

Changing Student Passwords

To change students' passwords, you must be logged on to your teacher laptop.

Access UMRA



- 1. Click on the **STUDENT ACCOUNT** icon on your desktop.
- 2. On the left-hand column, click **'School' Start Form – Teacher**
- 3. In the centre menu, click on **Account Management** then press **Get Form.**



Change Passwords

- You will be able to see the user logins for the entire school. You can sort alphabetically by clicking User or sort by class by clicking Description.
- 5. Your options to change passwords are:
 - a. Reset password to default
 - b. Change/Confirm password
 - c. Have the student change password at next login

Available forms × Summer School Start Form Community Ed Students - Account MultiSchool Students - Account School Name Start Form	Use this form to manage the password and/or related settings for a user account Users can be sorted alphabetically by all categories. Just click on a column name Can be a delay for "Disable/Enable account" operation Changing Passwords Select the user(s): Place a check in the Change Password checkbor, Type the exact password into both password input boxes; Select if needed, any Additional Options; Click on the jubmit Button. All selected users will now have their password set to the password you typed.							
	Configuring Additional Opti You can force a user to change a disabled account.	onst heir pass ord on t	heir next login. You can also	disable an acco	unt so tha	at the user cannot le	ogin or you can unlo	ck
	Select user account	Login Name	Description /	Disa	Lock	LastLogon	LastLocon(+6h)	0
		1 cognitivanie	Grade 06	No	No	13:10 07/22/20	13:10 07/22/20	1
	2		Grade 07	No	No	10.10 07/22/20	10.10 Officiatio	
	1		Grade 08	No	No	15:04 07/17/20	13:47 09/03/20	
	6		Grade 08	No	No	14:34 07/19/20	13:45 07/19/20	
	5 mm		Grade 08	No	No			
	5		Grade 09	No	No	16:42 06/27/20	17:45 06/26/20	
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	🔓 (Theo, Transition	10000	Grade 09	No	No	12:22 08/07/20	12:30 07/29/20	1
	Reset Password to Defa	oult	- Automatically sets t	he default passw	ord for se	elected accounts.		
	Change Password							
h	New Password							
υ.	-							
	Confirm Password:							
	Configure Additional Option							
C	Configure Additional Option	ns						
C.	Configure Additional Option	ns d at next logon						

6. Once you have selected users and a password option, click **Submit** at the bottom of the page.