

MYADMIN TOOLS

MULTIPLE PASSWORD RESET

EDUTECH
education technology services

An EduTech Workshop

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MYADMIN TOOLS

EduTech's MyAdmin Password Reset Tool can only be used by district tech admins (DTA's).

EduTech encourages all users to learn and practice good security and digital citizenship. This password reset tool should not be used to circumvent digital responsibility (knowing your userID and keeping secret the corresponding password).

This search tool *is not* web browser dependent.

This search tool will display a *maximum* of 1000 records at a time.

Remember, we all must model and teach digital citizenship to students & staff.

District Tech Admin & User Responsibility

The password reset tool is meant to provide any user, in your organizational unit, a temporary password. EduTech highly recommends users in your organizational unit perform the following:

1. Self-service password registration at <https://passwordregistration.k12.nd.us> (if they haven't already done so).
2. Once the user has gotten the temp password, from the DTA, they should visit <https://passwordreset.k12.nd.us> answer three of the five questions provided and reset their own password.
3. The MyAdmin Password Reset Tool does not interact with password registration and/or self-service password reset questions.

Password Reset Tool

To access the multi-user password reset tool visit <https://myadmin.k12.nd.us/> the MyAdmin Portal.

Login using your k12.nd.us credentials.

As a DTA you may be assigned to more than one district, be sure to select the correct *District* and the radio button for *Non-Automated User Management*. *Tap/click Submit* (Fig. 1 below).



FIGURE 1 - SELECT DISTRICT & USER

Click /tap **Password Reset Tool** on the middle upper right (Fig. 2 Yellow Box).



FIGURE 2 PASSWORD RESET TOOL

Select the **Student** or **Teacher** radio button to search based on the user type (Fig. 3).

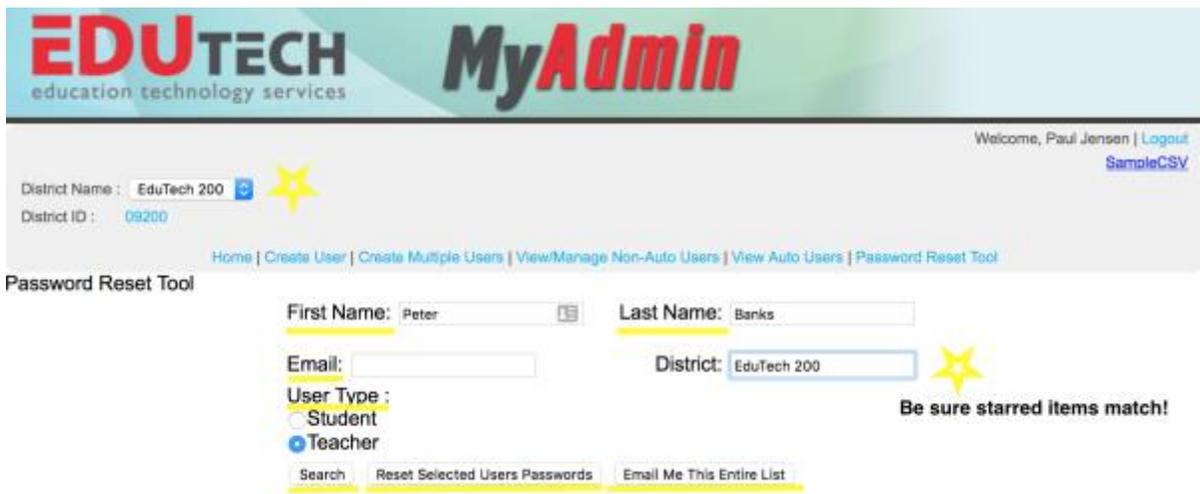


FIGURE 3 SELECTION SCREEN

At this point you have other search options:

- search for a user or users you want by First, Last or Email
- search for partial names
- or even search for the first letter of a name

Alternately, you can *click/tap* the **Search** button (empty fields) right away to get the first 1000 records (Fig. 4).

Select	Teacher License Number	First Name	Middle Name	Last Name	Email
<input type="checkbox"/>		John		Gieser	John.Gieser@k12.nd.us
<input type="checkbox"/>		Darrell		Slag	darrell.slag@k12.nd.us
<input type="checkbox"/>	300DS	Deb		Schiels	Deb.Schiels@k12.nd.us
<input type="checkbox"/>		Aaron		Liesinger	Aaron.Liesinger@k12.nd.us

FIGURE 4 LEAVE FIELDS EMPTY & SELECT SEARCH

RECEIVE A LIST FROM SELECTION

To receive a list from your selection, you can *click/tap* the **Email Me This Entire List** button to get the listing of the email address for all the displayed users (Fig. 5).

Select	Teacher License Number	First Name	Middle Name	Last Name	Email
<input type="checkbox"/>		John		Gieser	John.Gieser@k12.nd.us
<input type="checkbox"/>		Darrell		Slag	darrell.slag@k12.nd.us
<input type="checkbox"/>		Deb		Schiels	Deb.Schiels@k12.nd.us
<input type="checkbox"/>		Aaron		Liesinger	Aaron.Liesinger@k12.nd.us
<input type="checkbox"/>		Jason		Simpfenderfer	Jason.Simpfenderfer@k12.nd.us
<input type="checkbox"/>		Barbara		Aanderud	Barbara.Aanderud@k12.nd.us
<input type="checkbox"/>		Timothy		Aichele	Timothy.Aichele@k12.nd.us
<input type="checkbox"/>		Jeff		Baranick	Jeff.Baranick@k12.nd.us
<input type="checkbox"/>		Sandra		Bauer	Sandra.Bauer@k12.nd.us
<input type="checkbox"/>		Mary Beth		Becker	MaryBeth.Becker@k12.nd.us

FIGURE 5 SEND - SELECTED RESET PASSWORDS

The list will arrive in your K12 account from the EduTech **Help**, attached is a .CSV formatted file (Fig. 7 below).

Why would I want to do this? Create a list of your Organizational Unit (do remember the 1000 record limit).

RECEIVE RESET PASSWORDS LIST FROM SELECTION

Click / tap the check boxes next to the names of the users you want to reset the passwords for, and then click / tap the **Reset Selected Users Passwords** button. You will be asked to confirm this action. “Are you sure you want to reset the password of every selected user?” Cancel or Ok are your only choices. (Fig. 6)

Password Reset Tool

First Name: Last Name:

Email: District:

User Type :

Student

Teacher

Select	Teacher License Number	First Name	Middle Name	Last
<input checked="" type="checkbox"/>		John		Gieser
<input type="checkbox"/>		Darrell		Slag
<input type="checkbox"/>	300DS	Deb		Schields
<input type="checkbox"/>		Aaron		Liesinger

FIGURE 6 RESET SELECTED USERS PASSWORDS LIST

This generates a .CSV formatted file that is sent to your K12 account and will be sent from EduTech **Help** (Fig. 7 below).

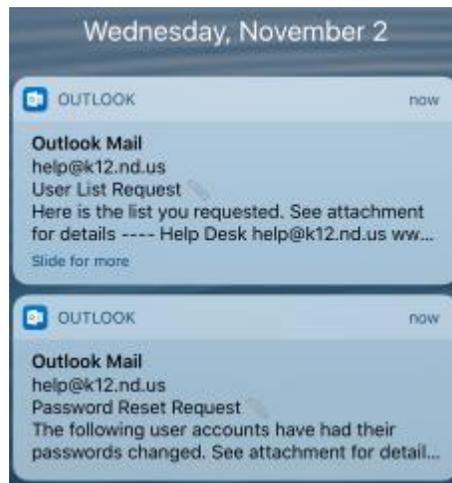


FIGURE 7 .CSV FILES SENT TO DTA

What do the .CSV files look like?

After you have clicked one of the buttons, you can check your email for the CSV file with the information you requested (Fig. 7).

	A	B	C	D	E	F	G
1	Teacher License	First Name	Middle Name	Last Name	Email	Password	
2	8089003745	PETER	P	BANKS	PETER.BANKS@k12.nd.us	M_5.aj2u	

	A	B	C	D	E	F	G
1	Teacher License	First Name	Middle Name	Last Name	Email		
2	8089003745	PETER	P	BANKS	PETER.BANKS@k12.nd.us		

FIGURE 8 VIEW OF .CSV FILES SENT TO DTA

Don't forget to **Logout**

While we are on the subject of digital citizenship & responsibility...

The .CSV files for both **Reset Selected User Passwords** and **Email Me Entire Lists** are now on the device used by the DTA to retrieve the emails from Help@k12.nd.us. Please be responsible and Trash the files and Empty the Trash. The K12.nd.us user account was provided to the individual Users and you must always keep that secure!