



RADIUS

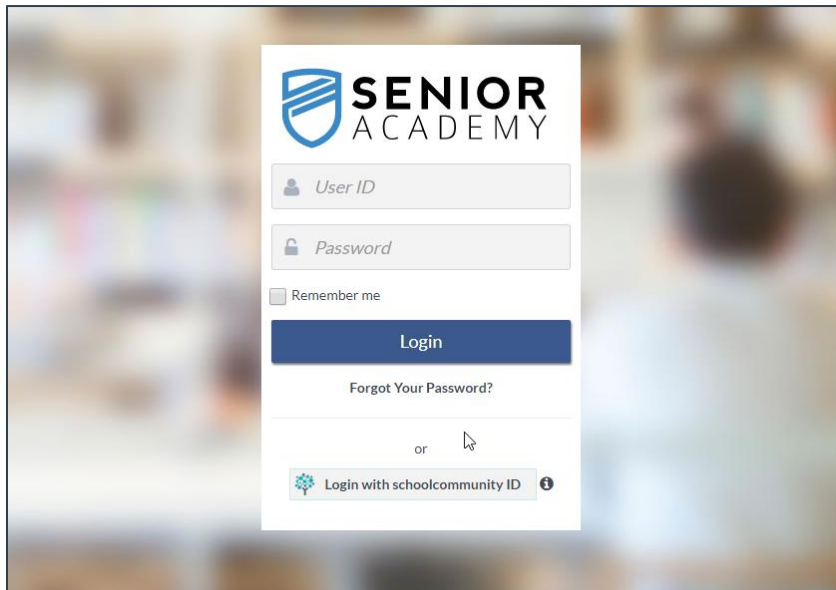
# Web User Accounts

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# Web IDs for Radius

Portal users will be required to login with a User ID and password. My Backpack (MBP) Web IDs are valid for both MBP and the Radius Portal.



- New families will receive an Enrollment Link directing them to a Create New Account window
  - Upon enrollment the prospect becomes a student through New Student Transfer process.
  - Parents must be assigned parent web groups through Ascendance to see Academic and Account menus in the portal.
  - Optional to change Web IDs to a school defined format

- Students will need both Web IDs and web groups assigned
- Existing families continue to use the Web ID that exists in Ascendance.

## New Parent Creates the Web ID

This method replaces the need to create MBP accounts for Parents and offers the security level needed to complete the Enrollment process. Assigning additional permissions, Web groups such as academics and accounting, is a task that is performed by the school after a student is enrolled.

1. From Parent Portal URL (a hyperlink is sent through email)
2. Enter account information
3. Note Password requirements
4. Play the Captcha game!
5. Click Create Account

**SENIOR ACADEMY**

Create New Account

First Name:  
Senior

Last Name:  
Parent

Note: Your email address is your User ID.  
Email:  
Jamesparent61@gmail.com

Confirm Email:  
Jamesparent61@gmail.com

Password:  
Password

Confirm Password:  
Confirm Password

I'm not a robot

**Create Account**

Return to Login

Your password does not meet the following requirements:

- Must be a minimum of 8 characters
- Must contain numbers
- Must contain at least one special character: `~!@#\$%^&\*()\_+={}[]\|;'"<>.,?/

6. New users will be redirected to parent portal Enrollment window

## School Assigns the Web ID

Schools can assign an individual a web ID (or verify info) by checking the user account on person record. Locate a person through relationship link or using people search function.

- Turn Editing mode to ON



- Select Create New User Account



- Enter User name
- Select Create Account

A dialog box titled "New Web Account" with a close button (X) in the top right corner. It contains a "User ID\*" field with the text "ALLEN.G" entered. Below it is an "Allow LDAP Login:" checkbox, which is currently unchecked. At the bottom right, there are two buttons: "Create Account" (dark blue) and "Cancel" (white with dark blue border).

- Choose an option:
- Send email.  
A communication template will be used to send instructions

A dialog box titled "New Web Account: Password" with a close button (X) in the top right corner. It contains two radio button options. The first option, "Send email with password instructions for their new web account.", is selected and followed by the email address "gloria.allenexa@mple.org". The second option, "Do not send an email with password instructions.", is unselected.

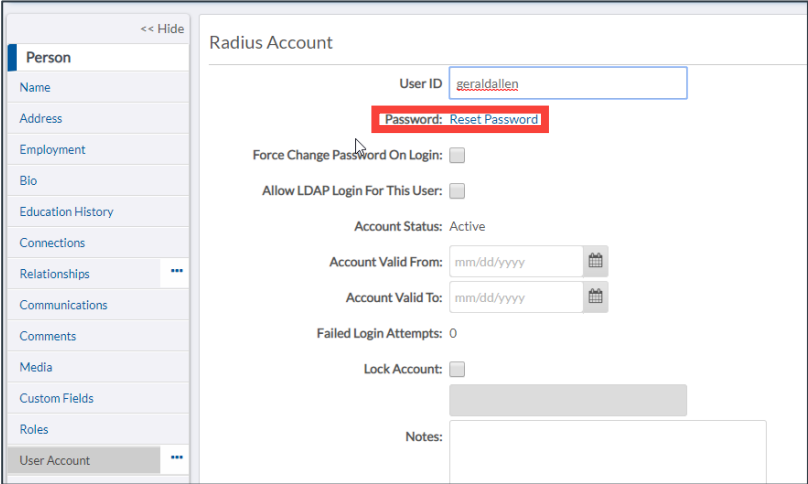
- Do not send email. Change the password manually and give info over the phone

A dialog box titled "New Web Account: Password" with a close button (X) in the top right corner. It contains two radio button options. The first option, "Send email with password instructions for their new web account.", is unselected and followed by the email address "gloria.allenexa@mple.org". The second option, "Do not send an email with password instructions.", is selected. Below the options are two password fields: "Set New Password\*" and "Confirm Password\*", both containing seven dots. At the bottom left, there is a "Force Change Password On Login:" checkbox, which is checked. At the bottom right, there are two buttons: "OK" (dark blue) and "Cancel" (white with dark blue border).

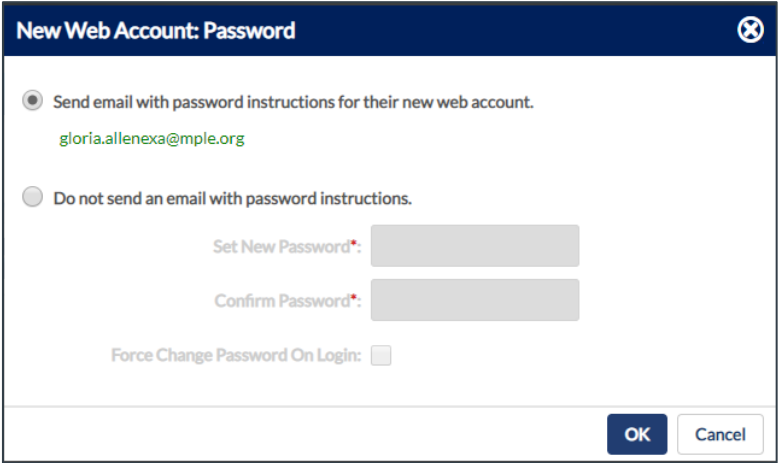
- Select OK

# Reset Password

- From the Person record select User Account
- Select Reset Password



- Choose an option:



- Send email.

A communication template will be used to send instructions

- Do not send email. Change the password manually and give info over the phone

- Select OK

- An “Account is locked.” Message will appear after failed attempts to login.
- If the user selects the “Forgot Your Password” after they are locked out they will receive a message box telling them to contact the school.



1. From the Person's record
2. Select User Account
3. Uncheck Lock Account
4. Select Reset Password
5. Follow prompts to reset the password.

The screenshot displays the 'Radius Account' configuration page for a user with ID 'geraldallen'. The interface includes a left-hand navigation menu under the 'Person' header, with 'User Account' selected. The main content area shows the following fields and controls:

- User ID:** geraldallen
- Password:** Reset Password
- Force Change Password On Login:**
- Allow LDAP Login For This User:**
- Account Status:** Locked
- Account Valid From:** mm/dd/yyyy
- Account Valid To:** mm/dd/yyyy
- Failed Login Attempts:** 1
- Lock Account:**  (highlighted in yellow)
- Notes:** (empty text area)

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*User IDs created for new parents for the Radius Parent portal are considered temporary Online accounts. These online accounts allow parents to complete enrollment contracts only. Upon enrollment of the student, permissions for Academic and Accounting menus are assigned by the school by adding predefined web groups in Ascendance.*

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