

Alpine School District

Password Administration for Students – New in Fall 2014

Introduction

The Alpine School District is introducing a new student user and password management system called 'Identity Manager'. The Identity Management System will synchronize STUDENT (Grades 3-12) user IDs and passwords, making it much easier to login. Students will use the same user ID and password to login to Gmail, Skyward, and Active Directory (workstation). Other systems will follow. This tutorial will show you how students will initiate this process. **Students will NOT be able to login to their Gmail account until the steps below are complete.**

1. Setup: Login to a Machine

- Instruct the student login to a MAC or a Windows workstation using the student login ID and default password. This initial password will be deactivated after an initial grace period.
 - Student User ID: Smithjoh000
 - Notice it is their Skyward login ID
 - This example is John Smith
 - Password: **ASD05062007**
 - Student's Default password is: ASDmmdyyyy
 - Example: if student's birthday is **May 6 2007**, **default password is: ASD05062007**
- After login it's **very important to complete the next two steps** to enable Gmail and other system access.

2. Setup: Change Student Password and Setup Password Recovery Questions

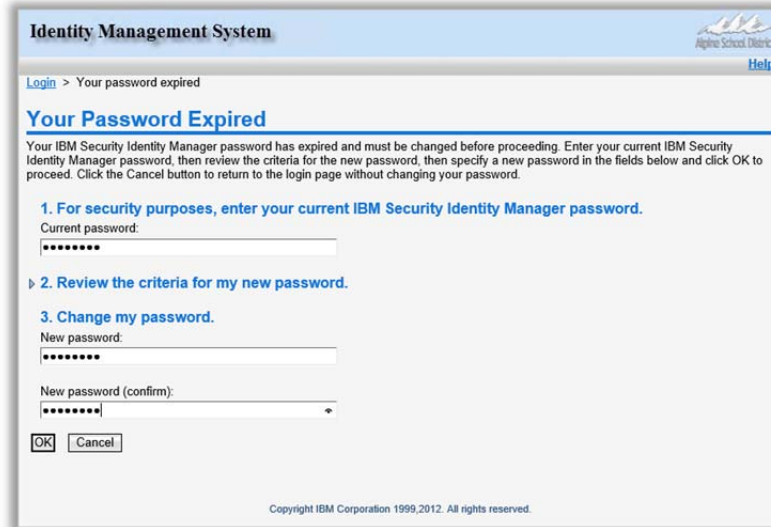
Students will be setting/changing their password within the new Identity Management System, which will then change their password in the following systems:

- Gmail, Skyward, Active Directory (machine login)
- Instruct students to open a Browser and go to: selfserve.alpinedistrict.org
 - OR..... Alpineschools.org -> Parents/Students -> Student Sign On Management
- Instruct the Student to login to Alpine's Identity Management using their default username and password.

The screenshot shows the login page for the Identity Management system. The page title is 'Alpine School District Identity Management' with 'ISIM Version 6.0' below it. There are two input fields: 'User ID' containing 'smithjoh000' and 'Password' with masked characters. A 'Log In' button is at the bottom left. A red box on the right contains the following text: 'User ID: -first 5 letters or your last name - first 3 letters of your first name - tie breaker Example: John Smith User ID: smithjoh000 (This is the same as your Skyward Login ID) Default Password is: ASDmmdyyyy (mmdyyyy-Birthday) Example: May 6 2007 ASD05062007'. Red arrows point from this box to the 'User ID' and 'Password' fields, and to the 'Log In' button. At the bottom of the page, it says 'Copyright IBM Corporation 1999,2012. All rights reserved.'

The '**Password Expired**' screen will be displayed after student successfully logs in.

- Instruct the Student to enter the following information to change their default password:
 - Current password : (eg...**ASD05062007**)
 - New password :Enter student new password (8 or more characters in length)
 - New password (confirm) :Re-enter student new password.
- Click 'OK'. The student will next be directed to set up challenge/response questions.



3. Setup: Enter Student Challenge/Response Questions

- Have the student answer EXACTLY two questions and then click 'OK'.
 - **Important:** Remind the students to **REMEMBER** the answers to their questions. If they forget their password in the future, they can answer these same questions to re-establish a new password.
 - Encourage the student to enter simple, single word responses for simplicity.
 - Note: This screen may come up by default. If not, go to "Change Forgotten Password Information" on the main menu
- After clicking 'OK', the students will get a confirmation screen showing their answers. Close the browser.

