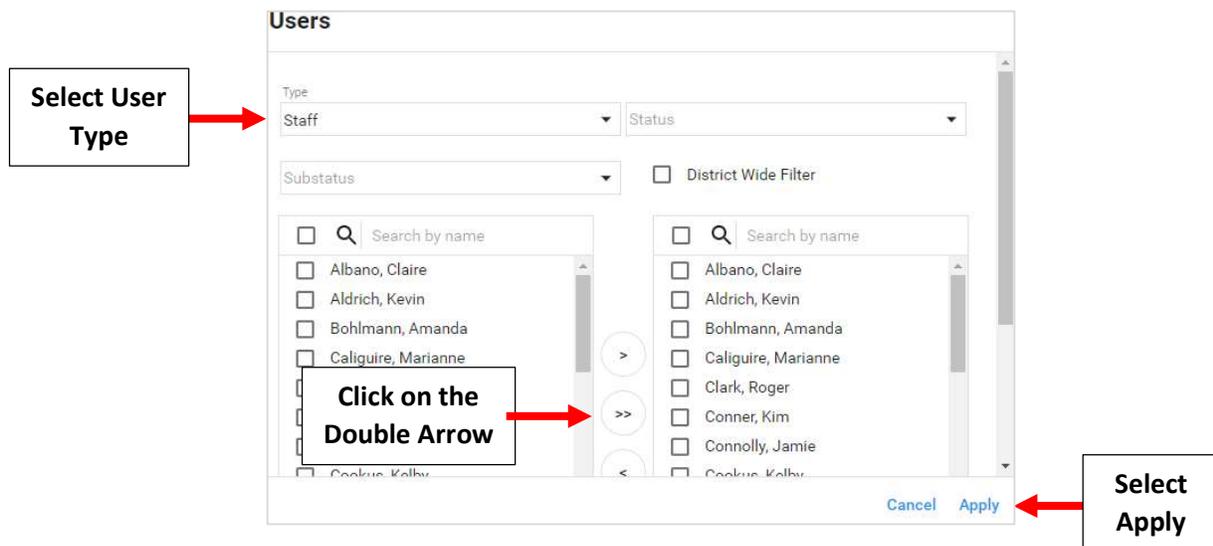


Create a Username and Password in FACTS SIS

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



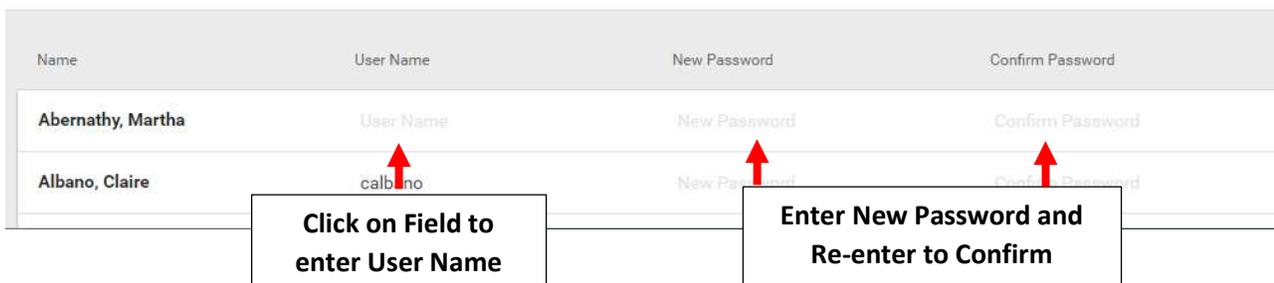
Select **User Type** (i.e. Staff, Parent) and Click on **Double Arrow** to move all users to the Right and select **Apply**



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



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



Green Checkmark Confirms Password is Saved

Name	User Name	New Password	Confirm Password
Chang, Cho	User Name	New Password	Confirm Password
Doe, Jane	JaneDoe 
Hamilton, Alex	User Name	New Password	Confirm Password

Green Checkmark Confirms Password is Saved

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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
Abemathy, Martha	User Name	New Password	Confirm Password
Albano, Claire	calbano	New Password	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.***

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

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