



Accessing Parent and Student Account Login Information

Notes:

With the development of “personal accounts” in ATLAS, Parent/Guardian login information will become their own personal e-mail address. As parents create their “personal account” they will have the ability to reset their own passwords. If the parent is also the “Primary Guardian” they will have the ability to control access to their child’s information and to update On-Line Emergency cards.

If a student or teacher has reset a student’s password using the Student Password Management Tool, their Student login info will NOT appear on the portal access profile page in ATLAS or any ATLAS reports. You will know that a password has been reset from the default because the space where the password would normally appear is replaced by the comment: “Reset by SSPM.”

The student login reports mentioned at the end of this tutorial are becoming obsolete as more students reset their passwords; as a result, these reports may soon be removed from ATLAS.

Accounts created for Students (both the single generic parent account and the student’s login account) will be referred to as “Managed Portal” accounts. Managed Portal accounts can be viewed from the student profile in ATLAS by clicking the “Portal Access” navigation tab:

Portal Accounts

Portal	Username	Password	Past 6 Weeks	Last Seen
Parent Portal	jare	*****	No Recent Activity	12/5/2018
Student Portal	jc	Reset on 8/26/2019	No Recent Activity	Never Logged In

These accounts are automatically created and managed by Atlas.

Personal Accounts

The following contacts have created a personal account.

Name	Relationship	Email	Past 6 Weeks	Last Seen
Alma G	Mother	al*****@gmail.com	No Recent Activity	Never Logged In

Other Contacts

The following contacts have an email address, but have not created a personal account.

Name	Relationship	Email
Maria G	Aunt	mar*****1@gmail.com



The following bullet points describe the screenshot above:

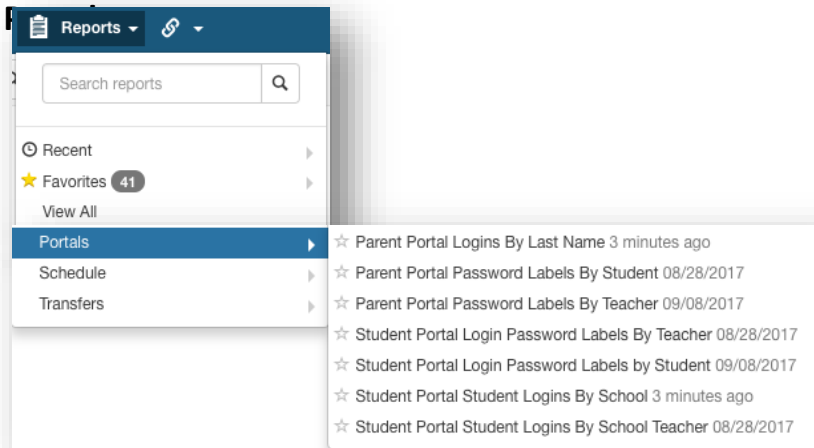
- Portal Accounts
 - These are the 2 accounts created for every student upon ATLAS enrollment
 - One is a “generic” Parent Portal Account with limited “read only” access.
 - The generic parent portal managed account is not tied to a specific “Contact” or guardian; the password associated with it does not generally change.
 - The Username + Password for the Generic Parent Portal Account is visible to Staff and Teachers with access to the “portal access” tab in ATLAS.
 - The username and Password for the generic parent account is generally required for the creation of personal parent accounts, and to link multiple children to a single personal account.
 - The other account in the “Portal account” section is the student portal account, it is the SSO (Single Sign On) account for all student resources district wide including but not limited to:
 - WIFI
 - Domain Access
 - E-Mail
 - Assessments
 - Tutorials
 - On-Line Curriculum
 - The student portal account passwords are only visible in reports/ATLAS portal access screen when the account is initially created and until the first SSPM password reset.
 - The students grade level affects who can reset passwords: Students in Grades 5-12 – Passwords can be reset by the student OR teacher (If reset by the student, they will see new PW on screen and will be prompted to SAVE it in a safe place).
[Student Tutorial](#) (younger student’s passwords can only be reset by the assigned teacher.) [Teacher Tutorial](#)
- Personal Accounts
 - These accounts are created by parents/guardians using their personal e-mail address as the login ID.
 - The Parents will need to register for their personal accounts on-line, and verify their cellular phone, and personal E-Mail address.
 - “Primary Guardians” with verified “Personal Accounts” have the ability to update their information in ATLAS including creating and editing their emergency cards.
- Other Contacts
 - These are contacts associated with the student that have had an E-Mail address entered, but have not verified their information, this e-mail address is tied to



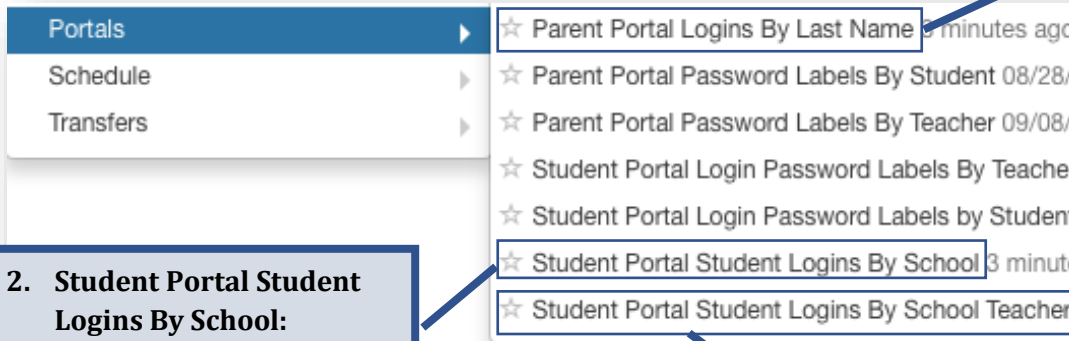
that specific contact, until it is removed, or the person verifies it (under that student)

- The term “reset” does not mean to revert back to the previous password, the helpdesk has been instructed to NOT “assign” specific passwords to students.
- It is not considered a best practice to print out a list of passwords, and while this functionality exists in ATLAS currently, great care should be taken with these lists.
- For assistance in troubleshooting parent or student logins please use <http://go/support>

Step 1: Student and Parent Portal Login reports are available from the ATLAS Reports Menu >



Step 2: Click on the desired link to access parent or student logins in a report or by labels.



1. Parent Portal Logins by Last Name: Account details for a specific student.

2. Student Portal Student Logins By School: Account details for ALL students at school site.

3. Student Portal Student Logins By School Teacher: Account Details for all students for a particular teacher.