

## 18 Student Security System

The student's user setup details are maintained *within* e-asTTle. This includes the students' usernames and passwords.

Note: Teachers, School Administrators and School Leaders user setups are maintained *outside* of e-asTTle.

The screens used to manage a student's user setup are all accessed within the Manage Student flow.

### 18.1 Setting the Password/Login for a New Student

A student can be created in e-asTTle manually (see Add Student section), or via an import file (see Import student data section). In both cases, as soon as the student is added to the e-asTTle, the system automatically creates a username and password for the student.

Username = firstname + lastname

Password = system-generated password

### 18.2 Students Logging in for the First Time

#### 18.2.1 *Where to get the Students' Usernames and Passwords*

In order to allow students to log onto the e-asTTle system for the first time, you will need to give them their system-generated passwords. You can download the students' username and passwords in a print-friendly format from the Download Logins and Password screen.

See [Download Student Login and Password Details](#) section for further details.

#### 18.2.2 *Entering a New Password*

When students log in for the first time, they will be asked by the system to enter and confirm a *new* password. This new password will replace their system-generated password. The student's password is required to adhere to the following rules:

- Minimum of 6 characters
- Maximum of 20 characters
- Minimum of one numeric value
- Alphanumeric characters only
- Students cannot use any of their previous six passwords
- Password is not a common, over-used word (e.g. the word "password"; the student's Username)

If the student's password does not adhere to the above rules, they will be asked to enter another, more unique password.

See Student Module – Student Login section for further details.

### 18.3 Printing Students' Passwords

The teacher may want to print the students' username and passwords for a number of different reasons:

- The students have not logged onto e-asTTle yet and do not know their username and password.
- The students are about to sit a test and the teacher wants to have all the students' usernames and passwords on hand, in case they have forgotten them.

You can download the students' username and passwords in a print-friendly format from the Download Logins and Password screen.

See [Download Student Login and Password Details](#) section for further details.

Note: only the system-generated passwords will be displayed. If a student has already logged onto e-asTTle, they would have changed their password, and hence "\*\*\*\*\*" will be displayed, instead of the password. If the teacher wants to have *all* the students' password on hand, they can reset the students' passwords, as described in the section below.

## 18.4 Viewing Students' Security Details

Users can view their students' username, password and locked state in a couple of different places.

### Viewing an individual student's security details

If the user wants to view a particular student's security details, for instance, to check if the student has been locked out of the system, the user can do so in the Manage Student - View Student screen. See [Manage Student - View Student's Security Details](#) section for further details.

Note: only the system-generated passwords will be displayed. If a student has already logged onto e-asTTle, they would have changed their password, and "\*\*\*\*\*" will be displayed, instead of the password.

## 18.5 Resetting a Student's Password

Users can reset a student's password in a couple of different places.

### Resetting an individual student's password

If the user wants to reset a particular student's password, for instance, when the student has forgotten his/her password, the user can do so in the Manage Student Information screen. See [Manage Students - Resetting a Student's Password](#) section for further details.

## 18.6 Unlocking a Student

If a student has unsuccessfully attempted to log into e-asTTle 6 or more times, then they will be locked out of the system. In this case, the teacher will need to reset the student's password, as described in the section above.