

## LOGIN, ACTIVATE, RESET PASSWORD, LOGOUT

### GETTING THERE

A user will access Homeroom applications by logging into <http://yourdistrict.schooldata.net>

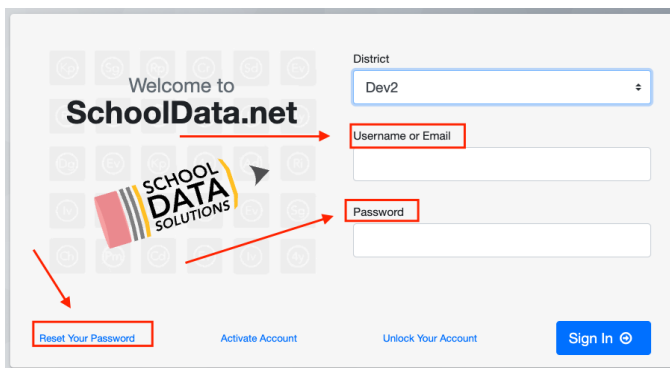
### LOGIN, ACTIVATION

To log in, type in your **Username** and **Password** and hit enter or click **Sign in**.

The **username** is usually the same as the username for your SIS (Skyward, PowerSchool, SchoolMaster), but the passwords are not synchronized. Since your **password** may have changed since School Data Solutions received it the first time, you may need to reset it.

You will need to **reset** your password if you do not remember it. Please go to [RESET PASSWORD](#).

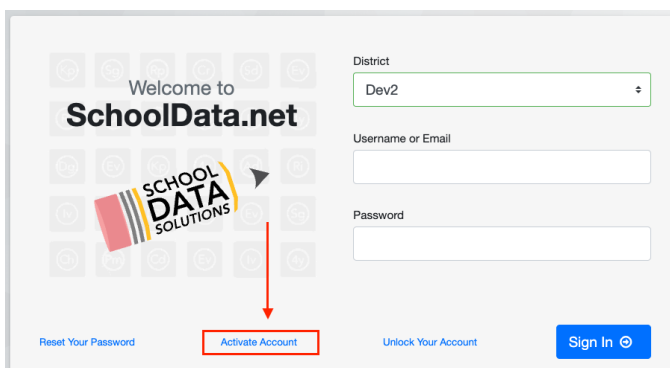
Please contact your district's School Data Solutions Administrator if you need help with your username or password.



The screenshot shows the login page for SchoolData.net. It features a "Welcome to SchoolData.net" header and a "SCHOOL DATA SOLUTIONS" logo. The login form includes a "District" dropdown menu with "Dev2" selected, a "Username or Email" input field, and a "Password" input field. A red box highlights the "Reset Your Password" link at the bottom left. Red arrows point from the "Reset Your Password" link to the "Username or Email" and "Password" fields.

### SIS ACCOUNT ACTIVATION - New Teacher Role

Before your first time logging in, you may need to **activate your account**.

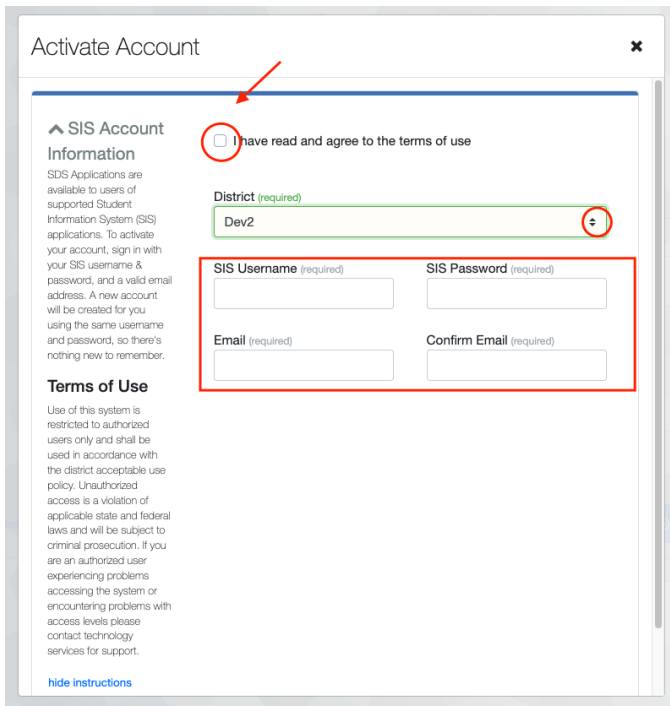


The screenshot shows the login page for SchoolData.net. It features a "Welcome to SchoolData.net" header and a "SCHOOL DATA SOLUTIONS" logo. The login form includes a "District" dropdown menu with "Dev2" selected, a "Username or Email" input field, and a "Password" input field. A red box highlights the "Activate Account" link at the bottom center. A red arrow points from the "Activate Account" link to the "Username or Email" and "Password" fields.

A new window will open. Read the Information and Terms of Use to the left, click the box **I have read, and agree to the terms of use**.

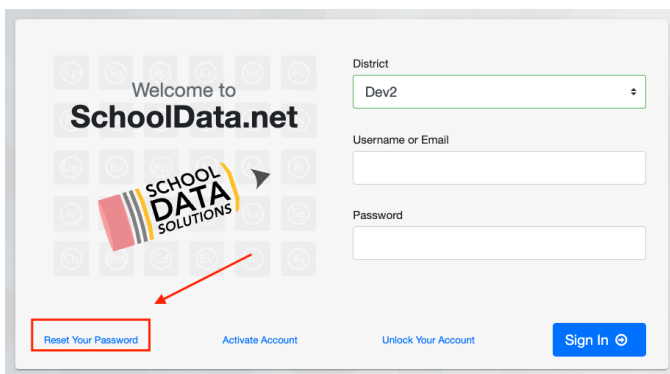
Next, select your district, and input your **SIS Username, Password, Email, and Confirm Email**. If you still need to get that information, you will need to contact your School Data Solutions Administrator.

The username is usually the same as the username and password for your SIS (Skyward).



## RESET PASSWORD

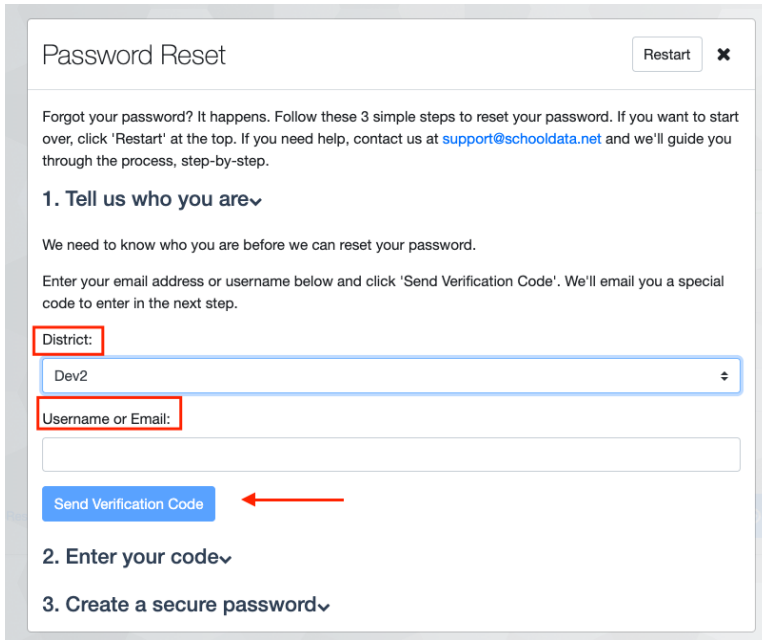
Click on the **Reset Your Password** link at the bottom.



**NOTE:** To reset your password, you must have your username or email address used when your SDS user account was activated.

Additionally, you will need access to the inbox for that email address. If you still need to get that information or no longer have access to the email, you must contact your School Data Solutions Administrator.

In the next screen, **Tell Us Who You Are**, enter your **Username or Email** for the account, then click the **Send Verification Code** button.



Password Reset Restart ✕

Forgot your password? It happens. Follow these 3 simple steps to reset your password. If you want to start over, click 'Restart' at the top. If you need help, contact us at [support@schooldata.net](mailto:support@schooldata.net) and we'll guide you through the process, step-by-step.

**1. Tell us who you are** ▾

We need to know who you are before we can reset your password.

Enter your email address or username below and click 'Send Verification Code'. We'll email you a special code to enter in the next step.

District:

Username or Email:

Send Verification Code ←

**2. Enter your code** ▾

**3. Create a secure password** ▾

You will receive an email with the subject SchoolData.net Account Verification Code. Read for instructions, click the **Reset Now** link, and follow the next screen to reset.

NOTE: The code in the email to reset your password will expire after 24 hours or immediately after being used, whichever occurs first.

Below is your SchoolData.net account verification code. Simply copy & paste or type this code into the required field. This code will expire in 24 hours or immediately after use.

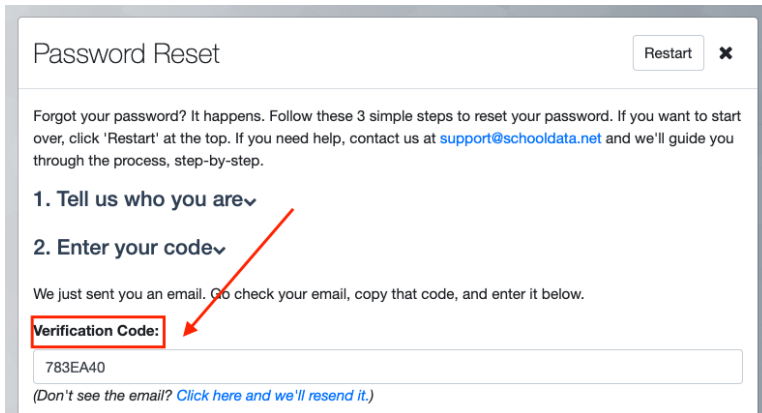
**783EA40F**

 TAHOMA School District

in partnership with



Copy this code, return to the password reset page, and paste it into the **Verification Code** box.



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Forgot your password? It happens. Follow these 3 simple steps to reset your password. If you want to start over, click 'Restart' at the top. If you need help, contact us at [support@schooldata.net](mailto:support@schooldata.net) and we'll guide you through the process, step-by-step.

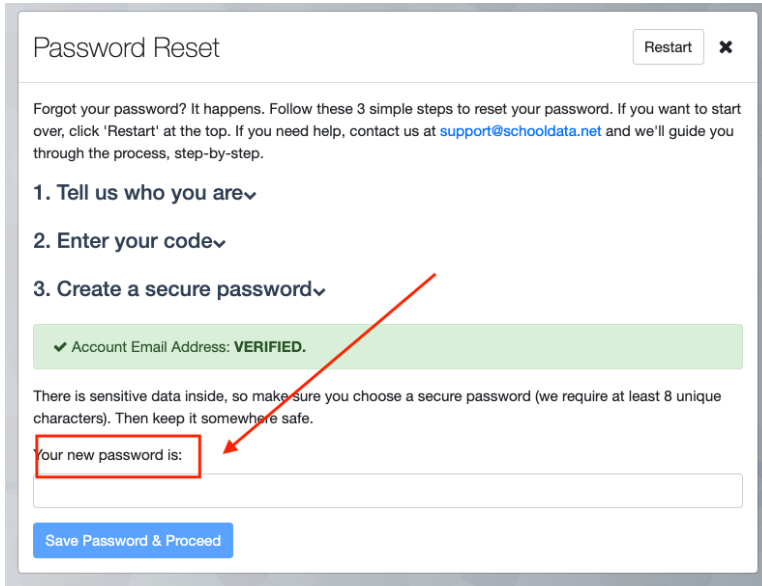
1. Tell us who you are
2. Enter your code

We just sent you an email. Go check your email, copy that code, and enter it below.

**Verification Code:**

(Don't see the email? [Click here and we'll resend it.](#))

Once the code is verified, you will be asked to enter a new password. Your password must be at least eight (8) characters long. When you are done, click **Save Password & Proceed**, and you will be automatically logged in.



Password Reset Restart ✕

Forgot your password? It happens. Follow these 3 simple steps to reset your password. If you want to start over, click 'Restart' at the top. If you need help, contact us at [support@schooldata.net](mailto:support@schooldata.net) and we'll guide you through the process, step-by-step.

1. Tell us who you are
2. Enter your code
3. Create a secure password

✓ Account Email Address: **VERIFIED.**

There is sensitive data inside, so make sure you choose a secure password (we require at least 8 unique characters). Then keep it somewhere safe.

**Your new password is:**

**Save Password & Proceed**

## LOGIN ATTEMPT LIMIT FOR USERS

The username records login attempts entered. This means that the username can be locked so that a malicious user cannot determine a valid username by interpreting the response from the server.

If the username entered matches a valid user, the login attempt is associated with the application user record. In addition, the date, time, and IP address of the person attempting to log in are all recorded.

After three (3) unsuccessful login attempts, the account is blocked from logging in for 10 minutes. After six (6) unsuccessful login attempts, the account is blocked for 30 minutes. After ten (10) login attempts, the account is locked and must be unlocked by the user or administrator. Login attempts persist across all applications.

If a user successfully logs in, their login attempt counter is reset. A user can unlock their account using the open account process available. This process will send an email to users with a link that will unlock their accounts. A user is allowed to unlock their account as many times as needed.

NOTE: Alternate authentication districts will not have this feature.

## USER SETTINGS AND OPTIONS MENU

Once logged in, you may change your password from the user account settings menu. School Data Solutions does not force your passwords to expire or require you to change your password. However, we recommend you update your password every few months to ensure the security of sensitive information.

Click the **User Settings** (Avatar/Name) in the upper right-hand corner to access further the Application Actions and Options Menu.



Notice a new window will open; within it, you will have two tab choices: **SchoolData.net Settings** and **Homeroom Settings**. Next, click the Schooldata.net settings tab.

### Application Actions and Options - SchoolData.net

SchoolData.net Settings Homeroom Settings

Account Settings



Username  
teri.larew

Password  
\*\*\*\*\*

[\(Edit account info\)](#)

## SCHOOLDATA.NET SETTINGS

### Account Settings: Username, Password

To Change Password: Click **Edit account info** to redirect you to an **Account Management** page. Type in the new password twice and the current password and click **Save**.

### Application Actions and Options - SchoolData.net

SchoolData.net Settings Homeroom Settings

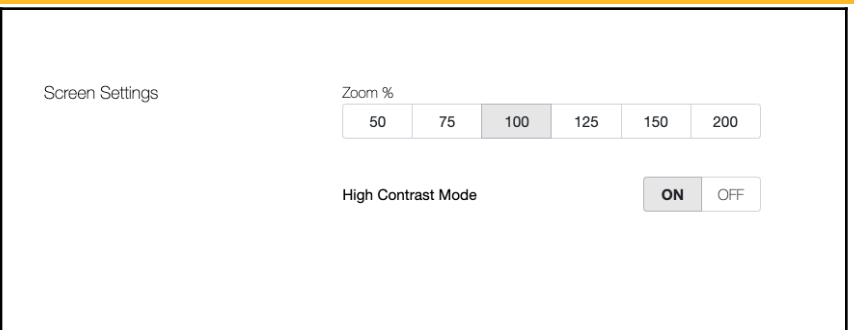
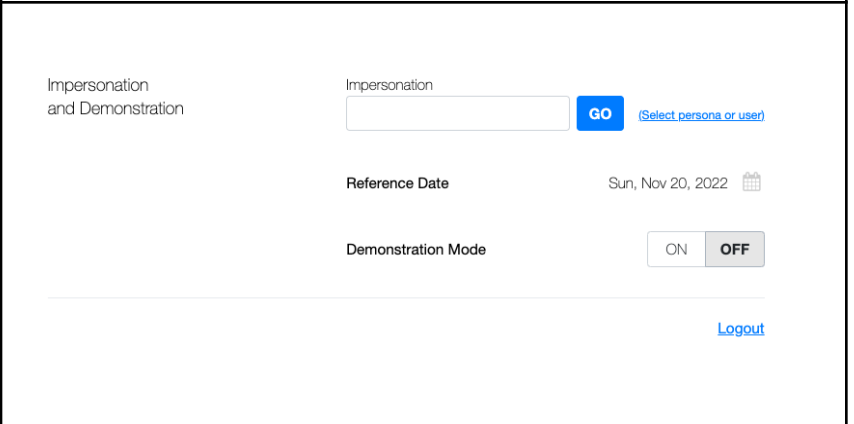
Account Settings



Username  
teri.larew

Password  
\*\*\*\*\*

[\(Edit account info\)](#)

<p><b>Screen Settings: Zoom, High Contrast Mode</b></p> <p>Recommendation: Enable high contrast mode and enlarge your screen if you have less than perfect vision.</p>	 <p>The screenshot shows the 'Screen Settings' section. It includes a 'Zoom %' control with buttons for 50, 75, 100, 125, 150, and 200. The '100' button is currently selected. Below this is a 'High Contrast Mode' toggle switch, which is currently set to 'ON'.</p>
<p><b>Impersonation and Demonstration: Impersonation, Reference Date, Demonstration Mode.</b></p> <p>NOTE: For further information, <a href="#">Impersonation and Validation Article</a></p> <p>Logout will allow you to log out from the account you are currently logged into.</p>	 <p>The screenshot shows the 'Impersonation and Demonstration' section. It features an 'Impersonation' input field with a 'GO' button and a link '(Select persona or user)'. Below this is a 'Reference Date' field showing 'Sun, Nov 20, 2022' with a calendar icon. At the bottom of this section is a 'Demonstration Mode' toggle switch, which is currently set to 'OFF'. A 'Logout' link is located at the bottom right of the interface.</p>