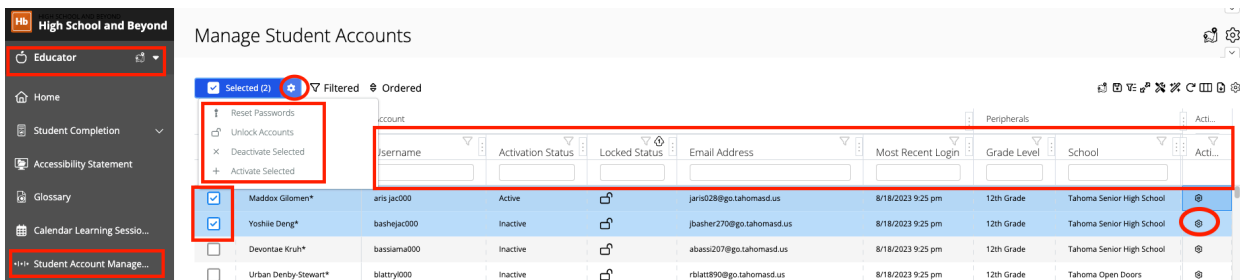






## Student Management (non-SSO districts only) CONNECT

**\*\*Note: This page is only for non-SSO (Single Sign On) district educators. If your students use SSO to sign in (Google, HelloID, ClassLink, etc.), contact your district tech department for help with student accounts.\*\***

The Student Management page enables educators to manage student accounts by searching for usernames, activating students, unlocking accounts, resetting student passwords, and deactivating students.

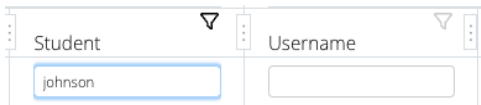
1. Click on **Student Account Management** in the left navigation screen.
2. Use the search and filter options at the top of the columns to **filter** the data table.



Selected (2)	Filtered	Ordered	Account	Peripherals	Acti...						
Reset Passwords	Unlock Accounts	Deactivate Selected	Activate Selected	Username	Activation Status	Locked Status	Email Address	Most Recent Login	Grade Level	School	Acti...
<input checked="" type="checkbox"/>				Maddox Gilomen*	aris jac000	Active	jaris028@go.tahomasd.us	8/18/2023 9:25 pm	12th Grade	Tahoma Senior High School	
<input checked="" type="checkbox"/>				Yoshile Deng*	bashejac000	Inactive	jbashe270@go.tahomasd.us	8/18/2023 9:25 pm	12th Grade	Tahoma Senior High School	
<input type="checkbox"/>				Devontae Krüh*	basliama000	Inactive	abassi207@go.tahomasd.us	8/18/2023 9:25 pm	12th Grade	Tahoma Senior High School	
<input type="checkbox"/>				Urban Denby-Stewart*	blatry000	Inactive	rlbatt890@go.tahomasd.us	8/18/2023 9:25 pm	12th Grade	Tahoma Open Doors	

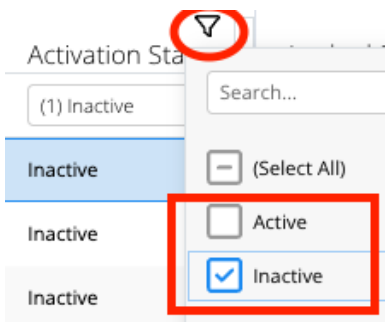
### Look Up Student Usernames

Type all or part of the student's name in the **Student column filter box**. The student's username will be in the **Username Column**. If the student has **no username**, they have not been activated yet and cannot log on. Either activate the student or contact your district representative for help.



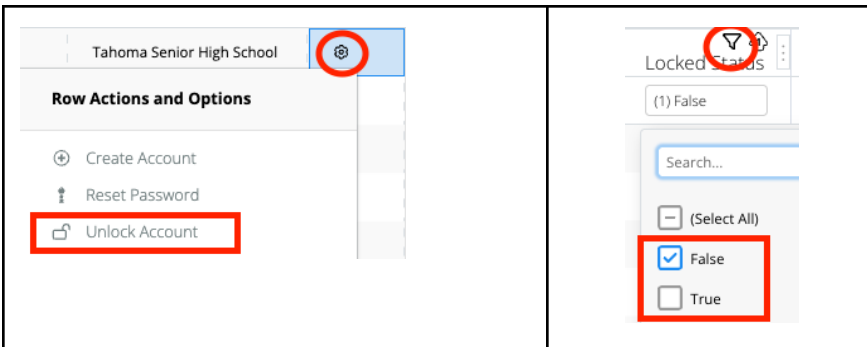
### Activating/Deactivating Students

1. Click the **filter icon** in the **Activation Status** column. Click the **Inactive** checkbox.
2. Select one or more **checkboxes** to the far left or click the top checkbox to select all.
3. Click the **Selected Gear** in the top left of the table and choose **Activate Selected**.



## Unlocking Student Accounts

1. For a single student, click the **Row Actions and Options Gear** to the far right and choose **Unlock Account**.
2. For most students, click the **filter icon** in the **Locked Status column**. Click the **False checkbox**.
3. Select one or more **checkboxes** to the far left or click the top checkbox to select all.
4. Click the **Selected Gear** in the top left of the table and choose **Unlock Accounts**.
5. Make sure the student is activated. If a username is not visible, activate the student's account.
6. Updating the student's password is also a good idea at this time.



## Updating Student Passwords

1. For a single student, click the **Row Actions and Options Gear** to the far right and choose **Reset Password**.
2. Provide a **New Password** that will be applied to the selected student. The student will be set to their default password if you leave the password blank.
3. Click **Save**.
4. To update passwords for multiple students, click one or more checkboxes to the far left.
5. Click the **Selected Gear** in the top left and choose **Reset Passwords**.
6. Provide a **New Password** that will be applied to the selected student. The student will be set to their default password if you leave the password blank.
7. Click **Save**.

