

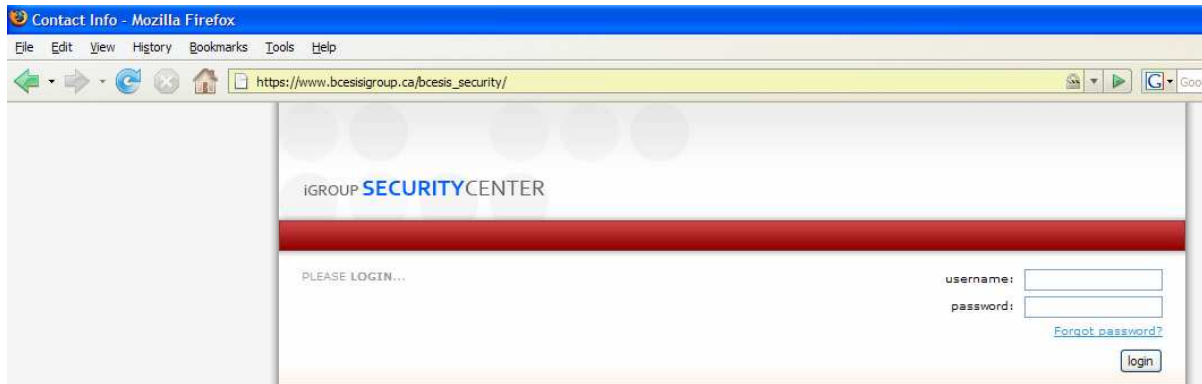
BCeSIS iGroup Security Center User Manual.

Purpose:

The purpose of the Security Center is to provide a central location where independent schools can create, delete and reset usernames for BCeSIS and other iGroup web services.

Login to Security Center

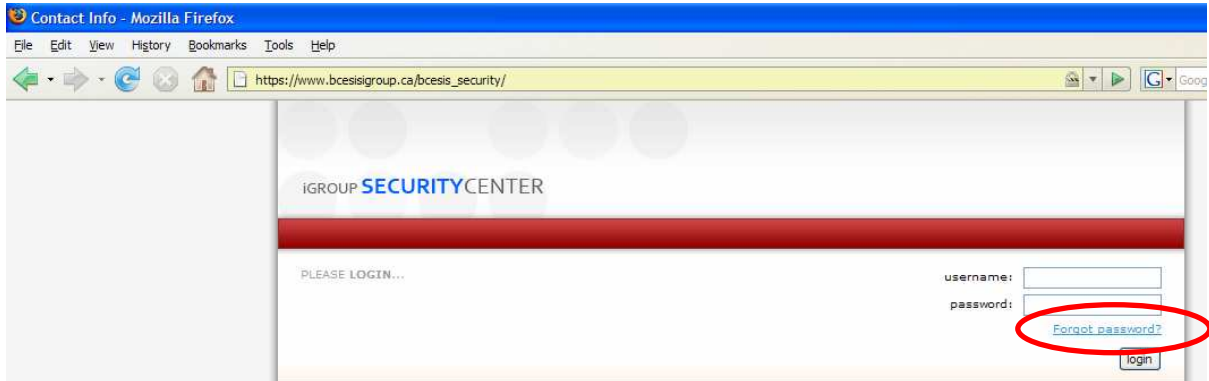
- a. Open your web browser and go to: https://www.bcesisigroup.ca/bcesis_security/
Or go to <http://www.bcesisigroup.ca> and click on Security Center
- b. Type in your username and password on the right side and click “Login”



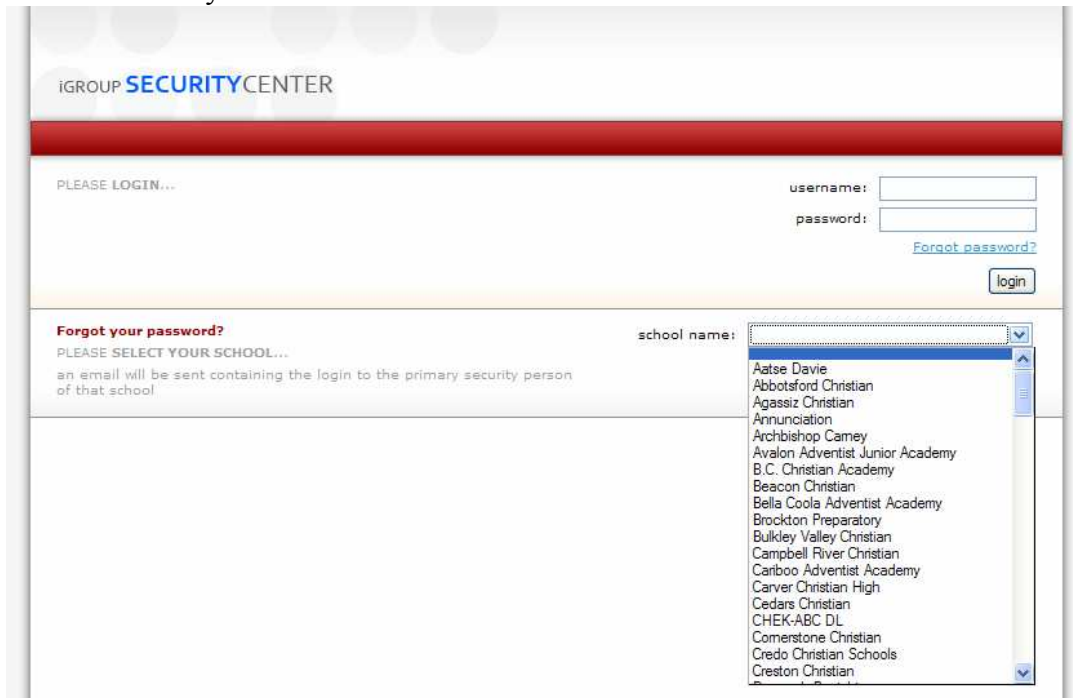
[Main Login screen of Security Center]

Forgotten Username and Password to Security Center.

- a. Click on the Forgot password link?



- b. Next select your school and click “select”



- c. You should receive an email with your username and password to the Security Center. (please note that this username and password is NOT for the BCeSIS Application it is just for the Security Center).
- d. If you do not receive an email within 15mins, please first check your junk mail folder to make sure it is not there, and then contact Andrew Smit (iGroup Project Manager) at andrewsmit@bcesisigroup.ca for more information on accessing the Security Center.

Review Contact Information

On the Contact Info Tab we are looking for some basic contact information so that the iGroup knows who to contact about specific areas of BCeSIS. Please note that the same person can be used for multiple roles. (i.e. The Primary BCeSIS Contact might also be the Primary Security Contact).

The screenshot shows the 'iGROUP SECURITY CENTER' interface. At the top, there are three tabs: 'contact info' (selected), 'web passwords', and 'bcesis passwords'. Below the tabs, it says 'YOU ARE CURRENTLY LOGGED IN...' with a 'logout' button. The main content area is divided into four sections, each with a lock icon and an 'update' button:

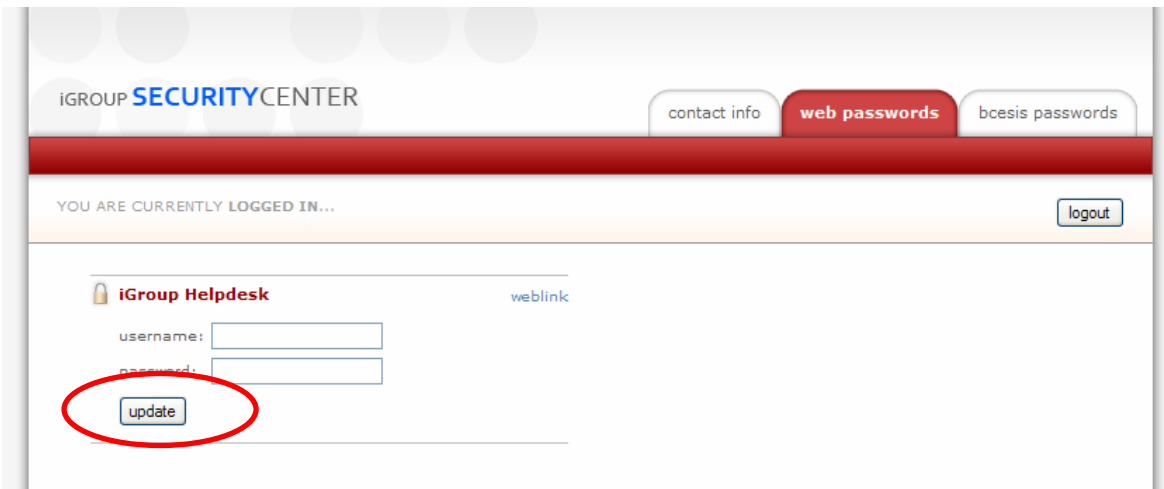
- Business Manager:** name, phone, ext., email, title.
- Primary BCeSIS Contact:** name, phone, ext., email, title.
- Primary Security Contact:** name, phone, ext., email, title.
- Secondary Security Contact:** name, phone, ext., email, title.

- Business Manager** – This is the person that we would contact about anything legal around BCeSIS, this would include fees and payments or signing of documentation. This would be the person in the school who has the authority to approve payments and/or contracts with the school.
- Primary BCeSIS Contact** – This is the person in the school who knows the most about BCeSIS and typically uses the system the most. (Typically this is going to be a secretary or the student data management person). The iGroup would contact this person about any upcoming workshops/training for BCeSIS, any changes to the system, or problems identified in the schools setup, the Year End Transition process, and any helpdesk issues reported.
- The Primary Security Contact** – This is the only person that the iGroup will even consider the idea of talking about security in your school about. Meaning, that if somebody phones or emails the iGroup asking about security or resetting usernames or anything like that and they are not the primary security contact for the school we will not respond to them. This is the person who is responsible to creating and distributing usernames to users in your school. This is also the email address that the forgotten username and password to the security center will go to.
- Secondary Security Contact** – This is an alternative to the Primary Security Contact in case of absence of the primary security contact.

Create or Update other web service usernames or passwords

On the Web Passwords tab schools are able to create or update usernames and password to other iGroup web services, for instance Helpdesk.

To create or update a username or password please enter the username and password that you want and then click update. *Please note that updates to these usernames and password may take a day to be completed.*



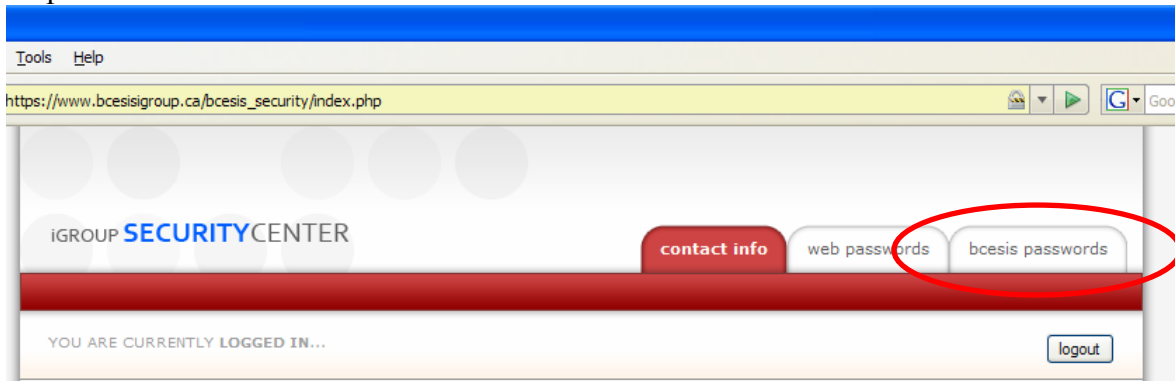
The screenshot displays the iGroup Security Center interface. At the top, the logo 'iGROUP SECURITYCENTER' is visible. Navigation tabs include 'contact info', 'web passwords' (which is highlighted in red), and 'bcesis passwords'. Below the navigation, a status bar indicates 'YOU ARE CURRENTLY LOGGED IN...' with a 'logout' button. The main content area shows the 'iGroup Helpdesk' section, which includes a 'weblink' label and two input fields for 'username:' and 'password:'. A red oval highlights the 'update' button located below the password field.

Create, Delete, Update, or Reset BCeSIS usernames and passwords.

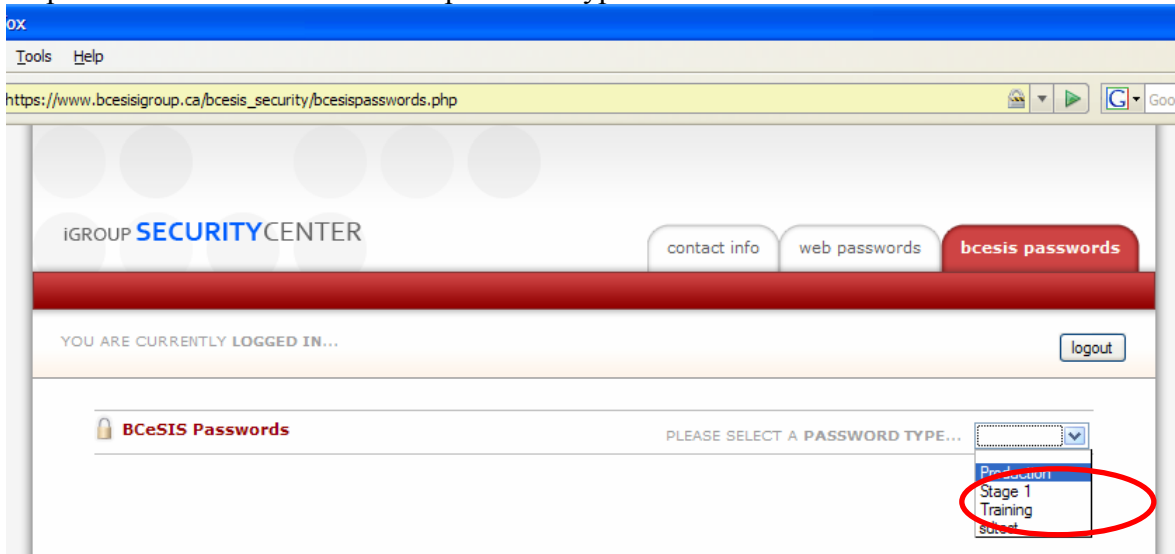
On the BCeSIS Passwords tab schools are able to create, delete, update, or reset usernames and passwords for the BCeSIS Application. *Please note that while resets shouldn't take more than 5mins to complete (except during heavy use times) other task like creating deleting usernames may take a day to complete.*

To Create a New User in BCeSIS:

Step 1: Click on BCeSIS Passwords Tab



Step 2: Click on the “Production” password type



Step 3: Click on “Add new Users”

The screenshot shows the 'BCeSIS Passwords' interface. At the top, there are navigation tabs for 'contact info', 'web passwords', and 'bcesis passwords'. Below this, a status bar indicates 'YOU ARE CURRENTLY LOGGED IN...' with a 'logout' button. The main content area is titled 'BCeSIS Passwords' and includes a dropdown menu for 'PLEASE SELECT A PASSWORD TYPE...' currently set to 'Production'. There are two columns of checkboxes for 'primary class' and 'additional classes'. At the bottom, there are input fields for 'last:' and 'first:' names, and a 'type:' dropdown. A row of buttons is at the bottom: 'save changes', 'reset password of selected', 'delete selected', and 'add new users'. The 'add new users' button is circled in red.

Step 4: Enter the Last Name, First Name, Primary class and any additional classes, and the type for all the users you want to create. *Please review the Security Model on the iGroup website for details on the different class type, also note that the type will be “Production” for most users. Furthermore one is able to create multiple users on this one screen.*

This screenshot shows the same 'BCeSIS Passwords' interface as Step 3, but with a user entry form filled out. The 'last:' field contains 'Smith' and the 'first:' field contains 'Jonny'. The 'type:' dropdown is set to 'Production'. The 'primary class' and 'additional classes' columns have several checkboxes selected, including 'School Bcesis Administrators', 'School Principals', 'School Secretaries', 'School Teachers', 'Attendance', 'Course Maintenance', 'Discipline/Incidents', 'General School Reports', and 'Scheduling'. The 'add new users' button is no longer circled.

Step 5: Scroll Down and click on “Add Users”

The screenshot shows a web interface for user management. It features a table with 15 rows, each containing several input fields and a dropdown menu. At the bottom of the table, there are two buttons: "add users" and "cancel". The "add users" button is circled in red.

Step 6: Click on the “Production” password type again

The screenshot shows the BCeSIS Passwords page. The page has a blue header with "iGROUP SECURITYCENTER" and navigation tabs for "contact info", "web passwords", and "bcesis passwords". Below the header, there is a "logout" button and a section titled "BCeSIS Passwords". A dropdown menu is open, showing the following options: "Production", "Stage 1", "Training", and "sdtest". The "Production" option is highlighted and circled in red.

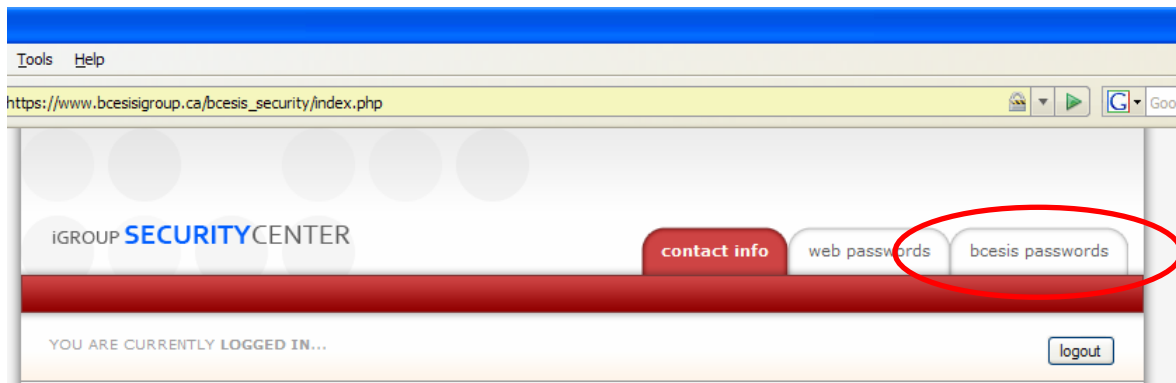
Step 7: Retrieve new usernames and randomly generated passwords.

Note the username is still pending “Add”, this means that the iGroup has not yet created the username in BCeSIS. This username will work only when the pending has been cleared by the iGroup. (typically this takes about 24 hours). *Also note that schools need to first create all the staff in the staff maintenance screen of BCeSIS before teacher accounts can be created. (path to Staff Maintenance in BCeSIS: School->School Information->Staff Maintenance)*

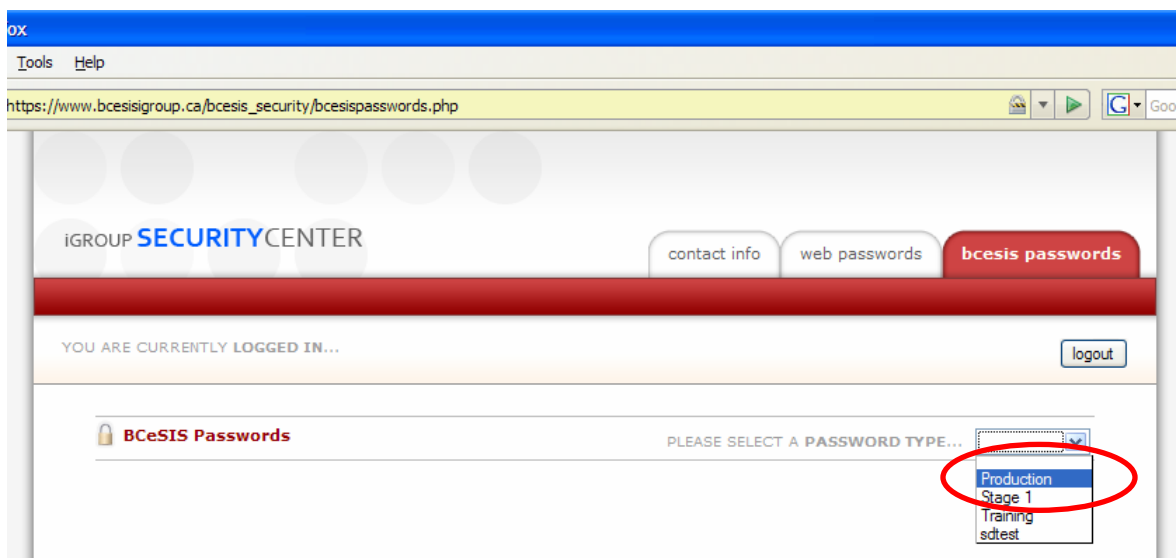
The screenshot displays the 'BCeSIS Passwords' management interface. At the top, there are navigation tabs for 'contact info', 'web passwords', and 'bcesis passwords'. Below this, a 'logout' button is present. The main content area includes a 'PLEASE SELECT A PASSWORD TYPE...' dropdown menu set to 'Production'. A vertical navigation menu on the left lists various system functions such as 'School BcEsis Administrators', 'School Principals', 'School Secretaries', 'School Teachers', 'Attendance', 'Course Maintenance', 'General School Reports', 'Discipline/Incidents', and 'Scheduling'. The user list table has columns for 'last:', 'first:', 'username:', 'password:', and 'pending:'. The first row shows 'Smith Jonny' with a green status indicator. The second row shows 'jsmith200' with password 'bode\$7955' and a status of 'ADD', which is circled in red. At the bottom, there are buttons for 'save changes', 'reset password of selected', 'delete selected', and 'add new users'.

To Reset an password

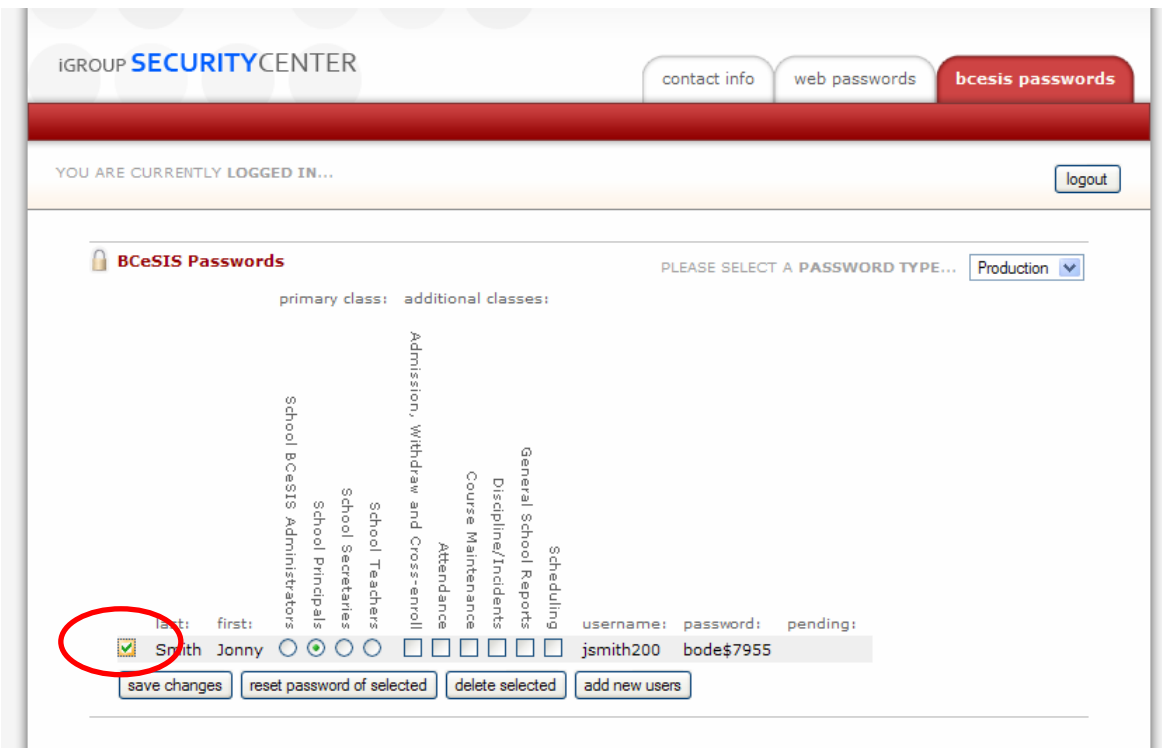
Step 1: Click on BCeSIS Passwords Tab



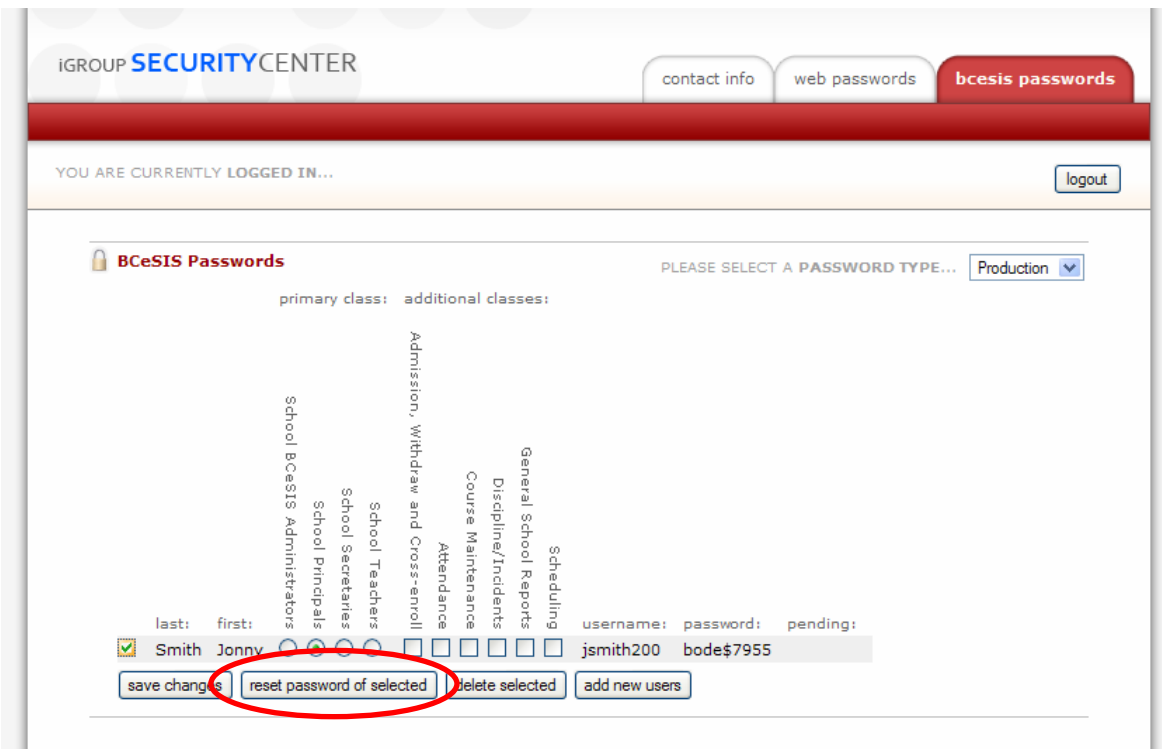
Step 2: Click on the “Production” password type



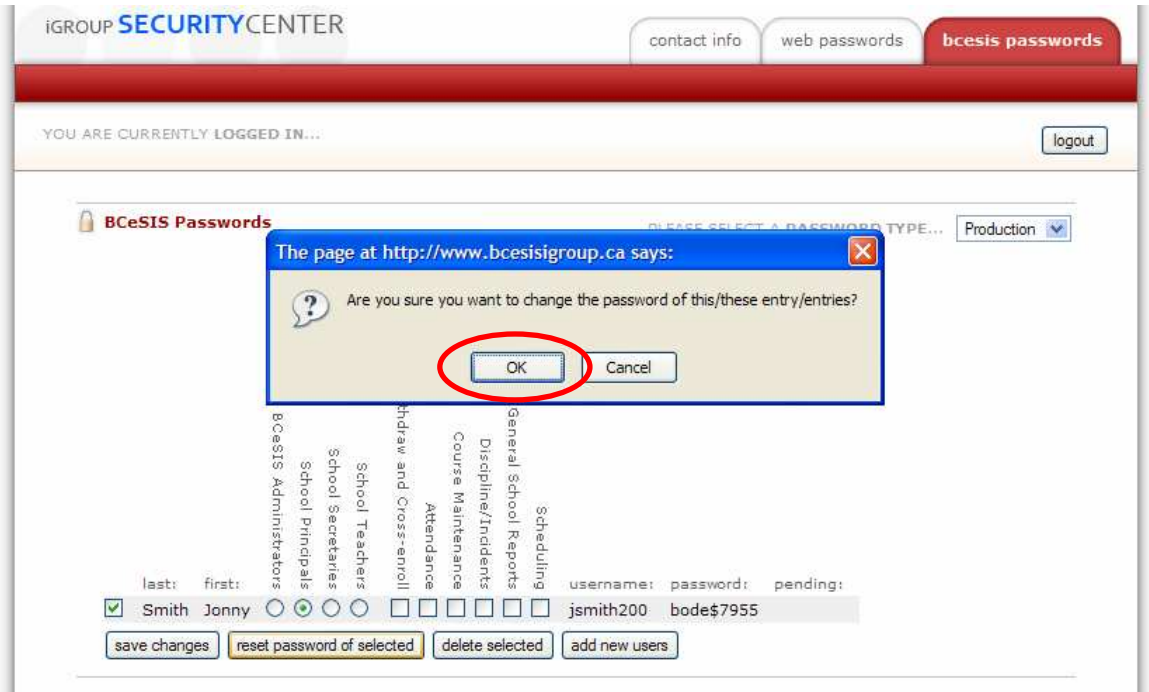
Step 3: Select the Users that you want to reset the password of. *Please note that you can reset multiple passwords at once.*



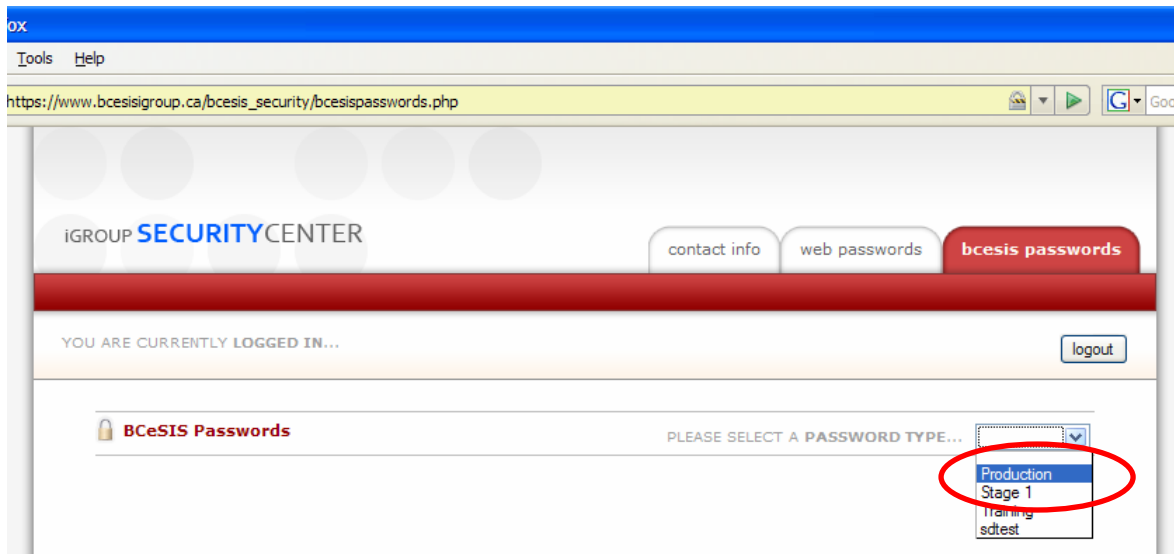
Step 4: Click “reset password of selected”



Step 5: Click “Ok” on the popup box.



Step 6: Click on the “Production” password type again



Step 7: Retrieve new randomly generated passwords.

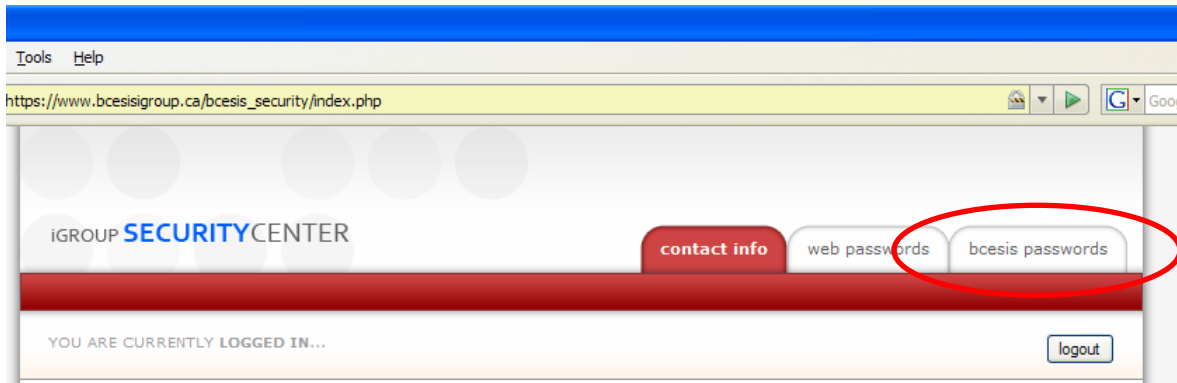
Note the username might still be pending “Reset”, this means that the iGroup automatic reset process has not yet reset the password in BCeSIS. This username and password combination will work only when the pending has been cleared by the iGroup. (typically this takes about 5 mins).

The screenshot shows the iGROUP SECURITYCENTER interface for managing BCeSIS Passwords. At the top, there are navigation tabs for 'contact info', 'web passwords', and 'bce sis passwords'. Below the navigation, a status bar indicates 'YOU ARE CURRENTLY LOGGED IN...' with a 'logout' button. The main content area is titled 'BCeSIS Passwords' and includes a dropdown menu for 'PLEASE SELECT A PASSWORD TYPE...' set to 'Production'. Below this, there are sections for 'primary class:' and 'additional classes:' with a list of roles including School BceSis Administrators, School Principals, School Secretaries, School Teachers, Admission, Withdraw and Cross-enroll, Attendance, Course Maintenance, Discipline/Incidents, General School Reports, and Scheduling. A table of users is displayed with columns for 'last:', 'first:', 'username:', 'password:', and 'pending:'. The first row shows 'Smith Jonny' with a selected checkbox and a password of 'jsmith200 mfnY\$5016'. Below the table are buttons for 'save changes', 'reset password of selected', 'delete selected', and 'add new users'.

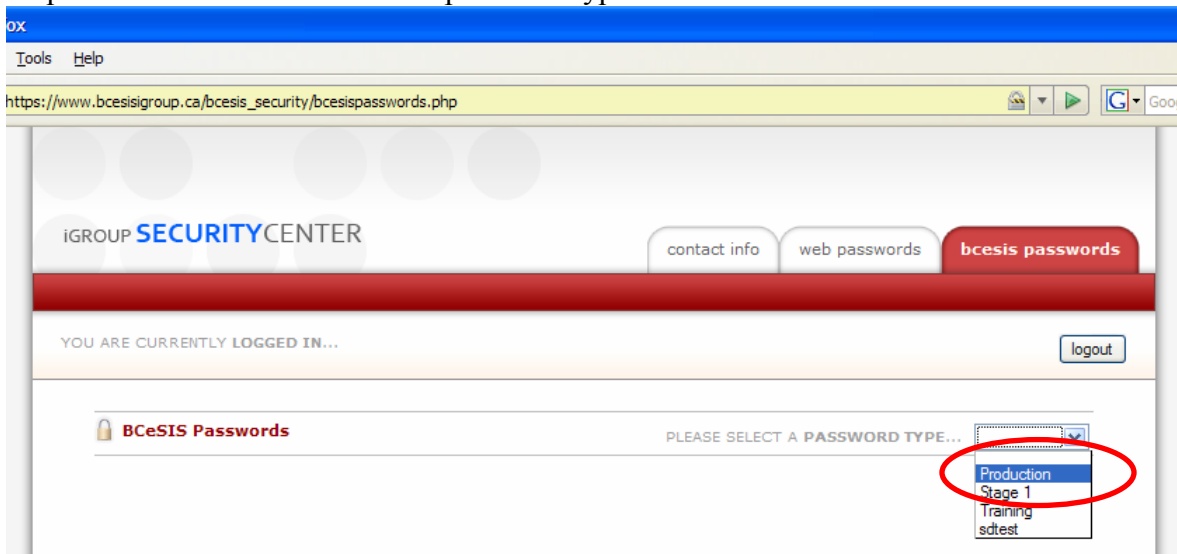
last:	first:	checkbox	username:	password:	pending:
Smith	Jonny	<input checked="" type="checkbox"/>	jsmith200	mfnY\$5016	

To Delete a Username:

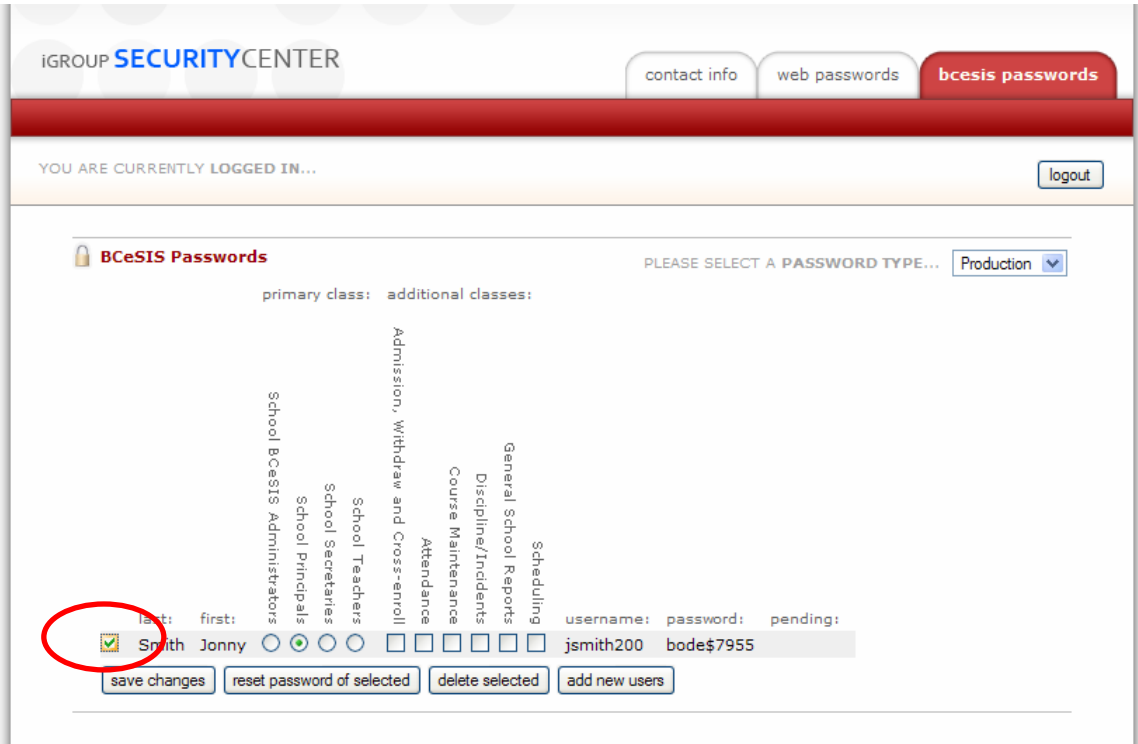
Step 1: Click on BCeSIS Passwords Tab



Step 2: Click on the "Production" password type



Step 3: Select the Users that you want to delete. *Please note that you can delete multiple users at once.*



Step 4: Click "Ok" on the pop-up box

