



Student Voice Survey – Preparing Student Accounts



Ensure Every Student Has an Infinite Campus Portal Account
Testing Student Accounts
Resetting Passwords
Create Accounts for Students
Enable Accounts for Students

Ensure Every Student Has an Infinite Campus Portal Account

Run the **student** Portal Accounts ad hoc report to show a list of students with accounts and the last time they logged into Portal.

- If the “Last Portal Login” field is blank, the student has an account but has not used it.
- If the “Disabled” field is “YES”, the student has an account but it is disabled and cannot be used.

For more information about the **student** Portal Accounts ad hoc report, see [Student Voice Survey - Ad Hoc Reports](#).

Testing Student Accounts

Grade 3-12 students who participate in the Student Voice Survey must know their Portal username and password. Before taking the survey, it is recommended that students log into their Campus Portal account to ensure their accounts are working and they have the correct password.

- **Usernames** can be obtained by a system administrator running the **student** Portal Accounts Ad Hoc report (see Student Voice Ad Hoc Reports). Please use extreme caution in distributing this report, it contains student personally identifiable information.
- **Passwords** are encrypted in the IC database and can not be viewed or printed. However, depending on how your district created the student accounts, you may be able to predict the passwords. If the student accounts were created from *System Administration > User Security > Student Accounts > Add Users*, the username for each account will be the local student number and the password will follow the standard default password creation format. For more information about the standard default password format, please contact your local KSIS Point of Contact or follow your standard process for submitting support issues to Infinite Campus. Reports which contain information helpful to determine default usernames and passwords are the ad hoc report filter “**student** Portal Accounts” and class rosters (*Scheduling > Reports > Section Rosters*) which include Birth Date. These reports contain student personally identifiable information, please use caution when distributing.
- **LDAP Authentication** is a more recent option for your Infinite Campus accounts. If this option is being used within your school, students can use the same username and password on the Student Portal as they use to log on to the district network.

After testing student accounts, rerun the **student** Portal Accounts Ad Hoc filter report (see [Student Voice Survey – Ad Hoc Reports](#)) to identify students who were unsuccessful at logging in and may require further assistance. Look at the “Last Portal Login” column to determine which student may require additional assistance. Blank or old dates indicate the student did not successfully log in.



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Resetting Passwords

If a student has forgotten his or her password, it needs to be reset (there is no way to retrieve a password). Your district should determine a process for how students request their password be reset. Communicate this process to everyone involved in Student Voice.

Create Accounts for Students

This process will create an account for any student who does not have one in the selected calendar. Repeat this process for each calendar.

PATH: *System Administration > User Security > Student Accounts*
(Tool Rights are required to access Student Accounts.)

- Select **Add Users**.
- Click **Change Accounts** button.

The username for accounts created will be the local student number and the password will follow the standard default password creation format. For more information about the standard default password format, please contact your local KSIS Point of Contact, or follow your standard process for submitting support issues to Infinite Campus.

Enable Accounts for Students

If students have disabled accounts, determine if they are allowed to Portal privileges.

To enable all disabled student accounts

If all students with disabled accounts are allowed to have Portal privileges, you may enable all of the accounts in a selected calendar at the same time. Repeat this process for each calendar.

PATH: *System Administration > User Security > Student Accounts*
(Tool Rights are required to access)

- Select **Enable Accounts**.
- Click **Change Accounts** button.



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Student Accounts

This tool will allow you to make batch changes to all student accounts for the currently selected calendar.

- Add Users Adds user accounts with the _____ as the username and the _____ as the password for students without accounts in this calendar.
- Delete Users Deletes all student user accounts for this calendar.
- Disable Accounts Disables all student user accounts for this calendar.
- Enable Accounts** Enables all student user accounts for this calendar.
- Force Password Change Forces all student accounts for students in this calendar to change their passwords.

To enable individual accounts:

This process will enable an individual student’s account and should be used if not all student accounts should be enabled.

PATH: *System Administration > User Security > Users > (User Account)*
(Tool Rights are required to access)

To search for a User, enter the *Username* or last name of the student for the account you wish to modify into the search box (User should be chosen in the search drop down box).

Index Search <

User

12345

Advanced Search

Search Results: 1 users

SVS, SIX #2581473690 [03/17/2003]

1234567890000

Click on the User’s username to access the Account Editor screen.

Click on the username listed under the student’s name and id in the Search Results.

On the User Account Editor screen, uncheck the Disabled checkbox and click the Save button.

User: 1234567890000

Person: SVS, SIX

User Account User Groups Tool Rights Calendar Rights Access Log

User Account Editor

*Username |1234567890000 x Password
Reset Password

Expires Date | | Homepage
Campus Portal

Force Password Change All Calendars

Disabled