

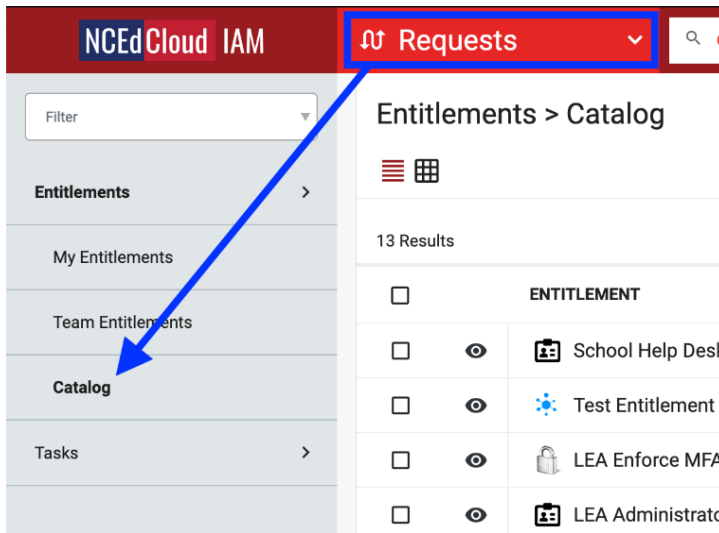
Student Default Password Regeneration

The NCEdCloud Student Password Regeneration workflow was designed to enable LEA Administrators to regenerate student default passwords and reset current student passwords to the newly generated value if so desired.

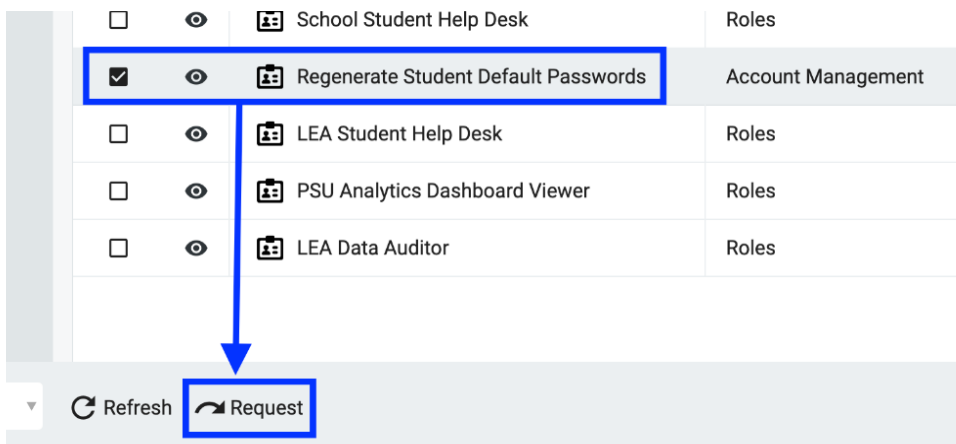
Navigation: Requests > Entitlements Catalog

1. Log into NCEdCloud with the LEA Administrator role. Navigate to the **Requests** module, then select the **“Catalog”** option under **“Entitlements”** in the left navigation.

Note: Only LEA Administrators will be able to see and request this workflow.



2. Click the checkbox next to **“Regenerate Student Default Passwords”**, then click the **Request** button at the bottom of the screen.



IAM QRD: Student Default Password Regeneration

3. On the **Entitlement Request** popout, input the following information in the appropriate fields. Once all options are filled out as intended, click the **Request** button.
 - a. **LEA CODE (required)**: The 3 character alphanumeric PSU code. Only one value can be supplied for this option, and the user must be an LEA Administrator for the supplied PSU code.
 - b. **CAMPUS CODES (optional)**: A comma delimited list of six digit alphanumeric School codes that belong to the specified PSU in the LEA CODE field. This field is not required.
 - c. **GRADE LEVELS (optional)**: A comma delimited list of grade levels you wish to target. If any of the grade level values do not match a grade in the list below, the process will fail. This field is not required.
 - i. -5, -4, -3, -2, -1, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, -9
 - d. **ALSO RESET CURRENT PASSWORDS**: If checked, this option will reset the students' actual login passwords to the new default passwords that are generated.
 - e. **FORCE PASSWORD CHANGE AT NEXT LOGIN**: If checked, this option will require the students to set a new password after their initial login with the new default password.

The screenshot shows a 'Requesting Entitlement 1 of 1' dialog box titled 'Regenerate Student Default Passwords'. It features a header with a user profile 'Jared' and navigation icons. The main content area includes a calendar icon and the title. Below are several input fields: 'LEA CODE' (required), 'CAMPUS CODES (OPTIONAL)', and 'GRADE LEVELS (OPTIONAL)'. There are two checkboxes: 'ALSO RESET CURRENT PASSWORDS' and 'FORCE PASSWORD CHANGE AT NEXT LOGIN'. A 'REQUEST COMMENTS' field is also present. At the bottom, there are 'Cancel' and 'Request' buttons. A blue arrow points from the 'Request' button to the 'FORCE PASSWORD CHANGE AT NEXT LOGIN' checkbox.

Note: This option will only take effect if **ALSO RESET CURRENT PASSWORDS** is checked.

4. After clicking **Request**, all students targeted by the filter options specified will have their Default Password attribute changed to a different value.
 - a. If **ALSO RESET CURRENT PASSWORDS** is checked, the students will also have their actual login password updated to the new default password value and will need to use that password at next login.
 - b. If **FORCE PASSWORD CHANGE AT NEXT LOGIN** is checked (and **ALSO RESET CURRENT PASSWORDS** is as well), all students targeted by the action will need to reset their password after first logging in with the new default password.