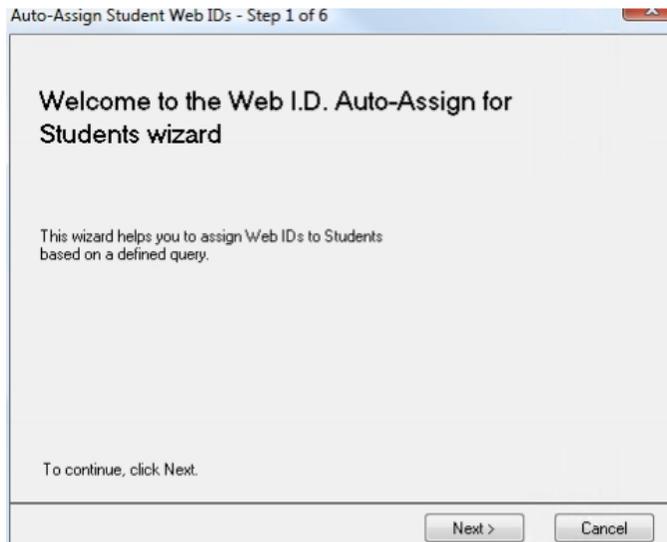
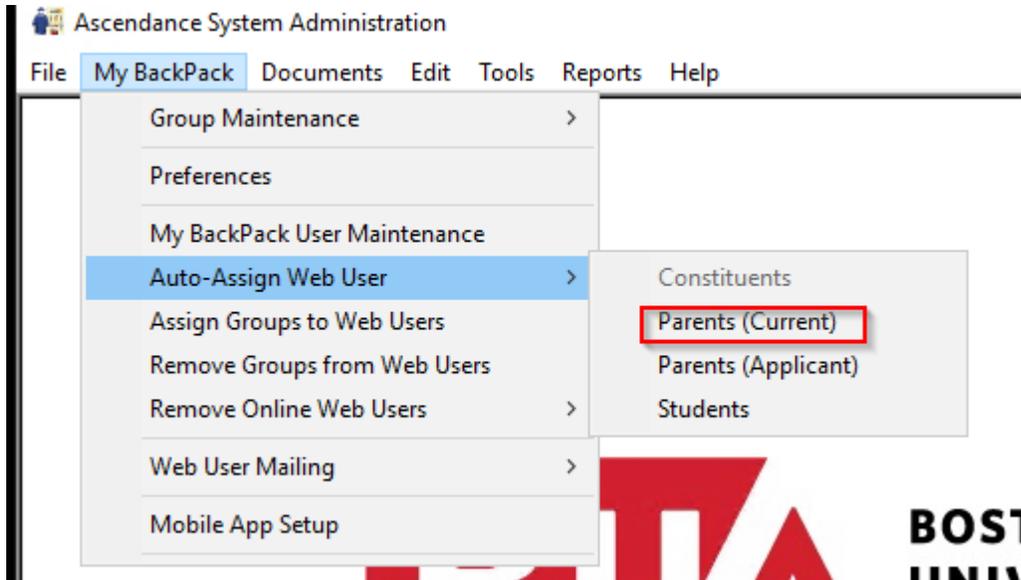


How to Auto-Assign Web Users

1. System Administration Module > Select My Backpack > Auto-Assign Web User > [User Type ex, Parents (Current)] from the main menu to start the wizard, and then click NEXT to continue.



2. Make any changes, if needed, to the assignment parameters: If you want to use a query to select the students, parents, or constituents, use the Query Conditions dropdown to select it. (You can also view, create, or edit queries by clicking the Search icon.) If you want to use a particular sort order, you can select it from the Sorting Conditions dropdown. (You can also view, create, or edit sorting rules by clicking on the Search icon.) Check the box(es) if you want to override any existing Web IDs for the selected users or, where applicable, to use next year's information. If you override existing Web IDs, you can also choose to reset the Mail Sent Date, to facilitate a new mailing. Check the Send New Account Notification broadcast email to all new users' checkbox if you want to send an automated email to users about the new account that has been created for them. Click NEXT to continue.

Auto-Assign Student Web IDs - Step 2 of 6

Select the Students you want to assign Web IDs:

Query conditions: [All] [Search]

Sorting conditions: [Default Sort] [Search]

Override existing Web ID's Use next year's information

Reset Mail Sent Date

Send New Account Notification broadcast email to all new users.

< Back Next > Cancel

3. Specify the structure for the Web IDs (as you make choices, the Preview section of the screen demonstrates the resulting IDs for some sample records): You can move a selected component up or down on the list by clicking on the row to select it and then clicking UP or DOWN. You can change the length of a component by editing the Length column directly. Setting a Length to 0 effectively removes the component from the ID. You can add additional field components to the

list by clicking NEW, checking the box(es) to select the desired field(s), and clicking OK. To remove an additional component, click on the row to select it and then click DELETE (the Number Sequence cannot be deleted). If desired, you can check the box to 'Use Number Sequence Only If Duplicates'. Click NEXT to continue.

Auto-Assign Student Web IDs - Step 3 of 6

Select the format for the Web User I.D.

Item	Length
Student Last Name	3
Student First Name	5
Number sequence	2

Up
Down
New
Delete

Use Number Sequence only if duplicates

Preview

- Sample Values: Student Last Name: SMITH
Student First Name: JOHN
Number sequence: 1
Web ID: SMJOHN
- Sample Values: Student Last Name: ADAMS
Student First Name: MARY
Number sequence: 1
Web ID: ADAMARY

< Back Next > Cancel

- 4. For student Web IDs only**, you can select how to assign the password and whether to require an immediate reset: Generate Random Password (default) creates random passwords that are later changed by users during the registration process. **Allow LDAP Login uses LDAP authentication when the student logs in (note that the Web ID in the previous step must be constructed to match the system login used by students).** Check the 'Set Password to expire upon first login' box if you want the student to immediately change a randomly assigned password. Click NEXT to continue.

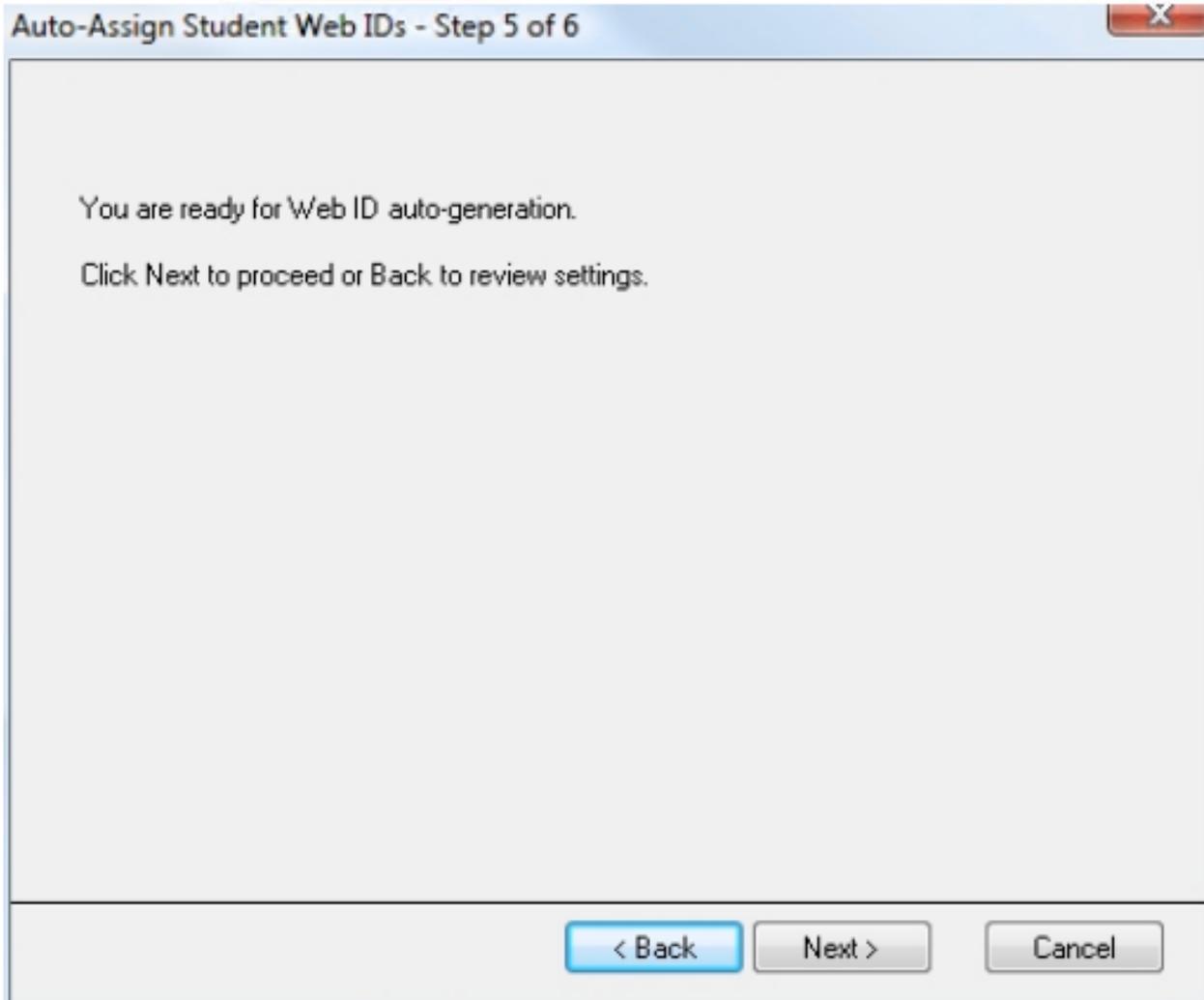
Auto-Assign Student Web IDs - Step 4 of 6 25

Generate Random Password

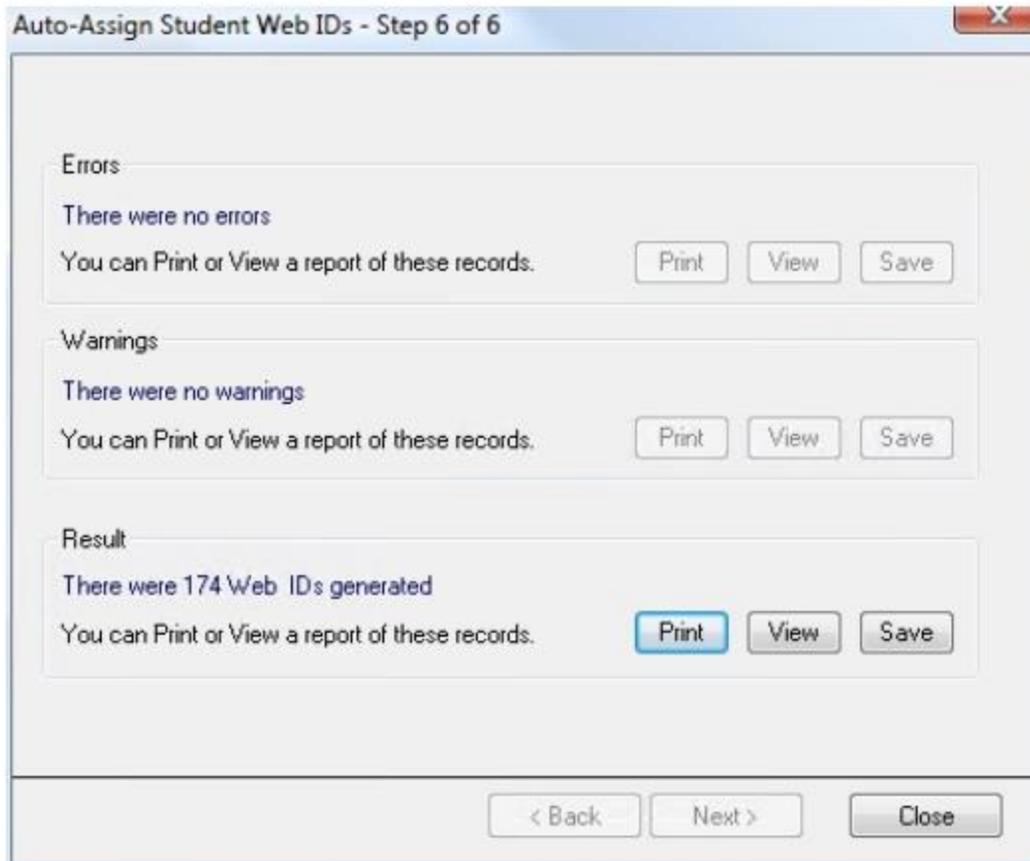
Allow LDAP Login

Set Password to expire (and be changed) upon first login
Set the passwords to expire immediately if these web users will have security groups assigned before the first login.

5. You can now click BACK if you need to review any of your settings, or NEXT to continue with the assignment process:



6. When the process is complete, the system displays a status report, and you can optionally click to PRINT, VIEW and/or SAVE the resulting list of Web IDs and/or any errors or warnings:



7. When you are finished, click CLOSE to exit.