

View/Change Account Settings in Enroll

Account Settings Dashboard

Visit your account settings to manage the activities below. Based on your data methods, not all features will be relevant.

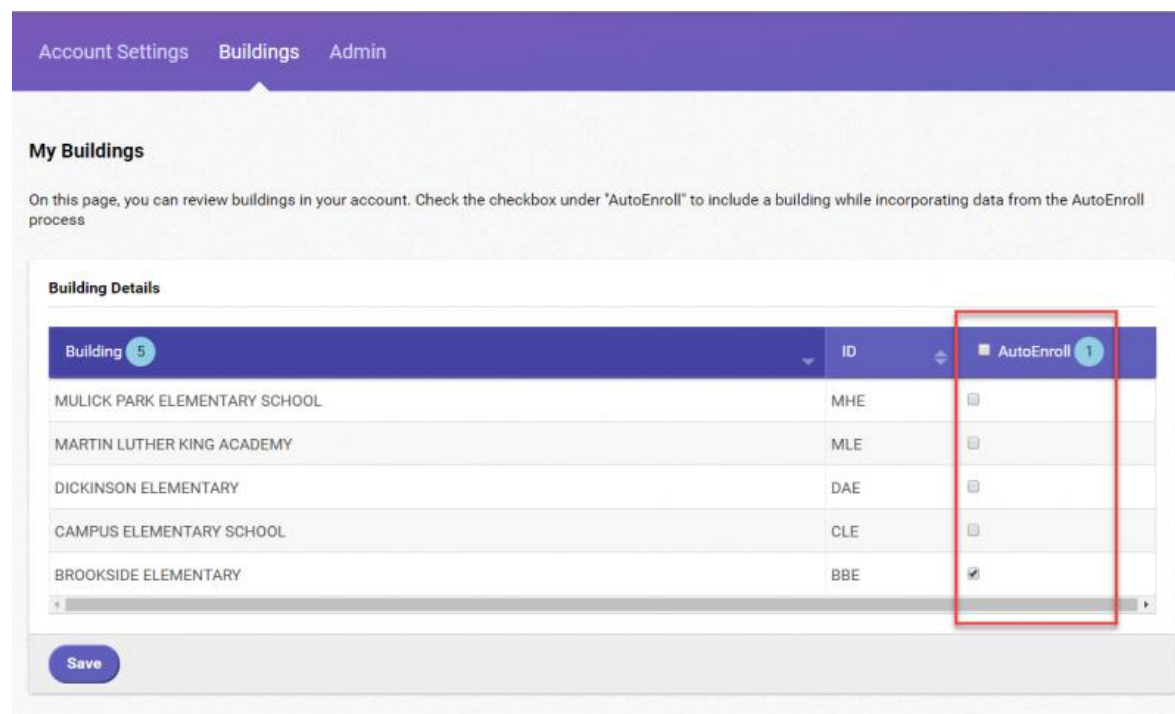
1. Default passwords: Here you can set up default passwords for students and faculty. If you choose to populate this field, every student will have the same password, and every faculty member will have the same password in your district. Default passwords can be modified, enabled and disabled by you at any time.
2. To set up Default Passwords, enter one or both default passwords (one for students and/or one for faculty), select the activation checkbox and click the “Set Default Passwords” button

The screenshot displays the ENROLL Account Settings Dashboard. At the top, the ENROLL logo is on the left, and navigation links for 'Update myON Data', 'Activity', and 'Account' are in the center. A 'Log out' button is on the right. Below this is a purple navigation bar with 'Account Settings', 'Buildings', and 'Admin' options. The main content area is titled 'Public Schools' and contains two sections: 'Default Passwords' and 'SFTP Information'. The 'Default Passwords' section includes a description, two checkboxes for 'STUDENTS' and 'FACULTY', and corresponding text input fields. A 'Set Default Passwords' button is located below these fields. The 'SFTP Information' section includes a description and a table of server details.

Protocol	sftp
Server	sftp.myon.com (22)
Username	jsmith
Password	Click the button below to email the password to jsmith@school.org

Account / Buildings

Here you can identify which buildings will be processed during a data update if you are using auto processing. This is only applicable if you have an automatic data sync setup. If you have any questions about this option, please contact Support.



Account Settings Buildings Admin

My Buildings

On this page, you can review buildings in your account. Check the checkbox under "AutoEnroll" to include a building while incorporating data from the AutoEnroll process

Building Details

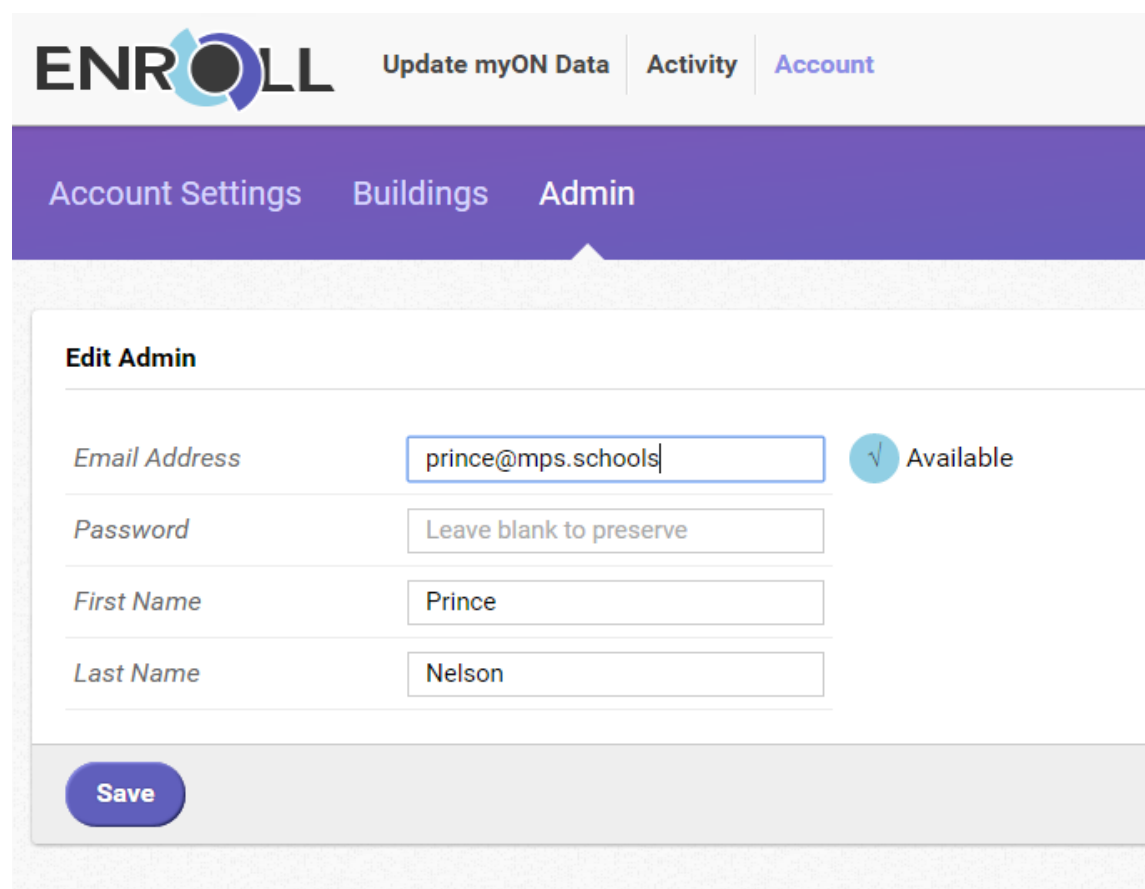
Building 5	ID	AutoEnroll 1
MULICK PARK ELEMENTARY SCHOOL	MHE	<input type="checkbox"/>
MARTIN LUTHER KING ACADEMY	MLE	<input type="checkbox"/>
DICKINSON ELEMENTARY	DAE	<input type="checkbox"/>
CAMPUS ELEMENTARY SCHOOL	CLE	<input type="checkbox"/>
BROOKSIDE ELEMENTARY	BBE	<input checked="" type="checkbox"/>

Save

Account / Admin

In the admin panel, you can modify your email address, password, first name and last name. Email address (used as username) is required to be unique within the system and will prevent update unless it is verified as unique.

***Note: changing your email address will change your username. This is the email address that will be used to send communications when SFTP is enabled.*



The screenshot shows the ENROLL Admin interface. At the top, there is a navigation bar with the ENROLL logo and links for 'Update myON Data', 'Activity', and 'Account'. Below this is a purple header with 'Account Settings', 'Buildings', and 'Admin' tabs. The 'Admin' tab is active, leading to the 'Edit Admin' form. The form contains four input fields: 'Email Address' (prince@mps.schools), 'Password' (Leave blank to preserve), 'First Name' (Prince), and 'Last Name' (Nelson). A green checkmark icon and the text 'Available' are next to the email field. A blue 'Save' button is at the bottom left of the form.

ENROLL	Update myON Data	Activity	Account
Account Settings Buildings Admin			
Edit Admin			
Email Address	<input type="text" value="prince@mps.schools"/>	<input checked="" type="checkbox"/> Available	
Password	<input type="text" value="Leave blank to preserve"/>		
First Name	<input type="text" value="Prince"/>		
Last Name	<input type="text" value="Nelson"/>		
<input type="button" value="Save"/>			