, Amanda	Bohlmann, Amanda	
Click on the Double Arrow		Caliguire, Marianne	> 🗌 Caliguire, Marianne	
Double Arrow Conner, Kim Connolly, Jamie		Click on the	Clark, Roger	
Double Arrow Connolly, Jamie			>> 🗋 Conner, Kim	
			Connolly, Jamie	
		Cookus Kalby	< Cookue Kolby	Solo
				Арр

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



## Green Checkmark Confirms Password is Saved

Name	User Name	New Password	Confirm Password		
Chang, Cho					Green Checkmark
Doe, Jane	JaneDoe			~	Confirms
Hamilton, Alex					Password is Saved

## E Login Management 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 character

Name	.User Name	New Password	Confirm Password
Abernathy, Martha			
Albano, Claire	calbano		

## \*\*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.

**<u>To Simplify Process</u>** use same password for all new staff and instruct them to change password upon first login