How to Manage Student Accounts
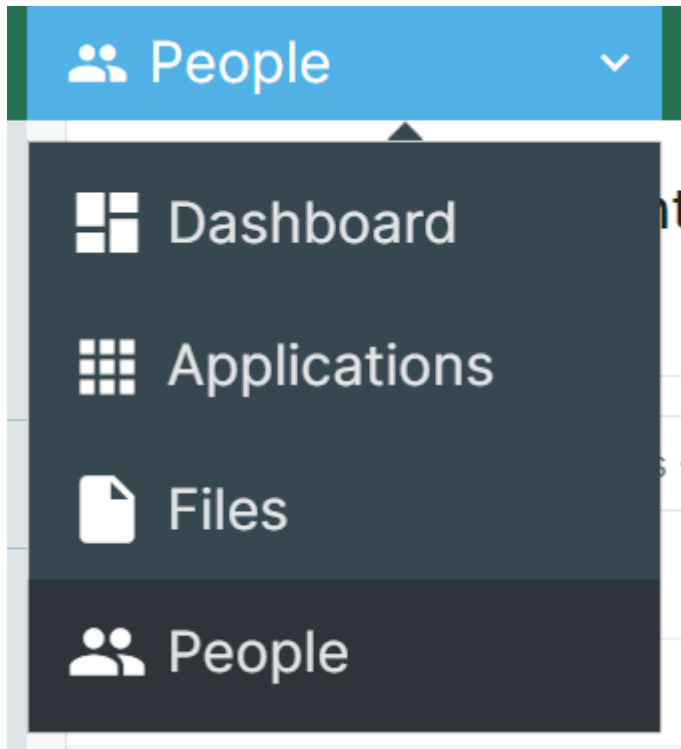
> **These instructions have been migrated to the Technology Services department's new documentation platform. Please <u>refer to this link</u> for up-to-date instructions and information regarding student account management. The content on this page is no longer maintained and will be removed in the near future.**

Requirements

1. One of the following RapidIdentity roles: `District QR Badge Manager` , `Building Account Manager`
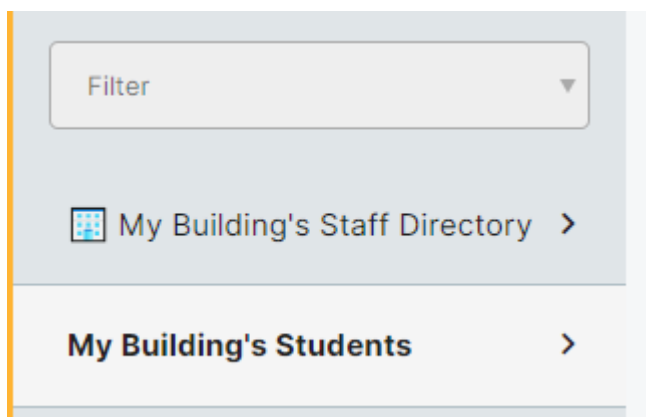2. OR be the primary teacher of a class with active student enrollments

Searching For Student Accounts

1. Log in to [RapidIdentity](#)

2. Navigate to the **People** module

3. Select one of the following profile views depending on your access level

Profile View Name	Description	Requirement
All Students - QR	This view is exclusively used at the district level for managing QR badges. Returns all students.	District QR Badge Manager role.
⬚ My Building's Students	This view is intended for use by building administrators and librarians. It will show students who share a common location assignment with you.	Building Account Manager role.
⬚ My Students	This view is intended for use by teachers. It will show students who are enrolled in your class(es).	1. Be the primary teacher of a Skyward class with at least 1 active student enrollment

4. Search for a student. You can search by name, username, email, grade level, primary location, or student ID.

> Wildcard searches are supported using the `*` character. For example:
>   - To search for students who have the word "Tim" in their name, search for `*tim*`
>   - To search for students whose name <u>begins</u> with "Tim", search for `tim*`
>   - To search for students whose name <u>ends</u> with "othy", search for `*othy`
>
> All other searches must be an **exact** match on a field. Searching for `tim` will not return any students named "Timothy".

Viewing Account Details

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1. Right click on a student result and click the **View Details** option from the context menu

The information available for student accounts includes their name, home phone number, email, username, account status flags (*disabled, locked, claimed*), grade, locations, teachers, classes, and more.

John Smith

CONTACT

✉ EMAIL

smithjoh000@stu.sumnersd.org

📞 MOBILE NUMBER

(555) 555-5555

DISABLED

False

LOCKED

False

CLAIMED

False

CLAIM CODE

01234567

USERNAME

smithjoh000

Close

2. When you are finished, click the **Close** button in the bottom-left of the details pane. Optionally, you can keep the details pane open while browsing results by clicking the pushpin icon on the top-left of the pane.

Generating QR Badges

You can generate QR codes in bulk by selecting multiple results. This will format the page in a way that makes it easier to cut out the badges.

1. Right click on a student result and click the **Generate QR Code** option from the context menu

2. Select the **QR Login** option, then click the **View** button

Generate QR Code   ×

Check with your Identity and Access Management
Administrator to determine which QR Code type is
appropriate for your selected users.

> QR Login: Generates a QR Code that is based on
> the user's username and password. QR Login
> ◉ Codes eliminate the need for a user to enter their
> username and password.

> QR Username: Generates a QR Code that is based
> on the user's username only. QR Username Codes
> ○ eliminate the need for a user to enter their
> username.

Cancel   View

3. RapidIdentity will open a new page with the generated QR code. From here you can adjust the
layout of the QR badge (*if needed*) and print it.

Custom ⌄

Width: 2.3125 inches
Height: 3.5 inches

Testing QR

SBLSD QR Code

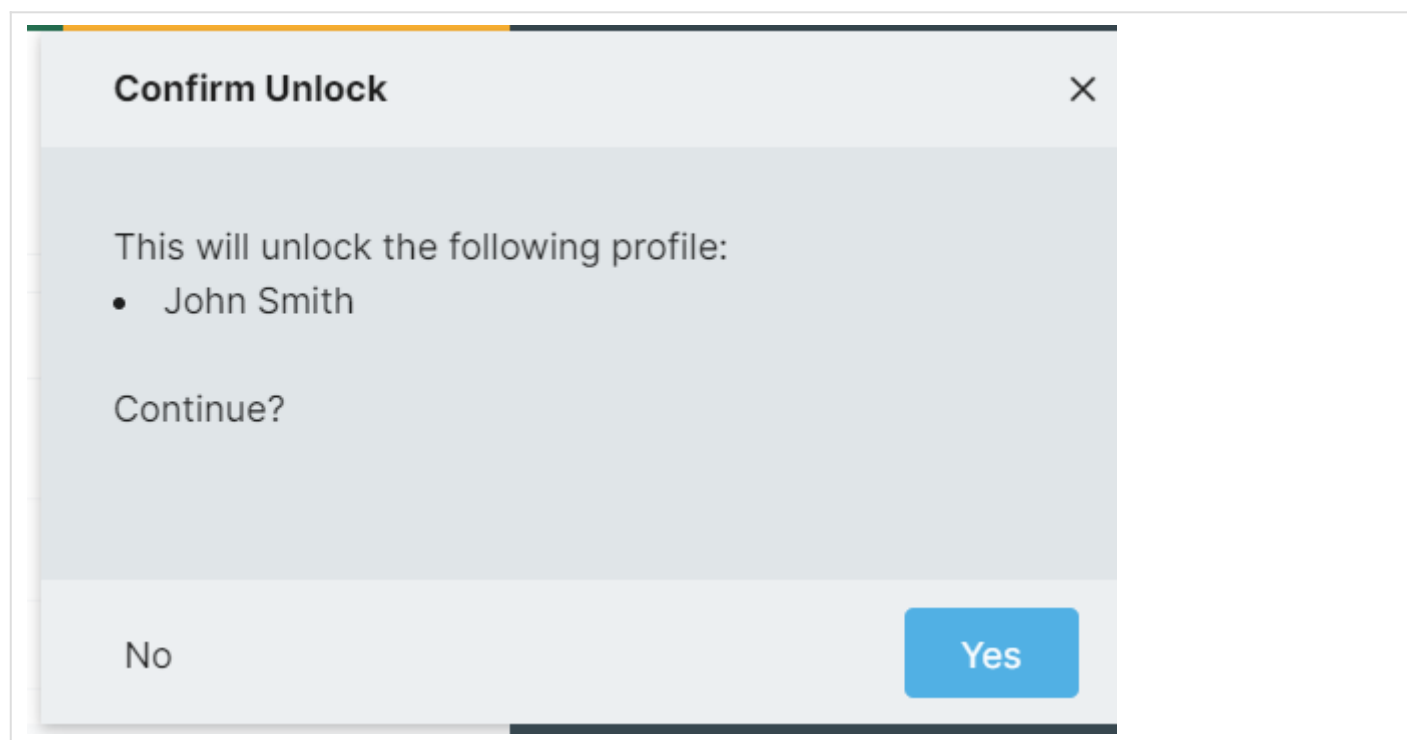| Back | Alt+Left Arrow |
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Search images with Google New	
⊞ Create QR Code for this page	

Unlocking Accounts

1. Right click on a student result and click the **Unlock** option from the context menu

Search My Building's Students

525 Results

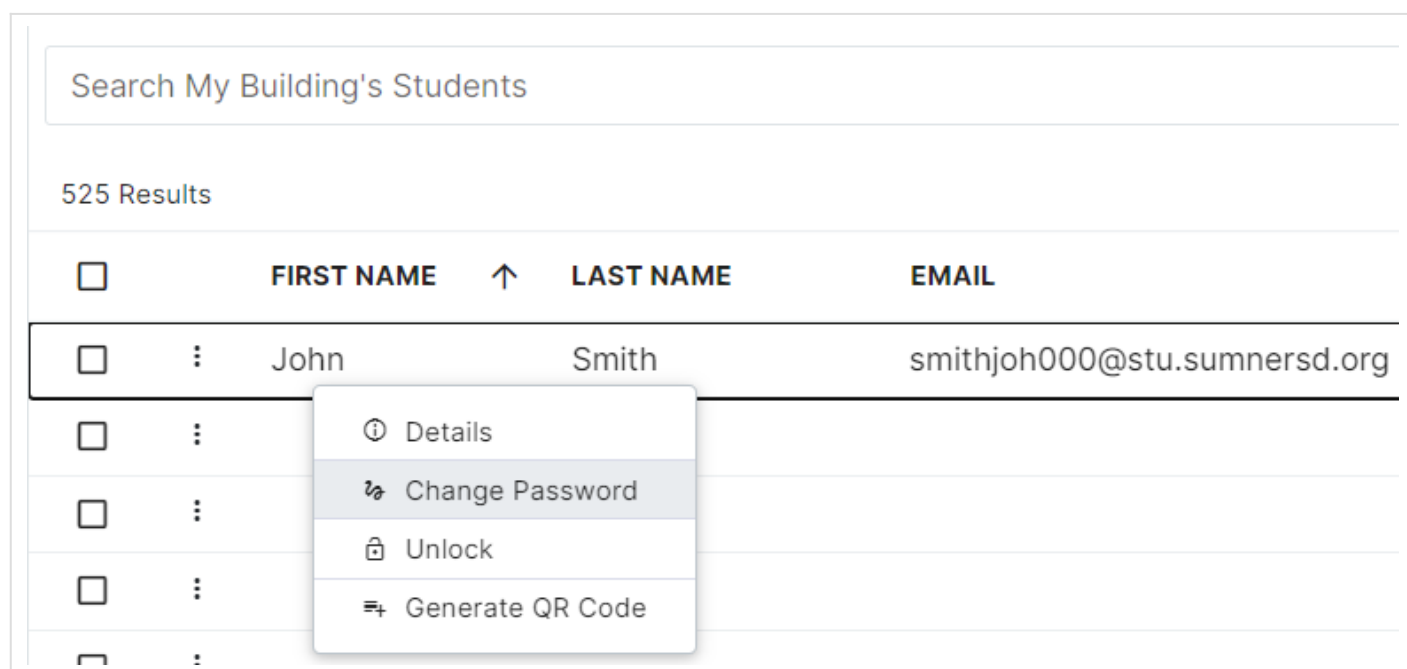| ☐		FIRST NAME ↑	LAST NAME	EMAIL
☐	⋮	John	Smith	smithjoh000@stu.sumnersd.org
☐	⋮	ⓘ Details		
☐	⋮	↻ Change Password		
☐	⋮	🔒 Unlock		
☐	⋮	⇥ Generate QR Code		
☐	⋮			

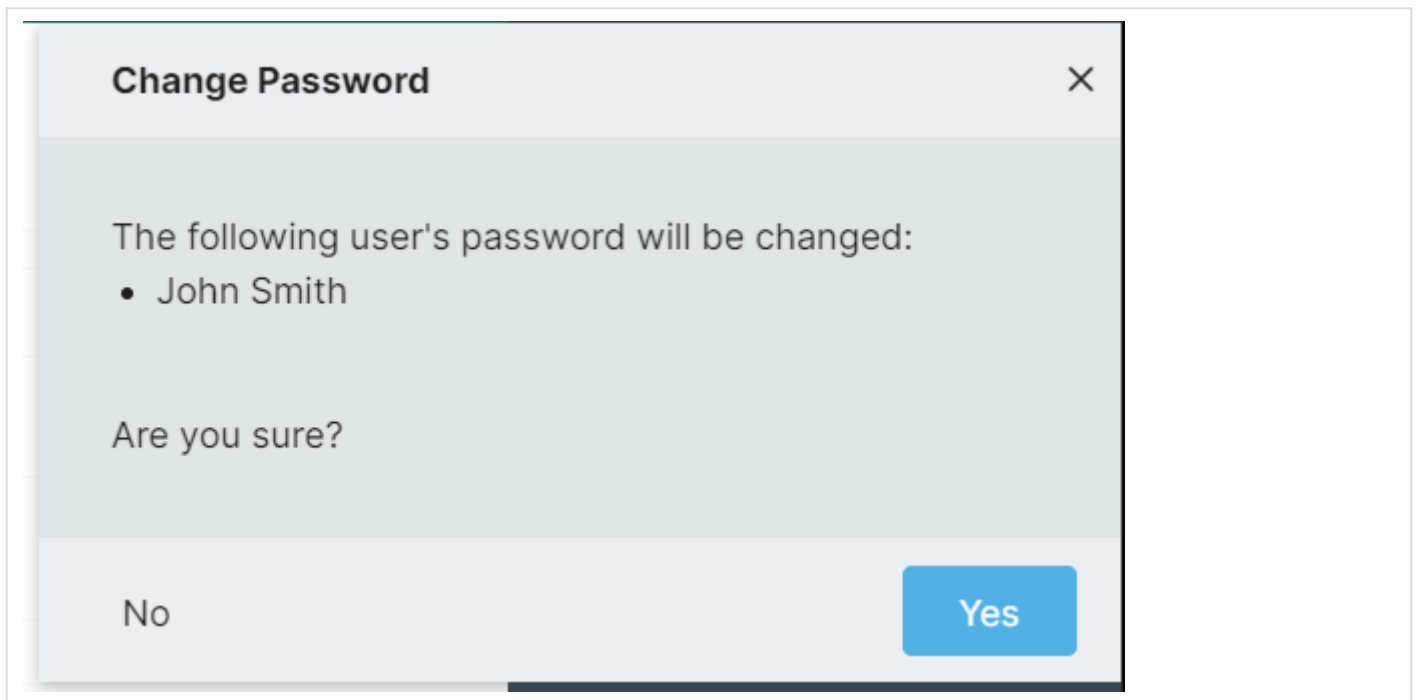**2**. When prompted, click the **Yes** button

Changing Passwords

> If you are changing the password for a student who logs in to RapidIdentity with a QR badge, they will require a new QR code to be generated after their password is changed

1. Right click on a student result and click the **Change Password** option from the context menu

2. Click the **Yes** button

Change Password ✕

The following user's password will be changed:

- John Smith

Are you sure?

No   Yes

3. Enter a new password that complies with the minimum requirements for the account's password policy. If the account belongs to a secondary student (*6-12*), we recommend selecting the **User Must Change Password At Next Login** option so that the student may set their own password after re-gaining access to their account.

Change Password   ✕

SBLSD Password Policy

Password policy for student accounts:

Minimum Length: 8 characters

NEW PASSWORD   **Your new password MUST be:**

[New Password   ] 👁   ○ 8-255 characters long

CONFIRM NEW PASSWORD   **Your new password MUST meet 1 of the following (0/1 met):**

[Confirm New Passw   ] 👁   ○ Minimum 1 uppercase letter
                                     ○ Minimum 1 lowercase letter
☐ USER MUST CHANGE   ○ Minimum 1 number
   PASSWORD AT NEXT LOGIN   ○ Minimum 1 special character

Cancel   Save

4. Click the **Save** button

> It may take several seconds for the password change to complete depending on the current system load

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