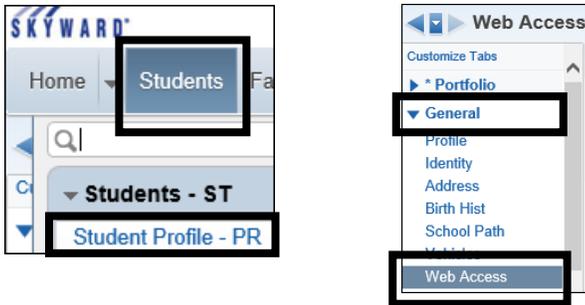


## WEB ACCESS – Resetting Password for Guardian (Parent) and Student

This area provides the capability to review and modify parent/guardian's Web Access information which includes resetting password, enabling Family Access and home email address.

Navigate to Students > Student Profile > General > and select Web Access.



The screen is split with the **student** Web Access displaying at the top and the **guardian (parent)** information on the bottom.

For parent/guardian, select the parent and the Edit button to modify the information.

**Web Access**

**Student Information**

Login: 012345 School Email: 012345@student.sfdcr-cisd.org [Edit](#)

Password: \*\*\*\*\* Home Email:

Allow Student Access AUP (Acceptable Use Policy):  Approved  Not Approved

Allow Mobile ID Card Last Modified:

Has internet access Modified By:

Has device to access eLearning

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**Guardians** [Edit](#)

Name Key	Last Name	First	Middle	Relationship	Login	Allow Family Acc	Email Account Reset Link
DOE JOE000	DOE	JOE		Father	doe.joe	Y	<a href="#">Email Account Reset Link</a>
DOE SAND000	DOE	SANDY		Mother	doe.sandy	Y	

- 1 Set a temporary password. Ex: **gorams**  
Do not use the Generate button.
  - 2 Make sure the following are checked off:  
-Forced password change at next login  
-Allow Family Access
  - 3 Enter a home email if not already assigned or adjust the email if needed.
  - 4 Select Save or Save and Email Account Reset Link which will send a message to their email on their login and password.
- \* Office personnel has access to add or update the Home Email.

**Family Access User Maintenance**

Guardian: JOE DOE

Name Key: DOE JOE000

[Login: doe.joe](#)

1 \* Password:  [Generate](#)

Force Password Change at Next Login

Family 42

Allow Family Access

Account Verified

\* Home Email: [joedoe@hotmail.com](#) 3

**Subsystem Options**

Do Not Allow Access to **Food Service Statement Information** for all students in this family

Do Not Allow Access to **Fee Management Statement Information** for all students in this family

Do Not Allow Access to **Online Registration & Pseudo Family Changes** for all students in this family

Do Not Allow Access to **Student Information** for all students in this family

Do Not Allow Access to **Busing Information** for all students in this family

[Save](#)  
[Save and Email Account Reset Link](#)  
[Cancel Password Change](#)  
[Back](#)

➔ Do not change the Login format. The formatting is used within the district to differentiate between students, parents and staff.

If password contains ●●●●●●●●, select **Set Password** button and follows steps 1 – 5.

For student, select the Edit button to modify the Student Information.

**Web Access**

**Student Information**

Login: 012345 School Email: 012345@student.sfdcr-cisd.org Edit

Password: \*\*\*\*\* Home Email: \_\_\_\_\_

Allow Student Access AUP (Acceptable Use Policy):  Approved  Not Approved

Allow Mobile ID Card Last Modified: \_\_\_\_\_

Has internet access Modified By: \_\_\_\_\_

Has device to access eLearning

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**Guardians**

Name Key ▲	Last Name	First	Middle	Relationship	Login	Allow Family Acc
DOE JOE000	DOE	JOE		Father	doe.joe	Y
DOE SAN000	DOE	SANDY		Mother	doe.sandy	Y

Edit Email Account Reset Link

Select Set Password

**Student Access User Maintenance**

Student: REMI DOE School Email: 012345@student.sfdcr-cisd.org Save

Name Key: DOE REM000 Home Email: \_\_\_\_\_ Save and Email Account Reset Link

\* Login: 012345 AUP (Acceptable Use Policy):  Approved  Not Approved

\* Password: \*\*\*\*\* Last Modified: \_\_\_\_\_ Set Password

Force Password Change at Next Login Modified By: \_\_\_\_\_

- 1 Set a temporary password. Ex: **gorams**  
Do not use the Generate button.
- 2 Make sure the following are checked off:  
-**Forced password change at next login**  
-**Allow Student Access**
- 3 Enter a Home Email if student requests to add one. A home email is not required.
- 4 Select Save.

**Student Access User Maintenance**

Student: REMI DOE School Email: 012345@student.sfdcr-cisd.org Save

Name Key: DOE REM000 Home Email: \_\_\_\_\_ Save and Email Account Reset Link

\* Login: 012345 AUP (Acceptable Use Policy):  Approved  Not Approved

1 \* Password: \*\*\*\*\* Generate Last Modified: \_\_\_\_\_ Cancel Password Change

2  Force Password Change at Next Login Back

Allow Student Access

Allow Mobile ID Card

Has Internet Access

Has Device to Access eLearning

➔ Do not change the student's login or the School Email.