

Create iStudent Accounts

Security System > iStudent Configuration > Create iStudent Accounts

User Name Criteria:

Select the naming convention you want to use to create the iStudent User IDs.

CREATE ISTUDENT ACCOUNTS

User Name Criteria

Please select one

- First name plus Last name (*johnsmith*)
- First name initial and Middle name initial plus Last name (*jasmith*)
- First name initial plus Last name (*jsmith*)
- First Name First 2 Characters plus Last name (*josmith*)
- Student ID plus Last name (*4156smith*)

Use email address as User ID if available

Use as email@ Enter Domain address

Update Email Addresses only

Append/Replace Criteria:

Append/Replace Criteria

Please select one

- Append (*Only add new accounts and/or emails if not on file already*)
- Update (*Adds new and updates existing accounts and/or emails, but passwords are replaced*)

- **Append** – Select Append to create accounts. Check the student list after Submit and if it does not include all the students, run again with Update selected. (At this time this may just create accounts for new students.)
- **Update** – When creating new iStudent accounts, if Append did not create all the account, run a second time with Update selected. The resulting student list should include the rest of the students. (At this time this may be create accounts for existing students.)

NOTE: When you run a second time, you will need to check off the Force Password checkbox since it is not saved after Submit

Select Default Password

If you want to set a default password for all users and force them to change it at initial login, select Other, enter the default password in the text box, and check off Force Password Change.

IMPORTANT NOTE: If using this option to reset default passwords for existing accounts – The existing accounts must match one of the User Name Criteria listed in the tool. If not, contact iPass Support to reset passwords.



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Note: At this time the tool is not creating passwords with an uppercase letter. We can run a script to fix this if you require an uppercase letter in the password. Contact iPass Support if you need assistance with this.

Default Password

Please select one

- Password1
- School name where the student is enrolled
- Student ID
- Date of Birth (*mmdyyy*)
- Social Security Number (*123549876*)
- Last Name and Student ID
- Student ID and initial of first name (*4156t*)
- Prefix followed by Student ID (*prefix4156*)
- Other

Force Password Change (*User must change password after next login*)

Folder Access:

Do NOT select anything here unless you do NOT want students to have access to the iStudent option.

Folder Access

Please select the folders the student(s) will NOT have access to. Access is granted when unchecked.

- iStudent Bio
- iStudent Recommendations
- My Documents

Profile Selections:

Highlight both iStudent and My Data options.

Profile Selections

Profiles:

Selection Information:

Select the students you want to create/update accounts for.

- Select School(s) – Use Ctrl-key to multi-select
- Select Grade Level(s) – Use Ctrl-key to multi-select
- Add additional Students if needed – type in name and select specific student



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Selection Information

For Students in Schools: Administration
Out Placement

And Students in Grades: 01
02

Additional Students:
for ADDITIONAL individual student accounts

Click **Update iStudent Accounts** to create the accounts.
The screen will refresh with a list of all the accounts created.

