

Building Admin – Lookup or Change Student Password in Webmanager

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

2. Click Staff

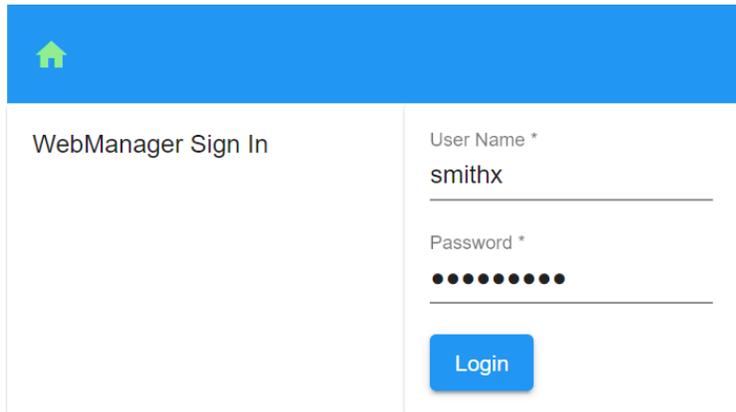


3. Scroll down to Tools for Success. Click All Staff. Scroll down and click ESC Time Off Requests (Web Manager)

Tools for Success

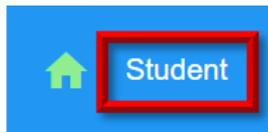
All Staff	Teachers	Administrators	
 Frontline Professional Growth	 Frontline Recruitment & Hiring	 Frontline Absence Management	 Finance Plus – Employee Access Center
 Smoothwall Login	 TimeClock Plus	 Safe Schools Training	 ESC Time Off Requests (Web Manager)

4. Log on with your District user name and password

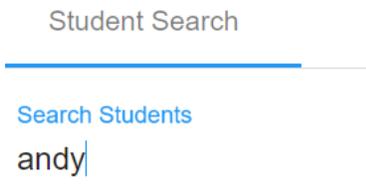


The image shows a 'WebManager Sign In' form. It has a blue header with a home icon. The form contains two input fields: 'User Name *' with the text 'smithx' and 'Password *' with a masked password of ten dots. A blue 'Login' button is positioned below the password field.

5. Click Student

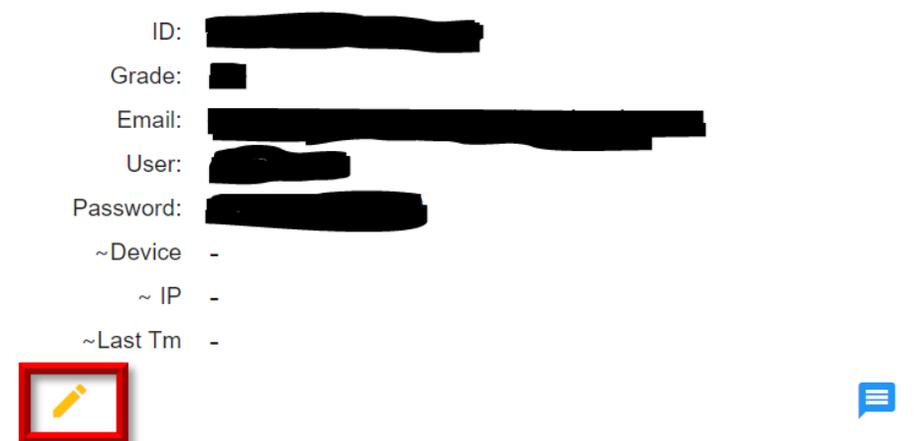


6. Type student ID# or first or last name and press Enter.



The image shows a 'Student Search' form. It has a blue header with a home icon. Below the header is a search input field with the text 'andy' and a blue 'Search Students' button.

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 details. The fields are: ID: [redacted], Grade: [redacted], Email: [redacted], User: [redacted], Password: [redacted]. Below these fields are three rows of information: '~Device -', '~ IP -', and '~Last Tm -'. At the bottom left, there is a yellow pencil icon in a red box, and at the bottom right, there is a blue speech bubble icon.

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

<p>Password Must Have</p> <ul style="list-style-type: none">• Minimum Length 9• Maximum Length 15• Complexity should be at least 3 of the following rules<ol style="list-style-type: none">1. Upper Case2. Lower Case3. Number4. Special Character: []!@_#%*	User: [REDACTED] Current Password: [REDACTED]
<p>The Password Cannot Contain</p> <ul style="list-style-type: none">• Spaces• Non-English characters• Do not use your user name for any part of the password.	<input type="text" value="New Password *"/>
	<input type="button" value="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.