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

i⊗FACTS	
Scheduling	
Security	
Groups	
Login Management 🔫	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

ect User	Туре				
Type	Staff	•	Status	•	
	Substatus	•	District Wide Filter	_	
	Search by name		□ <b>Q</b> Search by name		
	Albano, Claire	-	Albano, Claire	*	
	Aldrich, Kevin		Aldrich, Kevin		
	🔲 Bohlmann, Amanda	100	Bohlmann, Amanda		
	Caliguire, Marianne	•	Caliguire, Marianne		
	Click on the		Clark, Roger		
		<b>→</b> (*	Conner, Kim		
			Connolly, Jamie		
	Cookus Kolby	<		*	

Locked Accounts are Padlocked with the number of Failed Login Attempts displayed in Red. Click on the Padlock to Unlock the Account.

Name	User Name	New	Password	Confirm Password
Chang, Cho		Failed Login Attempts	Fairward	
Doe, Jane	JaneDoe	Display in Red	Pressword	
Hamilton, Alex	Click on the	Në	e Parrectif	Confirm Passwith
	Padlock to Unlock			

## If needed, you can Reset the Password. To do so Enter New Password > Confirm Password than Click Off to Another Account to Save. Green Checkmark ✓ Confirms Password is Saved

Name	User Name	New Password	Confirm Password		
Chang, Cho					Groop Chackmark
Doe, Jane	JaneDoe			~	Confirms
Hamilton, Alex	User Name	New Password	Cordons Password		Password is Saved

## **\*\*Please Note the Following\*\***

\*Length of Password is Determined by Your School's Security Settings

- \*Usernames and Passwords <u>CANNOT</u> be Reused in FACTS
- \*Passwords are Not Visable for Any User in FACTS

\*Passwords will Display in Red for the following Reasons:

- >Passwords Do Not Match
- >Password Used Previously in FACTS

Name	User Name	New Password	Confirm Password		
Chang, Cho					
Doe, Jane	JaneDoe	•••••		Ked Means Passwords Do Not Match or Password Used Proviously	
Hamilton, Alex					