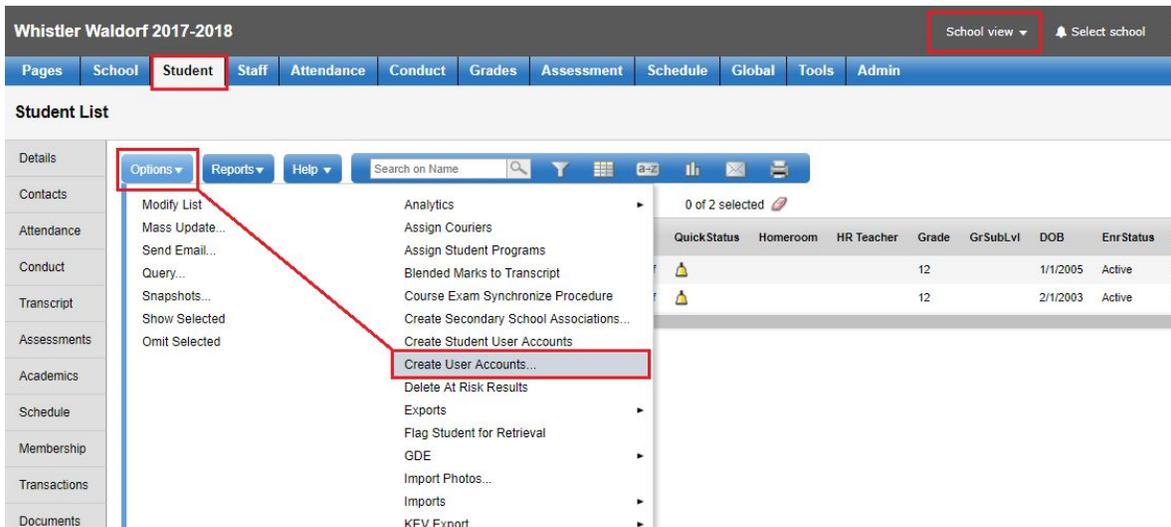# STUDENT USER ACCOUNTS

Student User Accounts are created through School view > Student top tab. You can select either individual students or a group of students up to and including all of them. Once you are displaying the correct number of students that you want to create accounts for, simply click the Options menu and select Create User Accounts

This brings up the Create User Account wizard:

a. **STEP 1**: Select Current Selection from the Records to include, followed by the Next button.

b. **STEP 2**: Fill out the Account Properties
  - Login ID
    ii. First Initial, Last Name
    ii. Last Name, First Initial
    iii. Custom expression and set the Expression to {person.email01} (please note these are curly brackets not round brackets that need to be included).
  - Password choices:
    i. Mnemonic (two 4-letter words with a 3-digit number in the middle, such as GONE987book). This will be assigned by the system and then can be given to the user.
    ii. Numeric (a random number containing the specified number of digits). This will also be assigned by the system and then can be given to the user.
    iii. Constant. This is a value that you enter yourself (ie Temp$1234)

c. **STEP 3**: Assign the Student Security Role.
Click the Add button and select Student from the pop-up Security Role Pick List.

NOTE: the primary school for your users is pulled from the Student Record. Adding in schools in this step will be additional schools your student may also attend in your district.

c. STEP 4: Review your account preferences and confirm by clicking Finish.
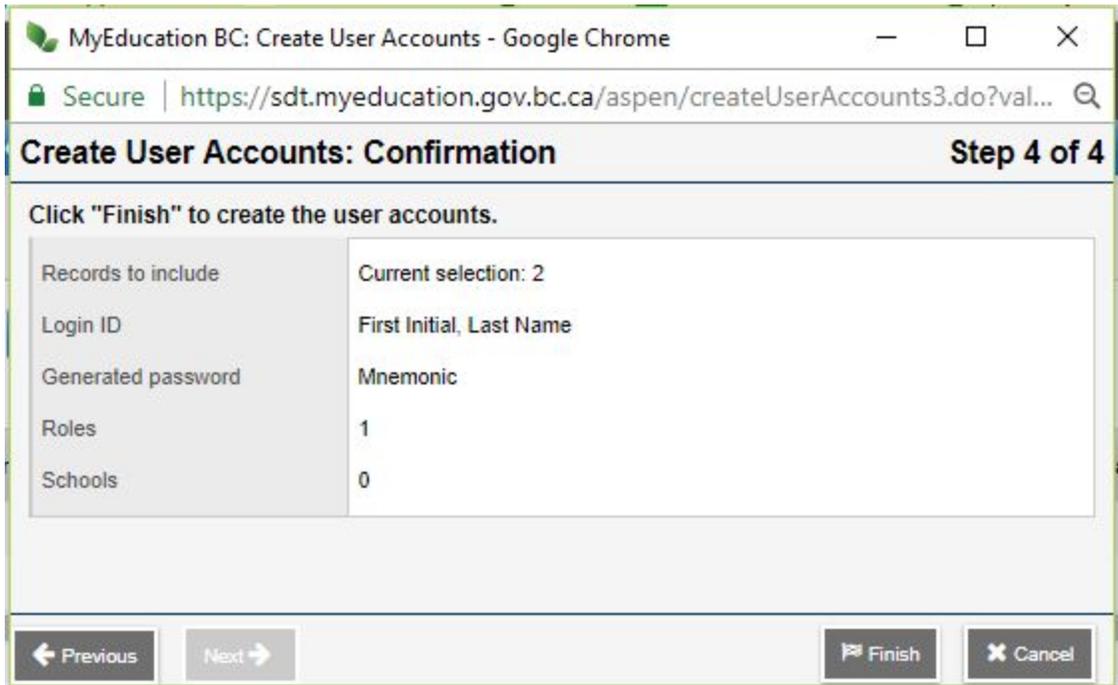
You can view the student user account login IDs by selecting the Fieldset 'Student User Accounts'. The Login column displays the student login ID and the GenPW column shows the student temporary password. When the student logs into their MyEducation BC account they will be prompted to update this password and when that's complete the field will appear blank.