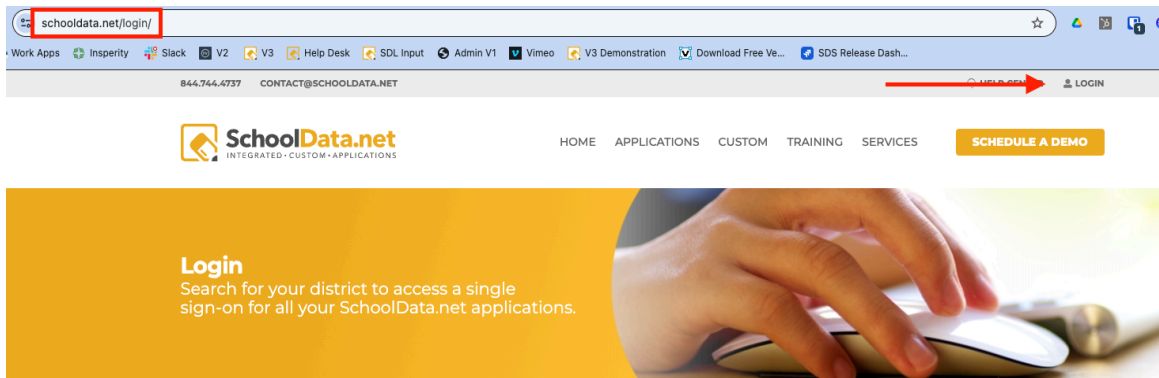


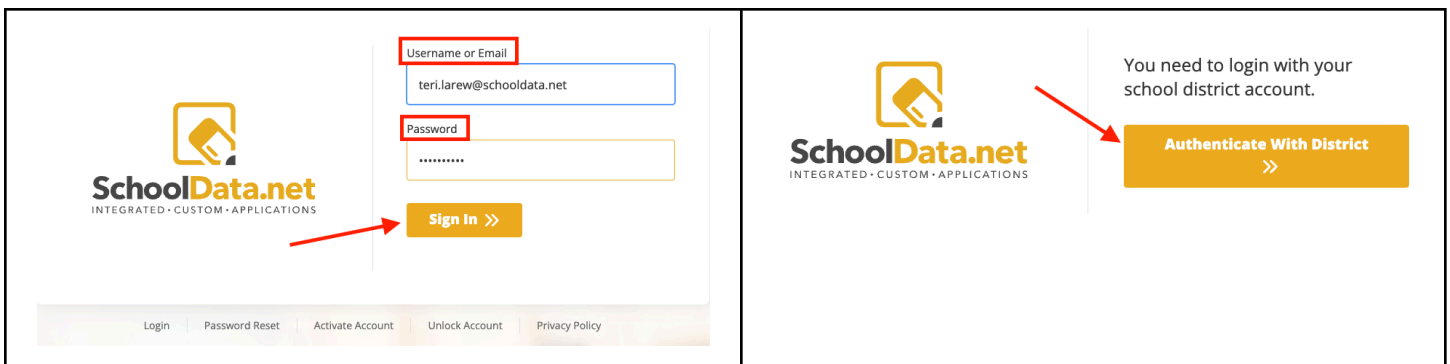
Login, Activate, Reset Password, Logout

Here, you will learn how all users can log into SchoolData. There are two main ways to log into any SchoolData application.

1. Start by opening the schooldata.net public website and clicking the **login** link in the top right corner.
 - o Enter the name in the search field, then locate and click your district's logo.

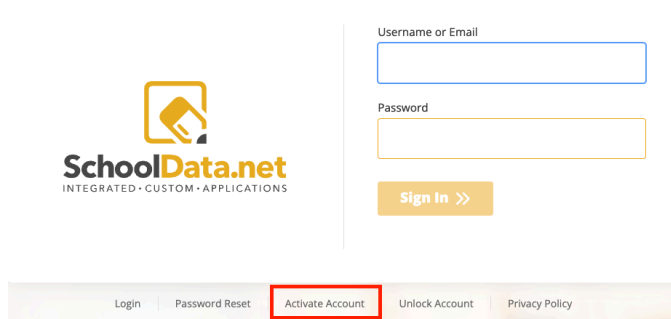


2. Or navigate directly by entering your district's name in the subdomains URL. For example, <http://districtname.schooldata.net/connect/#/>
3. Enter your **Username** and **Password**, then click '**Sign in**' or simply click '**Authenticate with District**'.
 - o **Note:** Your username is typically the same as your SIS username (e.g., Skyward, PowerSchool), but passwords are not synchronized.



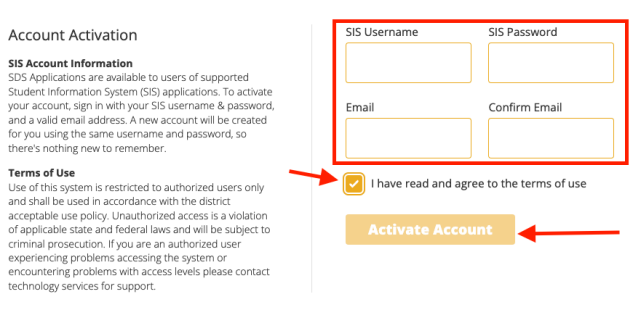
Account Activation for New Teachers

1. If this is your first time logging in, click '**Activate Account**' at the bottom of the page.



The screenshot shows the SchoolData.net login page. On the left is the SchoolData.net logo with the tagline 'INTEGRATED · CUSTOM · APPLICATIONS'. On the right are two input fields: 'Username or Email' and 'Password', with a 'Sign In >>' button below them. At the bottom, a navigation bar contains links for 'Login', 'Password Reset', 'Activate Account', 'Unlock Account', and 'Privacy Policy'. The 'Activate Account' link is highlighted with a red rectangular box.

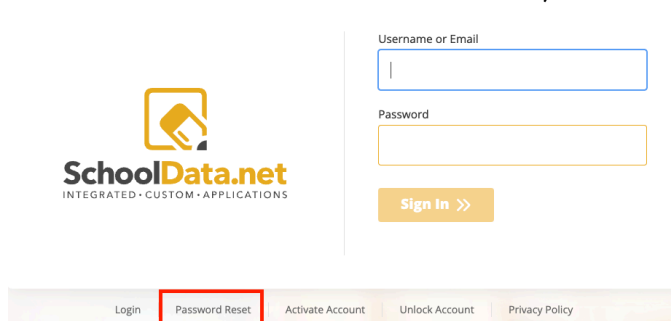
2. Fill in the **SIS Username**, **SIS Password**, **Email**, and **Confirm Email**.
3. Click the **checkbox** to indicate you have read and agree to the information and terms of use to the left.
4. Click **Activate Account**.



The screenshot shows the 'Account Activation' page. On the left, there is text under 'SIS Account Information' and 'Terms of Use'. On the right, there are four input fields: 'SIS Username', 'SIS Password', 'Email', and 'Confirm Email'. A red box highlights these four fields. Below the fields is a checkbox labeled 'I have read and agree to the terms of use', which is checked. A red arrow points to this checkbox. Below the checkbox is an 'Activate Account' button, with another red arrow pointing to it.

Resetting Your Password

1. Click **Password Reset** at the bottom of the login page. (**NOTE:** To reset your password, you must have your username or email address used when your SchoolData user account was activated. Please see your District Data Administrator for assistance.)



The screenshot shows the SchoolData.net login page, identical to the first screenshot. The 'Password Reset' link in the bottom navigation bar is highlighted with a red rectangular box.

2. Enter your **Username or Email** and click **Send Verification Code**.

Password Reset
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 and we'll guide you through the process, step-by-step.

STEP 1 User details **STEP 2** Verification code **STEP 3** New 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.

Username or Email

Send Verification Code

3. Check for an email with the subject line **SchoolData.net Account Verification Code**.

Hi Teri,

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.

D1F64C79

4. Copy and paste the code provided in the email into the **Verification Code** box on the reset page, then click '**Verify Code**'. (NOTE: The verification code expires in 24 hours)

STEP 1 User details **STEP 2** Verification code **STEP 3** New password

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

Verification Code

D1F64C79

Verify the Code

5. Enter a **New Password** (minimum eight (8) characters) and click **Set New Password**.

STEP 1 User details **STEP 2** Verification code **STEP 3** New password

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.

New Password

.....

Set New Password

6. On the next screen, enter your **Username** or **Email** and new **Password**, then click **Sign In**.

Login Attempt Limit For Users

Your username records an attempt with specific blocks for multiple unsuccessful tries. **NOTE:** This feature is not available in alternate authentication districts.

- **Three (3) attempts:** 10-minute block.
- **Six (6) attempts:** 30-minute block.
- **Ten (10) attempts:** account locks requiring administrator intervention.
- You can unlock your account via an email link if it is locked.
- If you successfully log in, your attempt counter resets.

Logout

1. Click your **User Settings** (Avatar/Name) in the upper right and select **Logout**.

