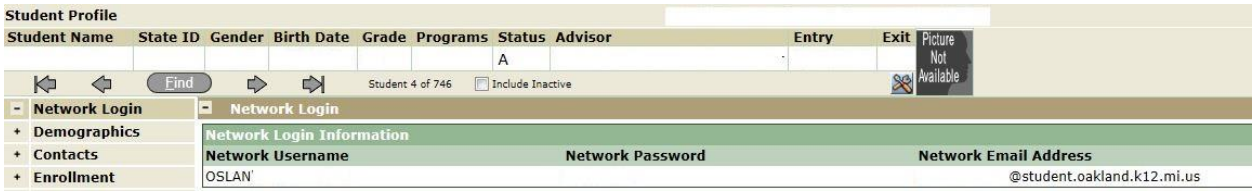
Accessing an individual student's information to assist with logging in to the network:

1. Student Network Logins are now viewable in MISTAR via the Student Profile. Users with the appropriate permissions for Student Profile and the Network Login module will be able to view the user login and password.
   - ✓ Network Username = User's network login will appear after OSLAN\
     - Note: The user does not have to type OSLAN\ in the login to log onto the network. This is a helpful troubleshooting tool when login issues arise.
   - ✓ Network Password = All network passwords will appear here.
   - ✓ Network Email Address = The email address associated with the student.

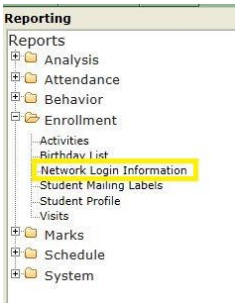


2. The fields are read-only and cannot be changed. This is designed as a lookup for those students who have trouble remembering their credentials to log into the network.
3. The permission to view the Network Login module in Student Profile will be granted via the MISTAR local system administrator.

Initial distribution of the students' information at the beginning of the school year:

In previous years, the master list of the students' login credentials was available via a shared drive on the network. This has been discontinued and replaced by a report in MISTAR, using the student schedules and the class roster. Access to the report is controlled by the local MISTAR system administrator. The report is designed for one-time use and for only the initial distribution of login information and passwords. ***This report contains private information and should not be retained, printed, shared, posted, displayed, or saved to a local or shared drive.*** Please consult your local school district policy for computer passwords.

The report is restricted to teachers who are assigned a class roster. Other district personnel will not be able to run the report.



The report is accessed via the MISTAR New Applications Report module. Open the Enrollment folder and click on the Network Login Information. Teachers can select a specific period / class by using the filter and choosing the desired class.