

Building Admin – Lookup or Change Student Password in Webmanager

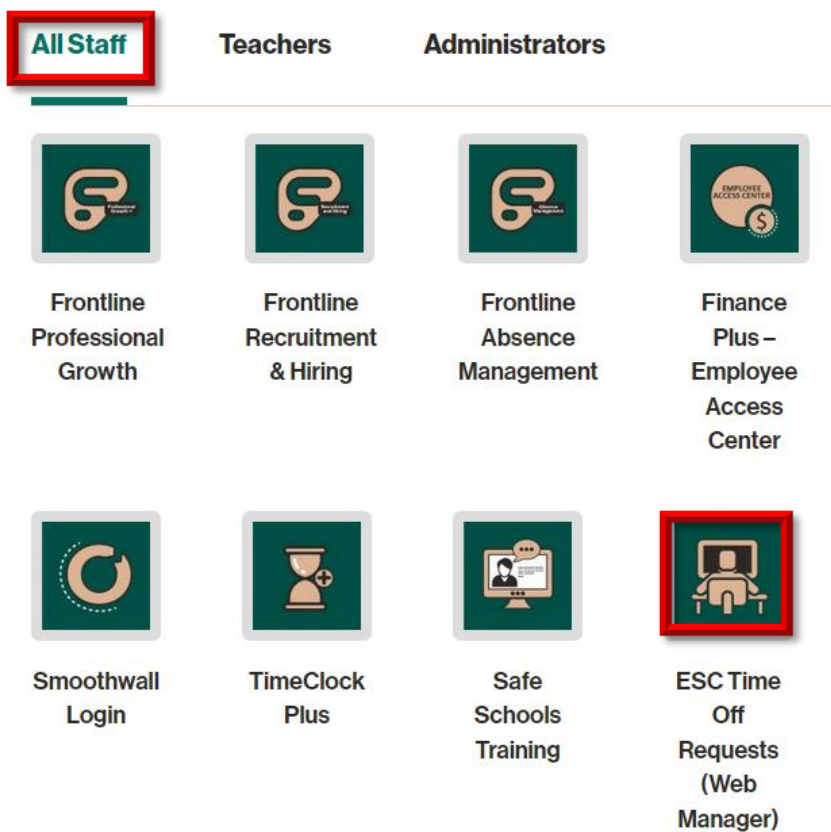
1. Go to <https://www.siouxcityschools.org>

2. Click Staff

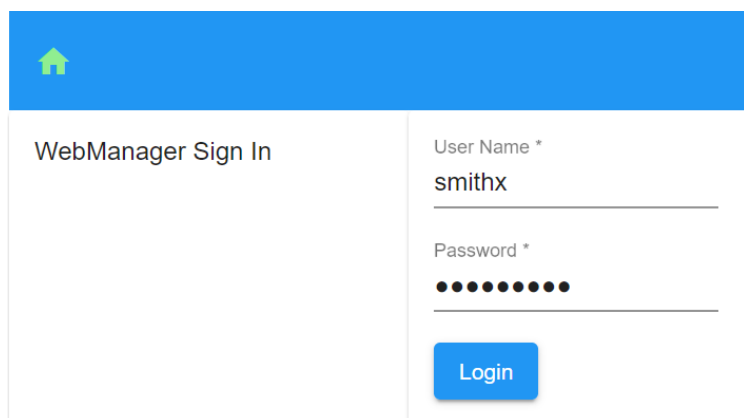


3. Scroll down to Tools for Success. Click All Staff. Scroll down and click ESC Time Off Requests (Web Manager)

Tools for Success

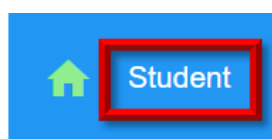


4. Log on with your District user name and password

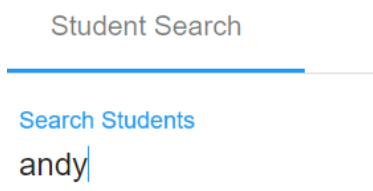


The image shows a 'WebManager Sign In' form. It has a blue header with a green home icon. The form is divided into two sections. The left section is titled 'WebManager Sign In'. The right section contains two input fields: 'User Name *' with the text 'smithx' and 'Password *' with a masked password represented by ten black dots. Below these fields is a blue 'Login' button.

5. Click Student

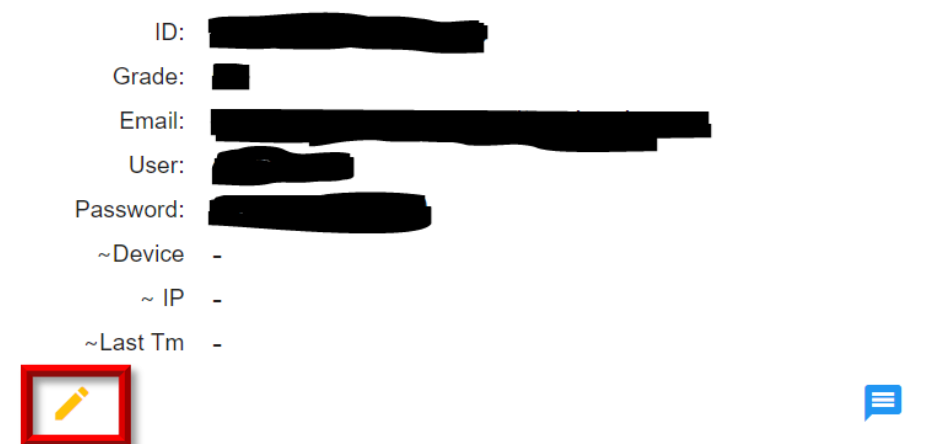


6. Type student ID# or first or last name and press Enter.



The image shows a 'Student Search' form. It has a blue header with a green home icon. Below the header is a search bar with the text 'Search Students' and the input 'andy'. The search bar is highlighted with a red rectangular border.

7. Click the student's last name from the list.
8. A window will appear with the students ID#, grade, email address, username and password.
Click the yellow pencil if you need to change the password.



The image shows a window displaying student information. The fields are: ID: [redacted], Grade: [redacted], Email: [redacted], User: [redacted], Password: [redacted], ~Device: -, ~IP: -, ~Last Tm: -. At the bottom left, there is a yellow pencil icon inside a red rectangular border, which is highlighted. At the bottom right, there is a blue speech bubble icon.

9. Look at the password criteria below. Type the new password. Click Save.

Password Must Have

- Minimum Length 9
- Maximum Length 15
- Complexity should be at least 3 of the following rules
 1. Upper Case
 2. Lower Case
 3. Number
 4. Special Character: []()!@_#%*

The Password Cannot Contain

- Spaces
- Non-English characters
- Do not use your user name for any part of the password.

User: [REDACTED] Current Password: [REDACTED]

New Password *

Save

10. The password may take up to 5 minutes to change. When you see the message “Synced Password”, tell the student to restart his/her laptop and log in with the new password.