

# Login Page Preferences [.2211 - .2239]

Last Modified on 10/20/2022 10:35 am CDT

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Forgot Password & Forgot Username | Help (All Login Pages) | New User (Campus Parent and Portal) | Providing Activation Keys

**PATH:** System Administration > User Security > User Preference Management > Login Page Preferences

Search Term: Login Page Preferences

The Login Page Preferences tool allows users to determine the text and options that display on login pages, including information specific to Campus Parent and the Portal.

Users must have a Student Information System (SIS) Product Security role to access this tool.

Index Search <	
Search Campus Tools	Login Page Preferences
User Groups	Indicate content to display on login pages.
Batch and Import Wizards	
LDAP Management	Note: Forgot Password and Forgot Username links are displayed when Password Reset is enabled.
SAML Management	
▼ User Preference Management	
Support Contact Information	Help (All Login Pages)
Login Page Preferences	
Login Security Settings	Show link to the <b>Help</b> page
Account Security Preferences	Taxt that displays on the Help page, edit as desired *
User Account Batch Wizard	rext that displays on the rich page, cut as desired
E-Signature	Paragraph ▼ B I U ≣ ≣ ≣ ∐ ⊡ ⊡ ⇔ 🖬
► Reports	
► FRAM	Having trouble logging in to Campus? Please contact the district using the support using the email or phone number below.
▶ Messenger	
▶ Point of Sale	
▶ Staff Evaluations	System Support Phone Number: (123)555-4567 Edit
▶ Surveys	Show phone number on the <b>Help</b> page

These preferences display on login pages for staff, parents, and students.

### **Forgot Password & Forgot Username**

If a district has enabled Password Reset, options for **Forgot Password** and **Forgot Username** display below the login button.

See the Managing User Account Passwords page for more information about the Password Reset workflow and related processes.



# Help (All Login Pages)

Mark the **Show link to the Help page** checkbox to display options. This content displays on all login pages - staff, parents, and students.

Unchecking the **System Support Phone Number** or **System Support Email Address** checkboxes will remove this information from both the Help page on the Infinite Campus login screen and in Password Reset emails.

ext that displays on the Paragraph ▼	Help page, edit a	as desired *			
Paragraph 🔻	BIU				
			Е ह №	⇔ ₽	Щ
Having trouble logg	ing in to Camp	us? Please contac	t the district using	the support us	ing the email or phone number below.
rstem Support Phone N Show phone numb	l <b>umber:</b> (123)55 per on the <b>Help</b>	55-4567 Edit page			
stem Support Email Ad	Idress: support	@district.com Edit	t		
Show email address on the Help page					
Show link to Infinit	e Campus We	osite on the <b>Help</b> p	age (Only on Cam	pus Parent and C	Campus Student)

Content on the Help page displays for all users.

Users access Help content from the link on the login page. Enter text as desired, based on district policy.

The **System Support Phone Number** and **Email Address** populate from the Support Contact Information tool.

The link to the Infinite Campus Website provides basic troubleshooting guidance to Campus Student and Campus Parent users.

Campus Stud	ent		
Plainview Schools Student Username			
Password	Need Help? Having trouble logging in to Campus? Please contact the district using the email or phone number below.		
Log In Forgot Password? Forgot Username? Help Log In to Campus Parent	District Support Contact Information (123)555-4567 support@district.com Visit the Infinite Campus website for more information.		
	Back to Login		

Help content displays in a link on the login page.

Infinite

## New User (Campus Parent and Portal)

Mark the **Show link to the New User page** checkbox to allow Campus Parent and Portal to access a New User area. This screen can contain instructions for new users, or can allow users to create their own user accounts if the **Use Activation Key** option is also marked.

To use this option, districts should send activation keys to parents and enable the option to use an **Activation Key** to create new accounts. Parents can then enter the key given and create their own account by entering a username and password. See the Providing Activation Keys section following for more information.

If not using this option, use the text field to provide instructions to parent users explaining how to contact your district to receive an account, based on your district's policies and practices.

New User (Only on Campus	lew User (Only on Campus Parent and Portal)				
☑ Show link to the <b>New</b>	Show link to the <b>New User</b> page				
Text that displays on the	e New User page, ed	it as desired *			
Format <b>v</b>	в <u>і</u> Ц			⇔ м	<b>#</b>
Activate your Camp	Activate your Campus Parent account by entering the activation key sent to you by your district.				
If you do not have	If you do not have an activation key, please contact your district to obtain one.				
Use Activation Ke	✓ Use Activation Key to create new Campus Parent accounts				



*Campus Parent and Portal users can create their own accounts using activation keys sent by the district, if this option is enabled.* 

New parent users can click **New User** from their login screen to review district-provided text or to enter their activation key and activate their account, if enabled.

Ca	mpus Parent
Plainview Schools Parent Username	
Password Log In Forgot Password? Forgot Username? Log in to Campus Student Or New User?	New user? Activate your Campus Parent account by entering the activation key sent to you by your district. If you do not have an activation key, please contact your district to obtain one. Activation Key * Submit Back to Login

Parents can enter the activation key provided by the district to enable their accounts.

## **Providing Activation Keys**

Districts can allow parents to create their own accounts by providing parents with their **Activation Key**. This number is the person's **GUID** (Global Unique Identifier) which can be found on the person's **Demographics** or Summary tab. The GUID is an alphanumeric identification number assigned to each person within Campus.

To facilitate the distribution of GUID's, use the Ad hoc Filter Designer to generate a report of users first and last names and GUIDs and then distribute that information to parents after they have returned the district's Acceptable Use Policy.

Click here to expand...

#### Creating an Ad hoc Filter Report for Contact (guardian) GUIDs

#### **PATH:** Ad hoc Reporting > Filter Designer

- 1. Select the Filter Type of Query Wizard and the Data Type of Student.
- 2. Click the **Create** button.
- 3. Enter a name for this report in the **Query Name** field.
- 4. Select the following fields (more options can be chosen, but only these are necessary):
  - Student.firstName (Student > Demographics > firstName)
  - Student.lastName (Student > Demographics > lastName)
  - Student.grade (optional) (Student > Learner > Active Enrollment > Core Elements > Grade
  - Student.stateID (optional) (Student > Demographics > Identity History > State ID History > stateID
  - Contacts.lastName (Student > Census > Household Contact Summary > lastName)
  - Contacts.firstName (Student > Census > Household Contact Summary > firstName)
  - Contacts.contactGUID (Student > Census > Household Contact Summary > contactGUID)
  - Contacts.guardian Student > Census > Household Contact Summary > guardian)
  - contact.addressLine1 (Sort set to 1) (Student > Census > Household Contact Summary > addressLine1)
  - contact.addressLine2 (Sort set to 2) (Student > Census > Household Contact Summary > addressLine2)
  - contact.mailing (Student > Census > Household Contact Summary > Mailing)
- 5. Click the **Next** button. A Filter the Data filter screen displays. Set the following parameters:
  - 1. Contacts.guardian = Operator is '= TRUE
  - 2. Contact.mailing = Operator is = 1
- 6. Click the **Next** button. A Format output screen displays. Set the following parameters:
  - 1. contact.addressLine1
    - 1. Sort is 1
    - 2. Direction is Ascend
  - 2. contact.addressLine2
    - 1. Sort is 2
    - 2. Direction is Ascend
- 7. Click the **Next** button.
- 8. Click the **Save & Test** button. This will generate an HTML view of the filter.
- 9. If the information shown is correct, click the **Save** icon. This will save the report for later selection.

As this query is written, data is returned for every person in the district. Users may want to filter down to the parent/guardian level to only list parents.

#### Generating an Ad hoc Filter Report for GUIDs

**PATH:** Ad hoc Reporting > Data Export

- 1. Select the Filter designed in the previous step from the Saved Filters list.
- 2. Select the Pick an Export Format option.



3. Click **Export**. This report can now be used to distribute GUIDs to potential portal users.