

# Log In/Log Out

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## **Overview and Preparation for Using Tyler SIS**

Before a user may log in, they must be added to the Faculty and Staff database, where user permissions are assigned.

District staff will be assigned to manage users. Each user will receive a user login, along with the district's URL address used to access district data. When your district enters your Tyler SIS URL instance for the first time, the only active user record will be the system manager.

### **System Manager's Login**

To jump start your data entry, multiple users may log in simultaneously using the system manager password:

In the Live and Train instances: Username: sdmadmin Password: sdmadmin

In the Sample instance: Username: sdmadmin Password: sisk12

However, the intent is to give each user his/her unique login. One of your first tasks should be to create these logins, then change the system manager's password.

The system manager user has general control over the data. Thus this login should be reserved for only those individuals in the district who will be overseeing the district data.

### **Time-Out Feature**

As a safety feature, there is a time-out limitation due to inactivity. The time limit depends on whether Tyler SIS is hosting your data or your district is self-hosted. If hosted by Tyler SIS, the time-out is preset to 60 minutes of inactivity and cannot be changed by the district. Self-hosted districts can contact SIS Support to change the time limit.

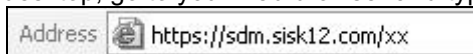
When you are away from your workstation, log out of Tyler SIS to safeguard access to your data.

### **Protect your Login**

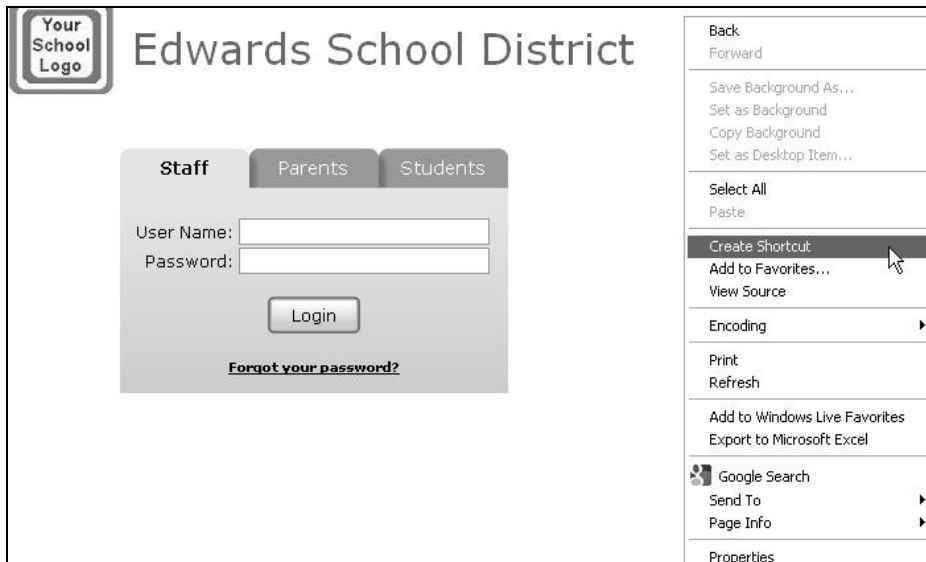
SIS permissions, linked to your user login name and password, provide system security by determining each user's accessibility to district information.

## **Create a Desktop Shortcut**

1. From your desktop, go to your web browser and type in your district's URL address to connect to your data.



2. Right-click on the Login screen. Click **Create Shortcut**.



3. A confirmation prompt displays. Click **Yes**. The shortcut displays on your desktop.

## Logging In

1. The first time you log into Tyler SIS, you may be required to create a password. Your Tyler SIS coordinator will provide your login information and advise if it is a temporary login or not.



- a. Type your **User Login Name**. Tab to the **Password** field and enter your password.
- b. Click the **Login** button or press the **Enter** key on your keyboard.
- c. If you have a temporary login password, you will be prompted to enter your permanent password and confirm it.


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Note: User login names are limited to 50 characters. Passwords are limited to 12 characters. Neither is case sensitive.

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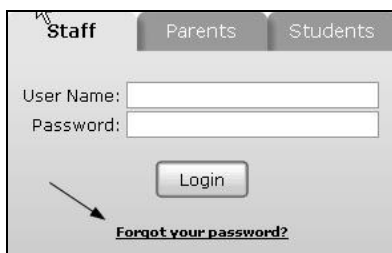
2. The next and subsequent times you log in:
  - a. Type your **User Login Name**, tab to the **Password** field and enter your permanent password.
  - b. Click the **Login** button or press the **Enter** key on your keyboard.
3. Congratulations! You have successfully logged into the **Staff Home Page**.

## Logging Out

1. Click **Logout** on right hand side of the Menu Bar to return to the login screen.
2. Click the close icon  in the upper right hand corner of the screen to exit the program and return to your desktop.

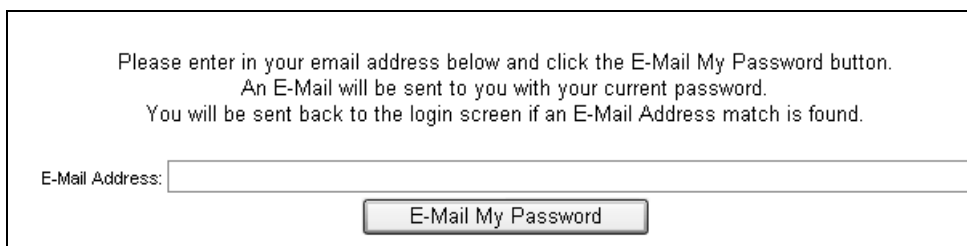
## Forgot Your Password

1. From the login screen, click **Forgot your Password?**



The screenshot shows a login interface with three tabs: Staff, Parents, and Students. The 'Staff' tab is selected. Below the tabs are two input fields: 'User Name:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the form, there is a link labeled 'Forgot your password?' with an arrow pointing to it.

2. Follow the instructions on the screen.

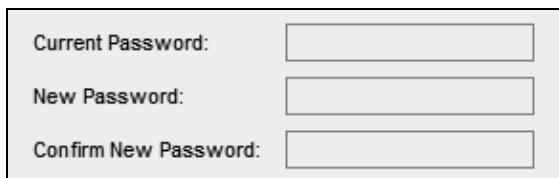


The screenshot shows a screen with the following text: 'Please enter in your email address below and click the E-Mail My Password button. An E-Mail will be sent to you with your current password. You will be sent back to the login screen if an E-Mail Address match is found.' Below the text is an 'E-Mail Address:' input field and an 'E-Mail My Password' button.

3. If the email address you enter matches the email address in your Faculty/Staff record, then Tyler SIS will send an email to that address, advising you of your password.

## Change Your Password

1. If you have permission to change your password, from the **Staff Home** screen, click **Actions** → **Change My Password**.
2. Type your **Current Password**.



The screenshot shows a form with three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'.

3. Tab to the **New Password** field and type your new password.
4. Tab to the **Confirm New Password** field and retype your new password.
5. Click **Done** to save the changes and return to the **Staff Home** screen.