

# Manage User Account Passwords

Last Modified on 04/08/2024 9:52 am CDT

User account passwords can be managed using a number of tools throughout Infinite Campus. This article describes the numerous options and scenarios around account password management.

This article includes the following topics:

- [Modifying Individual User Passwords](#)
- [Suggestions for Creating a Strong Password](#)
- [Managing Passwords via LDAP Authentication](#)
- [Managing Passwords via SAML SSO Authentication](#)
- [Managing Password Preferences within the Student and Parent Portal](#)
- [Managing Your Own Password within Infinite Campus](#)
- [Forcing a Password Change for all Student Accounts](#)
- [Password-Related System Preferences](#)
- [Enabling Password Reset Functionality](#)
- [Existing Users Logging into Campus After Password Reset is Enabled](#)
- [Recovering Passwords via the Forgot Your Password Link](#)
- [Recovering Usernames via the Forgot Your Username Link](#)
- [User Incorrectly Attempts to Log Into Campus Multiple Times](#)
- [Enabling Login Alert Notification Emails](#)
- [Identifying a Person's Campus Portal Username](#)

## Modifying Individual User Passwords

Individual user account passwords can be manually modified by an Administrator within each person's [user account](#).

Only System Administrators should have access to user accounts.

User Account ☆ User Management > User Account Administration > User Account

User Account Detail testing

User Account Information

**User Credentials**

Homepage: Campus Parent Portal | Authentication Type: Local Campus Authenti...

Username \*: testing

Force Password Change

Account Expiration Date: month/day/year

**Reset Password** ×

Password \*:  | Verify Password \*:

Password Strength: 100%

To change your password, select the **Reset Password** button, enter a **New Password** and **Verify the Password**. The box beneath the first password field indicates the new password's strength with red meaning weak, yellow meaning medium, and green meaning strong. Users will not be allowed to save weak or medium passwords.

Staff members who have proper calendar rights and one of the following:

- Assigned the 'Reset Portal Password' sub-right

Tool Rights ☆		natetest Test, Fake			
▶ Attendance Office	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Behavior Office	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ Census	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ People	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Add Person	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Demographics	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Modify Local Staff Number	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Modify Local Student Number	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Ed-Fi ID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
GUID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Student State ID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
View Staff Birth Date & Age	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Staff State ID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Reset Portal Password	<input checked="" type="checkbox"/> All				
Enrollments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

- Assigned the Student Information System (SIS) product security role


User Account ☆		User Management > User Account Administration > User Account	
Product Security Roles			
<input type="checkbox"/> DATA CHANGE TRACKER	This security role grants access to Data Change Tracker settings and reports.		
<input checked="" type="checkbox"/> STUDENT INFORMATION SYSTEM	This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.		
<input type="checkbox"/> STUDENT INFORMATION SYSTEM - GROUP ASSIGNMENT	This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.		
<input type="checkbox"/> STUDENT INFORMATION SYSTEM - LOGIN AS USER	This role indicates whether or not the user may log in as another user from the User Account tab.		

- Assigned proper User Account tool rights

User Tool Rights Editor		natetest			
▶ Settings	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Reports	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Reporting	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Scheduling & Courses	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ School & District Settings	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ School Store	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ System Settings	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Tool menu	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ User Management	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▼ User Account Administration	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
User Account	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Reports	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

have the ability to reset a parent or student's account password by selecting a Reset Password hyperlink found to the right of the Portal Username in the Person Identifiers section of the Demographics tab (see image below).

### Person Identifiers

Local Student Number	<input type="text"/>
Student State ID	<input type="text"/>
Local Staff Number	<input type="text"/>
Staff State ID	<input type="text"/>
Person GUID	<input type="text"/>
Portal Username	1582 (Reset Password) 

## Suggestions for Creating a Strong Password

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#\$\$%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%^&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

- **Content** - Use a short two or three word sentence as your password.
- **Length** - Make your passwords long (8-10 characters minimum is usually sufficient).
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.

## Managing Passwords via LDAP Authentication

Tool Search: LDAP Authentication

User account passwords can also be linked to a district's Active Directory using the [LDAP Authentication](#) tool. Schools and districts using LDAP Authentication need to manage and update all user account passwords within their Active Directory.

Districts can enable Password Reset and E-signature if they have LDAP to begin using the

**Online Meal Benefits Application.** LDAP environments will not be affected by enabling [Password Reset](#) functionality.

A change to a Campus password is ignored if the account is linked to an LDAP server. The only way to change the login password for an LDAP managed account is to change it on the LDAP server.

LDAP Configuration ☆
User Management > Settings > LDAP Configuration

+ New
Save
Delete

LDAP Server Configuration		
Connection Status	Name	Server URL
Error	Test LDAP	
Disabled	mgtest	

**Configuration Detail**

\*LDAP Name:

Enable this LDAP Configuration.

---

LDAP Server Pool:

*Server 1 Host: <input type="text"/>	*Port: <input type="text" value="636"/>
Server 2 Host: <input type="text"/>	Port: <input type="text"/>
Server 3 Host: <input type="text"/>	Port: <input type="text"/>
Server 4 Host: <input type="text"/>	Port: <input type="text"/>

Use SSL (Strongly Recommended.)

# Managing Passwords via SAML SSO Authentication

Tool Search: [SAML SSO Service Provider Configuration](#)

User accounts can be authenticated via a SAML SSO IDP (such as Active Directory Federated Services (ADFS)). SAML SSO functionality is enabled and configured in the [SSO Service Provider Configuration](#) tool and Campus accounts are tied to SAML SSO authentication via the [User Account Type Wizard](#).

All account passwords and credentials are managed outside of the Infinite Campus product by a district's Network Administrator and the IDP.

SAML - SSO Service Provider Configuration ☆ User Management > Settings > SAML - SSO Service Provider Configuration

Save Delete New

Service Provider Configurations	
Enabled	Name for Login Button
<input checked="" type="checkbox"/>	Single Sign-On (SSO)

---

**Service Provider Configuration**

Enable SAML Single Sign On

**\*Name for Login Button**

Service Provider Metadata

Single Sign-on URL

Single Sign-out URL

**\*Campus (Service Provider) Entity ID (It must be a unique value for the IDP)**

Optional Attribute Name (default is nameID. **Required** for Azure)

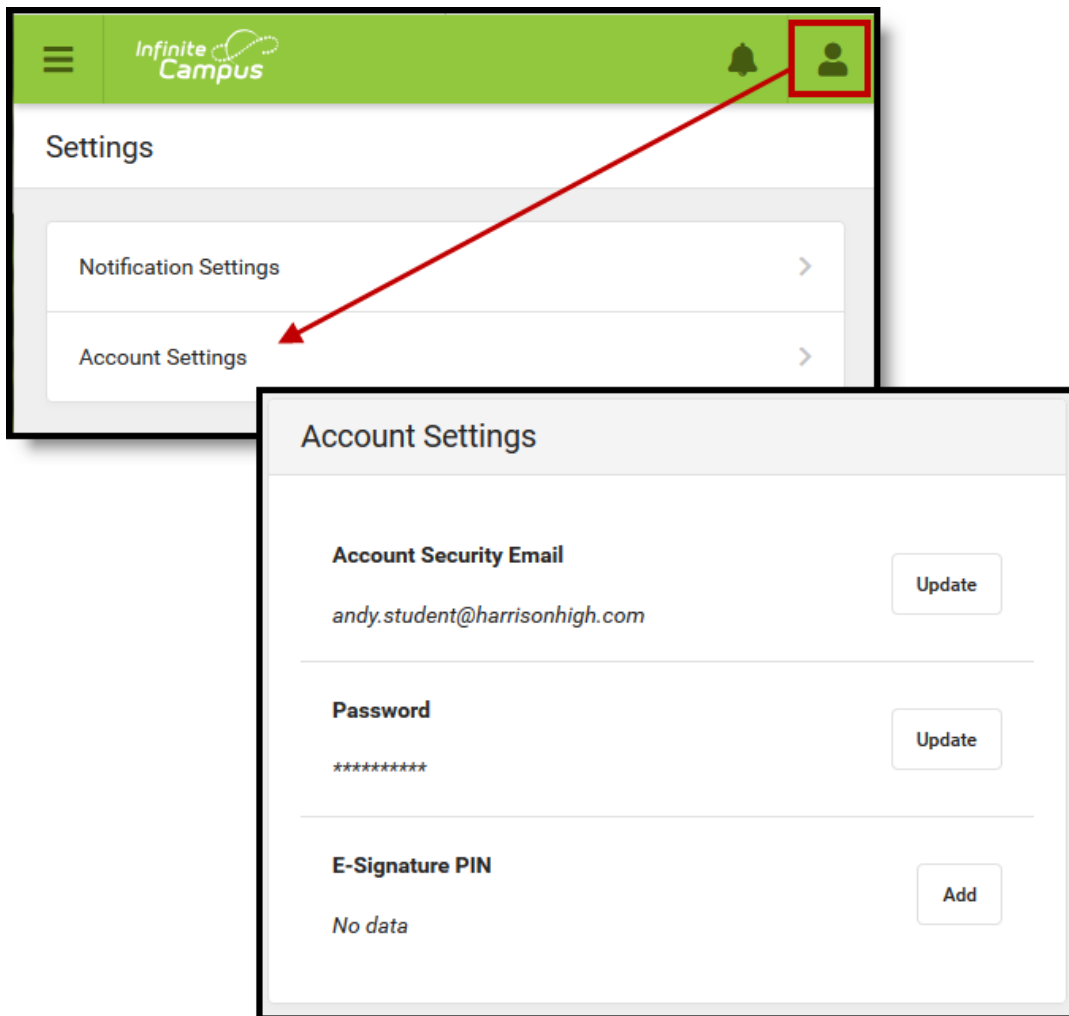
**\*Select an option to retrieve Identity Provider (IDP) server data**

Metadata URL  Metadata XML file

# Managing Password Preferences within the Student and Parent Portal

Account settings allow users to update their security email on record or to change their Password and E-Signature PIN. From the User Menu, select Settings, then Account Settings.

- The Account Security Email is the email used if a user forgets their username or password.
- Passwords can only be modified if the district has enabled Password Reset. Strong passwords are enforced, meaning that passwords should have a mix of letters, number, and characters to make them more secure.
- E-Signature PINs are used to electronically verify and sign Meal Benefit Applications. This field is only available if enabled by the district.



For more information, see the [Campus Student Portal](#) and [Campus Parent Portal](#) articles.

## Managing Your Own Password within Infinite Campus

Non-Portal users can manage their account security preferences via [Password and Security Settings](#). This tool functions differently depending on whether or not your district has enabled Password Reset functionality.

Password and Security Settings ☆ My Account > Settings > Password and Security Settings

**Change Account Settings**

Account Security Email: Add

Add an account security email.

Unconfirmed Account Security Email: Resend Verification Email

[redacted]@infinitecampus.com

Password: Edit

\*\*\*\*\*

Time-based Two-factor Authentication Options

Time-based two-factor authentication is disabled.

# Forcing a Password Change for all Student Accounts

Tool Search: [User Account Batch Wizard](#)

You can force a password change for all students in a school or for a specific set of students using the [User Account Batch Wizard](#).

**User Account Batch Wizard**

This tool will allow for batch creation, enabling, disabling, and flagging for password change of user accounts via school filter or search and select.

1. Account Type Students ▼

2. Change Type Force Password Change ▼

3. Additional Account Information

Force password change for all student accounts in the selected school(s)

- AREnEnded
- AREnNoShow
- AREnPrimary
- AREnSecondary
- BOE
- Booth Hill Elementary School
- CSReportEnded
- CSReportNoShow
- CSReportPrimary
- CSReportSecondary
- DAEWStudentPrimary
- Daniels Farm Elementary School
- Frenchtown Elementary School
- GrRepEnded
- GrRepNoShow
- GrRepPrimary

\*Ctrl-click or Shift-click to select multiple

Force password change for all selected students

Preview Changes
Save Changes

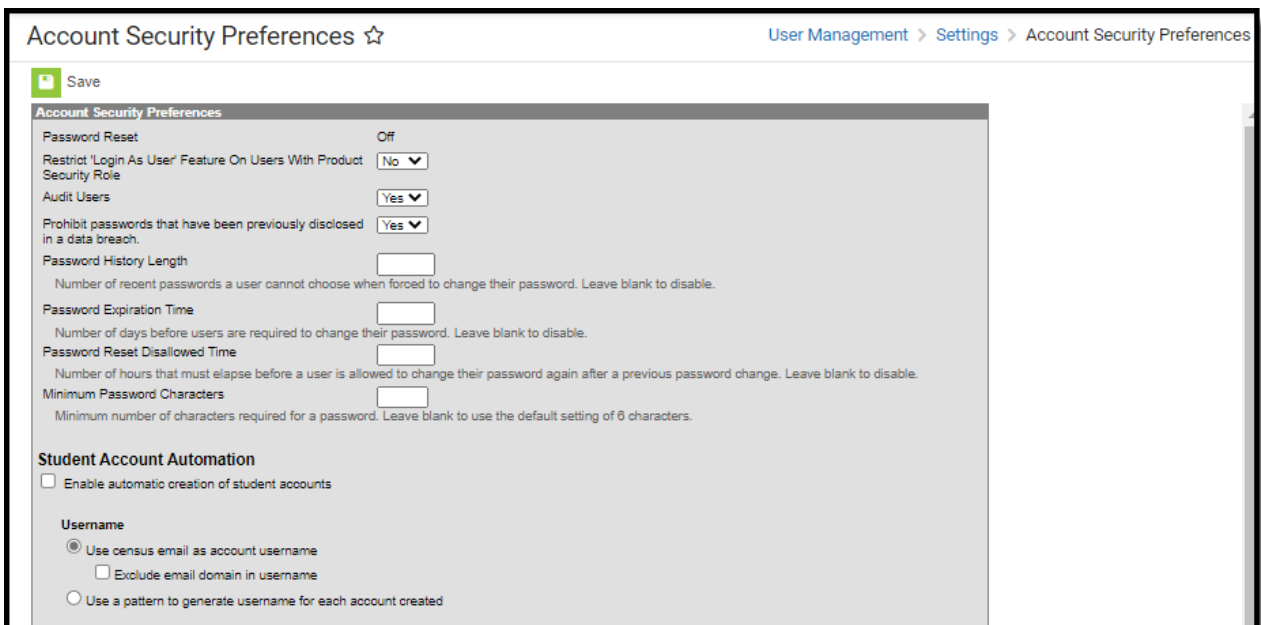


# Password-Related System Preferences

Tool Search: Account Security Preferences

The Password Reset preference indicates whether or not you have Password Reset functionality enabled. A value of Yes means Password Reset functionality is enabled. This preference cannot be changed once set. This value is established in the [Password Reset Configuration](#) tool.

The other preferences within the [Account Security Preferences](#) tool are important and should be set up according to your needs but do not directly related to passwords within Campus.



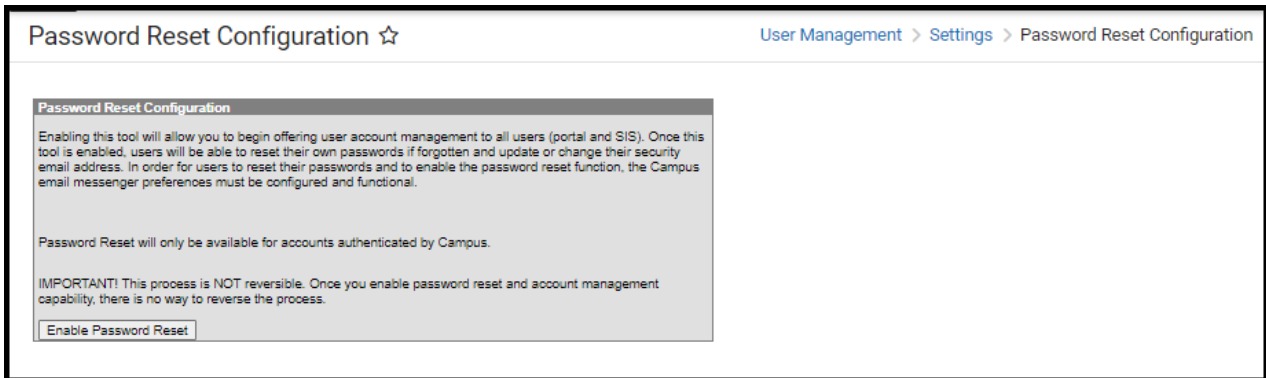
# Enabling Password Reset Functionality

Tool Search: Password Reset Configuration

Password Reset functionality is enabled in the [Password Reset Configuration](#) tool. This functionality allows Campus application and Portal users the ability to reset their account password without the need for Administrator intervention.

**Before enabling Password Reset functionality, consider the following:**

- Once enabled it cannot be disabled or reversed.
- Password Reset functionality is only available for accounts authenticated by Campus (not LDAP).
- [E-Mail Messenger](#) must be enabled prior to enabling Password Reset functionality.
- Ensure parents are given their own Portal accounts for viewing and managing Portal information. Because each individual Portal account will need to have new security information established once Password Reset functionality is enabled, providing parents with their own account prevents them from having to set up each student Portal account they may log into.



To enable Password Reset functionality, click the **Enable Password Reset** button. Users will encounter a pop-up message, requiring them to confirm this action. Select OK to enable password reset functionality.

Once the Enable Password Reset button is selected and the action is confirmed, the following will occur:

- All passwords will appear hidden throughout Infinite Campus.
- All passwords will be required to be strong passwords. This means all users who do not have a strong password will be required to change their password to a strong password the next time they change their password or use the password reset function.
- Password reset functionality also automatically makes the Password Reset [System Preference/Account Security](#).

For creating text to display for users on the login page, see the [Login Page Preferences](#) article.

## Existing Users Logging into Campus After Password Reset is Enabled

All users logging into Campus for the first time after Password Reset functionality is enabled are required to enter an **Account Security Email** address (Image 9). This ensures the password/user

name recovery process as well as the account notification process have a valid email address to use.

**Account Settings**

**Set Account Security Email**  
Please enter the email address that can be used so that Infinite Campus can notify you of any applicable user security changes to your user account. An email will be sent to both the old (if applicable) and new address to verify the change.

Account Security Email

**Save Changes**  
Please enter your current password to authorize this change.

\*Current Password

## Recovering Passwords via the Forgot Your Password Link

If a user is part of a school or district which has Password Reset functionality enabled, they may recover their password using the **Forgot Password?** link.

If the school or district does not have Password Reset functionality enabled, a message will appear informing users of the steps they must take to recover their password (often this means calling the school or district to correct the issue).

**Infinite Campus**

**Student Information System**

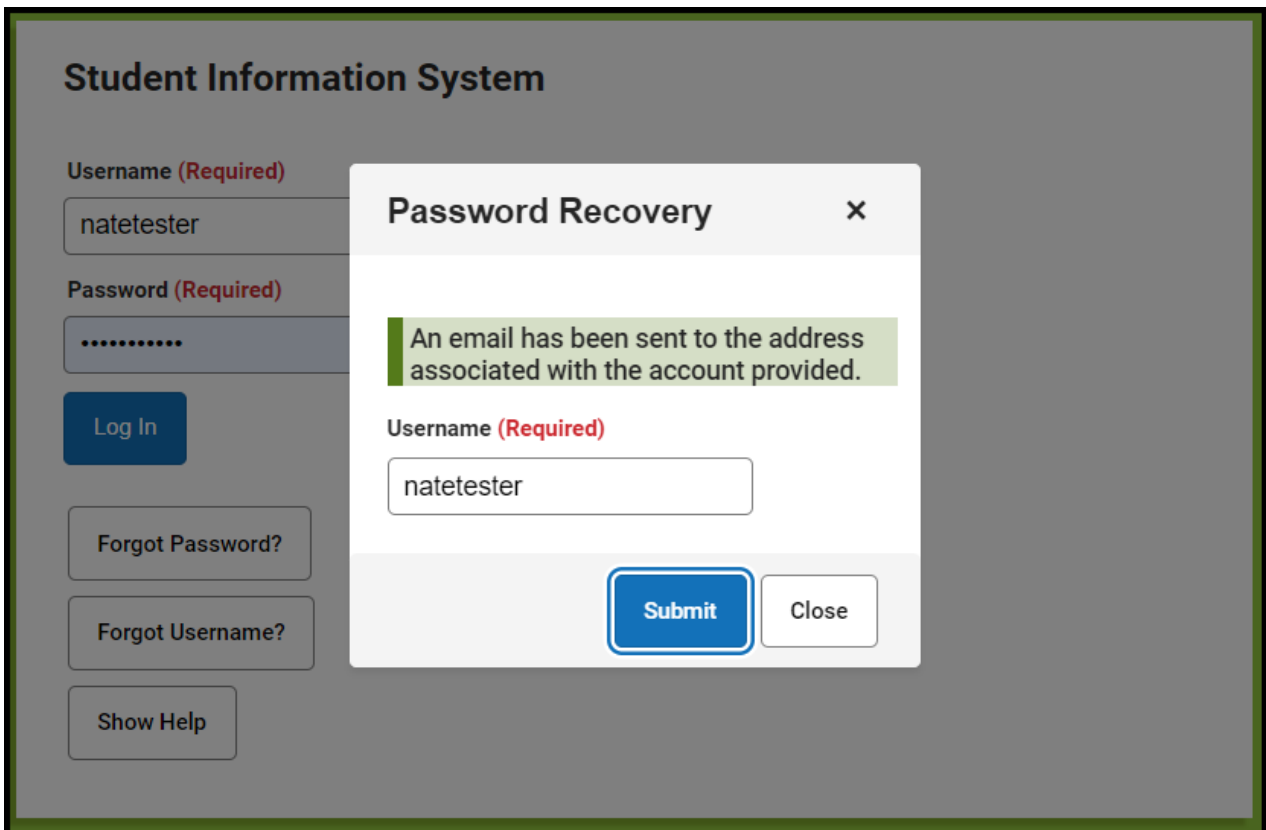
Username (Required)

Password (Required)

Version: Campus-31.4.8 | intCAFS  
© 2003-2024 Infinite Campus, Inc.  
[www.infinitecampus.com](http://www.infinitecampus.com)

Once the **Forgot Your Password?** link is selected, enter your Campus username in the field below and click **Continue**. A message will appear, informing you to check your email (sent to your recovery email address).

It is critical that the Recovery Email address established in the Account Settings tool is valid. Users with an invalid email address will be unable to finish the password recovery process. The recovery email address is established during the [initial setting of preferences](#) as well as managed on the [Account Settings](#) tool (for Campus users) or [Campus Parent Portal](#).

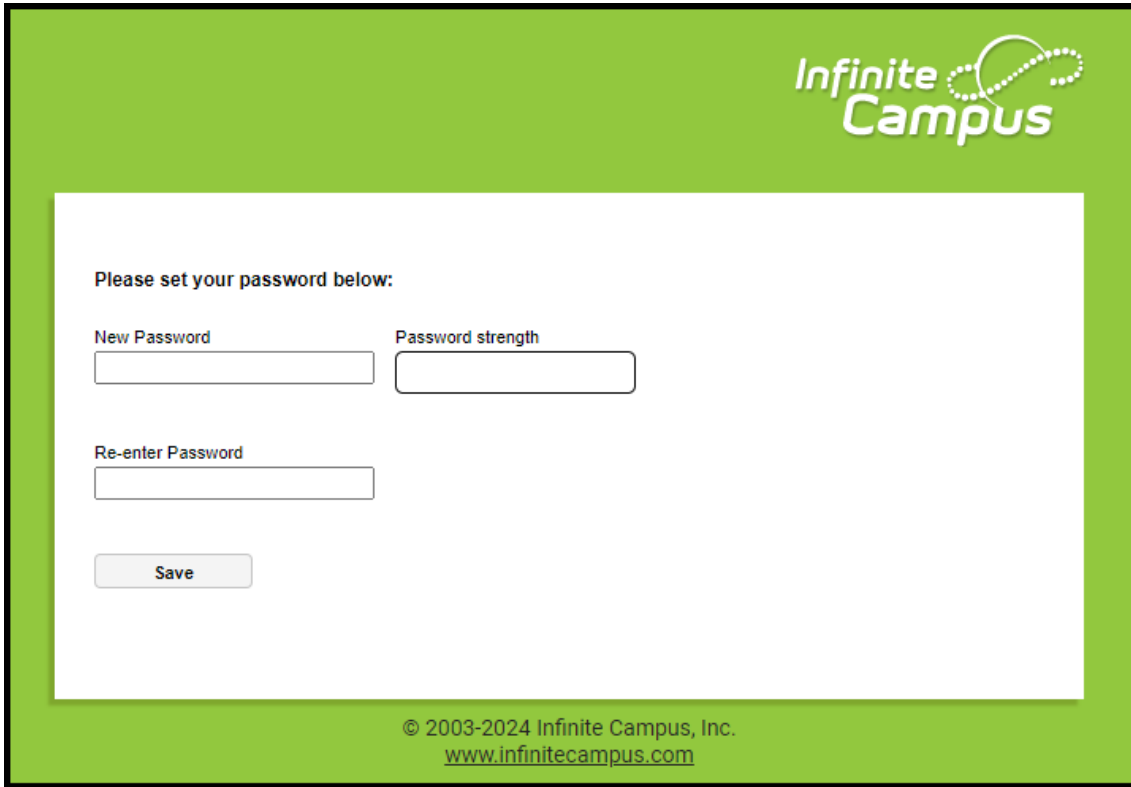


Open the email and select the unique URL provided. This will direct you to an editor where you can enter and save a new Campus account password.

This message is in response to a request made in Infinite Campus for an account password. If you did not make this request, please contact your System Administrator at (999)555-9932 or via email at support@district.com. You can begin the reset process by either clicking the URL below or by copying and pasting the URL into your browser. This link can be used one time only and will expire 24 hours from when this email was sent. [\[redacted\].com/campus/unique-link/79973BHP5CFWWPUV?appName=intAZ](#)

Please do not reply to this email, as we are unable to respond from this email address. To login to the portal go to [infinitecampus.org/campus/portal/chandler.jsp](#)

Enter a **New Password** (ensuring the password is [considered strong](#)), **Re-enter the Password**, and click the **Save** button.



The screenshot shows a web form for setting a new password. At the top right is the Infinite Campus logo. The main heading is "Please set your password below:". Below this are three input fields: "New Password", "Password strength", and "Re-enter Password". A "Save" button is located at the bottom left of the form area. At the bottom center of the green background, there is a copyright notice: "© 2003-2024 Infinite Campus, Inc. www.infinitecampus.com".

Once a new password has been entered and saved, you will receive an email informing you of this change. This email is a safety precaution to ensure you are made aware your password has been changed in case it was changed without your knowledge or consent.

This message is in response to a change made in Infinite Campus for an account password. If you did not make this request, please contact your System Administrator at (999)555-9932 or via email at [support@district.com](mailto:support@district.com) for assistance.

Please do not reply to this email, as we are unable to respond from this email address. To login to the portal go to [infinitecampus.org/campus/portal/chandler.jsp](https://infinitecampus.org/campus/portal/chandler.jsp)

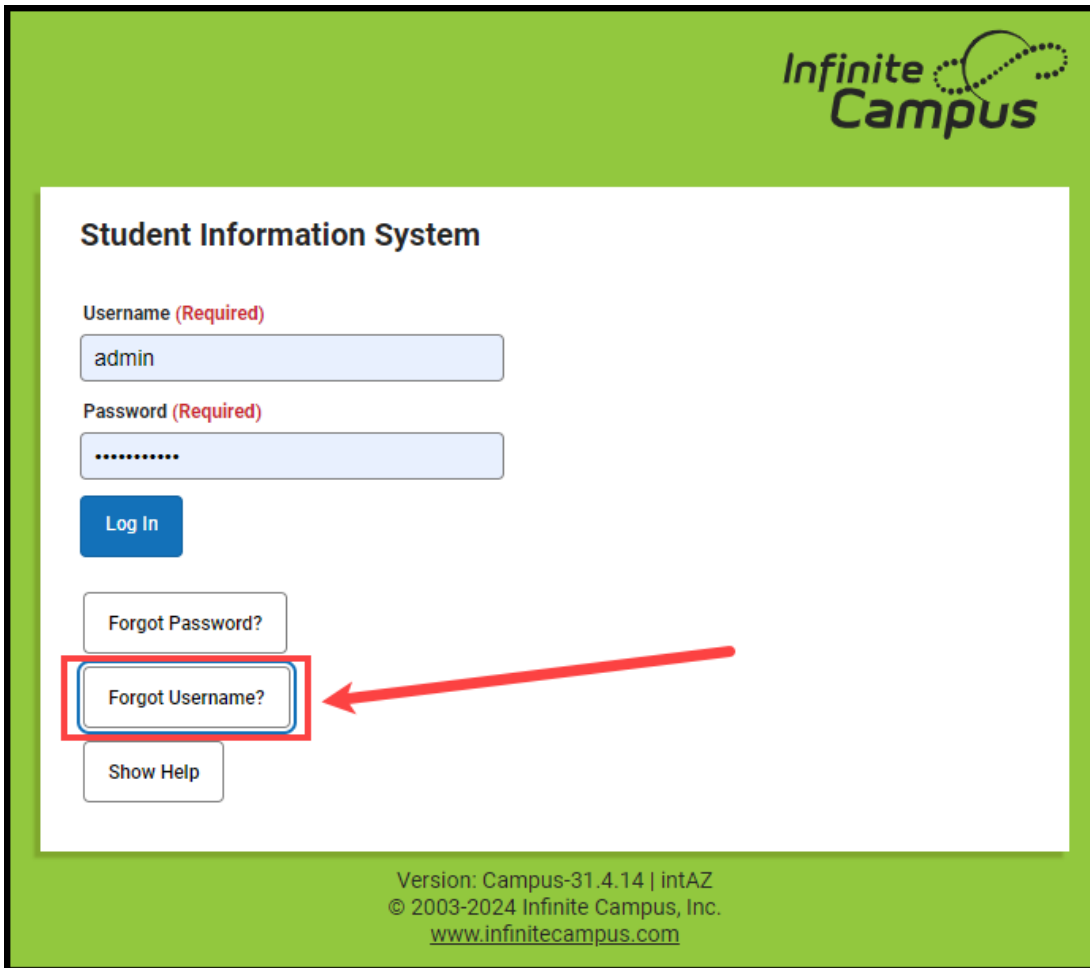
## Recovering Usernames via the Forgot Your Username Link

If a user is part of a school or district that has Password Reset functionality enabled, they may recover their username using the **Forgot Username?** button.

Staff members with proper tool rights to the Demographics tab can also look up a user's Campus Portal username on their [Demographics](#) record.

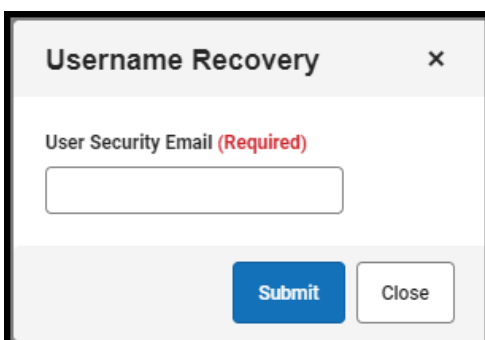
Users can request their forgotten username up to five times per day. On the sixth try, the user

will be locked out of their account and will need to wait until the next day to try again.

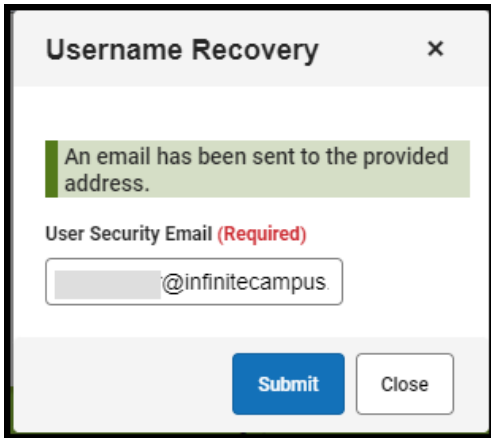


Once the **Forgot Username?** link is selected, enter your **User Security Email** address, and click the **Submit** button.

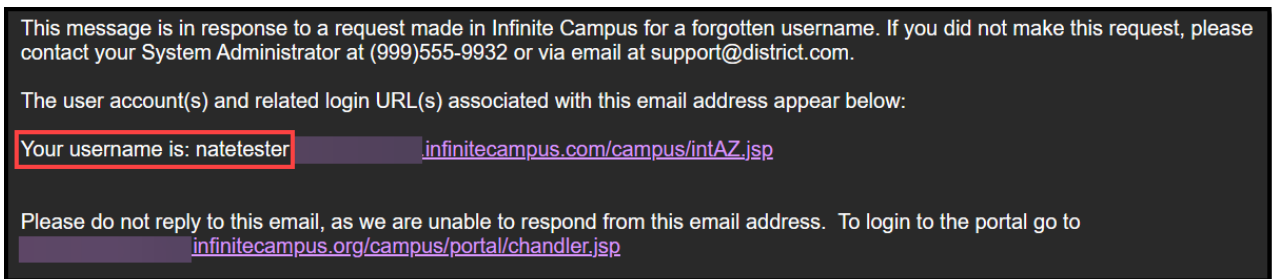
The recovery email address is established during the initial setting of preferences and is managed on the Account Settings tool (for Campus users) or Campus Parent Portal.



A message will appear, informing you to check your email.



You will receive an email informing you of your current Infinite Campus username.



## User Incorrectly Attempts to Log Into Campus Multiple Times

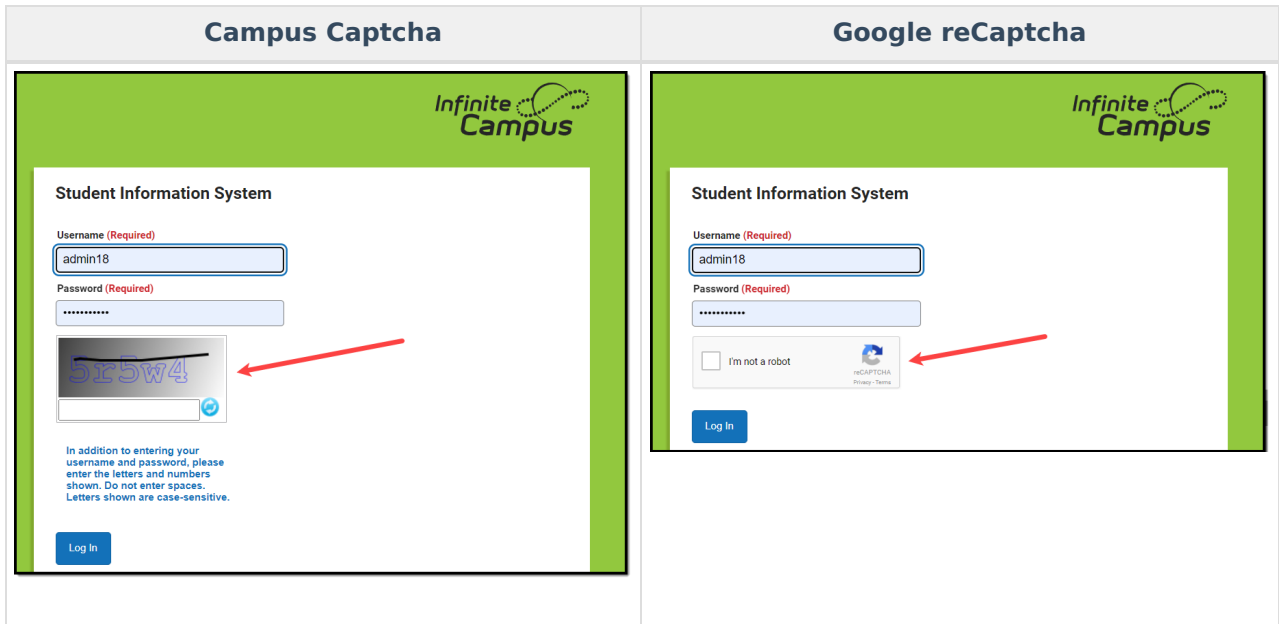
Users who incorrectly log into their account multiple times will be required to enter a CAPTCHA each time they attempt to log in. This feature prevents users from being locked out of their account after several failed login attempts and protects accounts from malicious bots and scripts.

The type of captcha displayed is dictated based on the settings established in the [Login Security Settings](#) tool.

CAPTCHA functionality enforces case sensitivity for all letters other than C, O, P, S, U, V, W, X, and Z.

**The audio challenge option for Google reCaptcha does NOT work properly within the Microsoft Edge web browser.**

Below is an example of each available captcha:



## Enabling Login Alert Notification Emails

In an effort to increase security and Campus account awareness, the [Login Security Settings](#) tool allows users to enable login notification and verification code emails to alert users when someone logs into Campus using their account from an unknown device.

For more information about this functionality, please see the following:

- [Enable Login Alert Notifications](#)
- [Enable Login Alert Notifications with a Verification Code](#)

The image below is an example of a user setting up their Account Security Email and determining if Campus should remember the device for future logins.

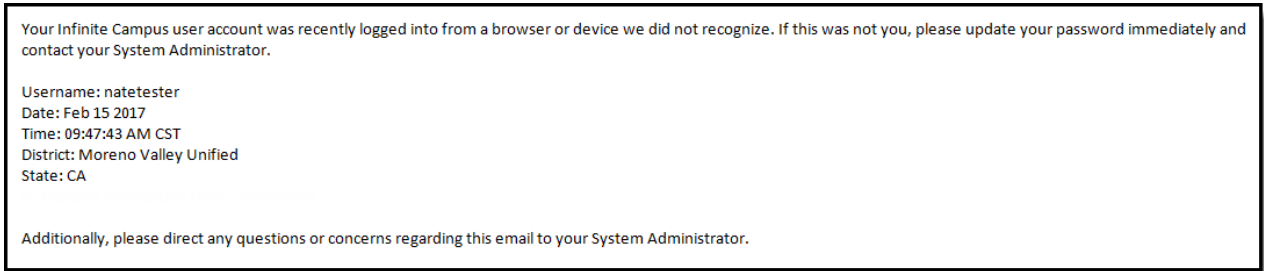
**In order for a device to be recognized for future logins, your browser MUST be set to allow cookies.**

Having your browser set to delete cookies automatically will cause the device to be unrecognized and force you to go through this process each time you log into Campus.





Below is an example of an email users will receive if someone logs into their account from an unknown device.



## Identifying a Person's Campus Portal Username

You can look up a person's Campus Portal username by going to [Census > Demographics > Person Identifiers > Portal Username](#). This may help troubleshoot issues such as assisting someone who forgot their username.

