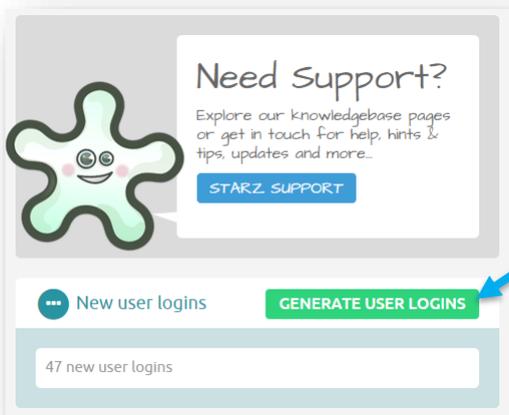# Obtaining New Account Logins

When a new pupil, their contacts, or member of staff, starts at your school they will be 'added/admitted' into your school's MIS (SIMS, Pupil Asset etc.). When the next synchronisation between your MIS and eSchools takes place, an account will automatically be created, this happens daily during the early hours.
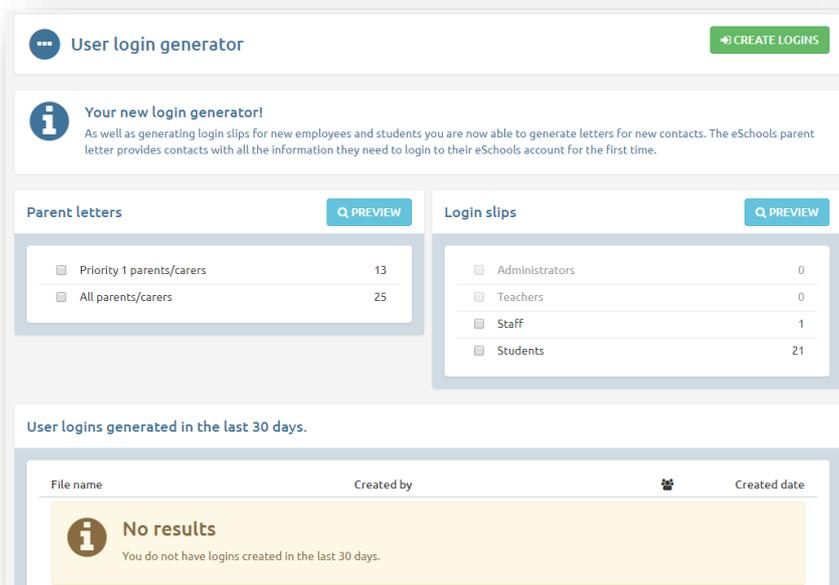
Obtaining Login details

Using an Admin role, log into Starz+ and look for the 'New User Logins' tool on the desktop.
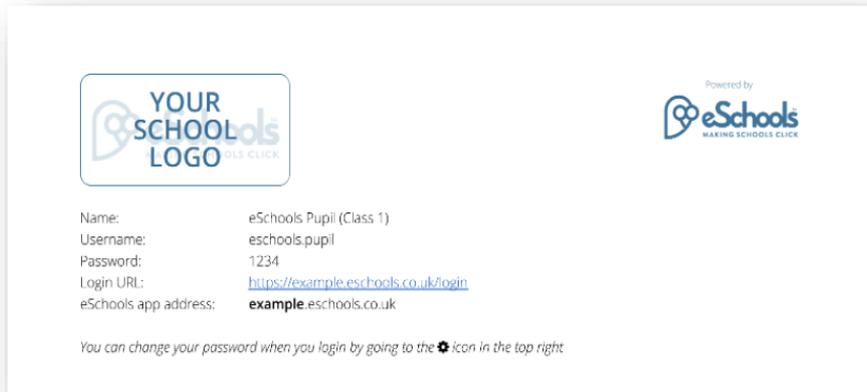
Click onto the green button – 'Generate User Logins'.

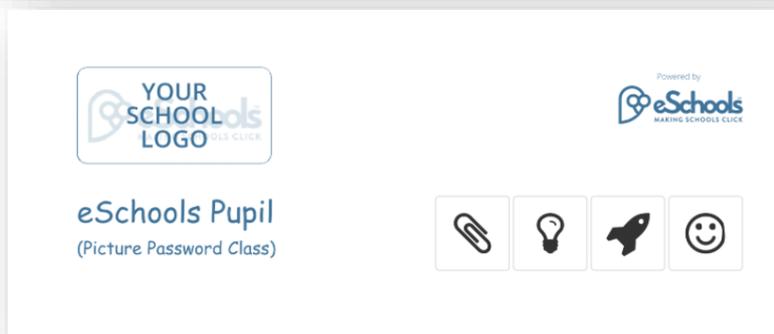The next screen will display the 'User login generator'.

Check the box to indicate which login details you wish to obtain. A zipped folder will download, within the folder you will see a pdf file (Login slips or parents' letters) and a spreadsheet with details of the logins generated.
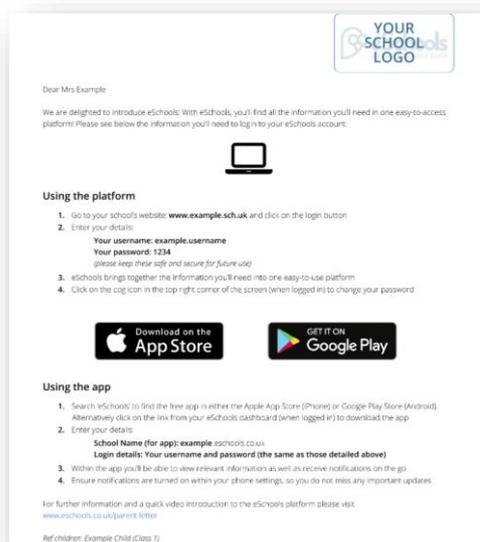
Login Slips:

This is an example of the login slips produced for pupils and school personnel. The username for pupils will follow the format as originally set by your school, with a four-digit passwords. Adult accounts will use, first name.last name plus a four digit password.

If a class has been set already to use picture logins, then the pupil's login slip will look similar to this example.

Please note: If you have provided us with your school Logo, then this will appear as indicated, if no school logo is available, then the Starz+ logo will be used.

Login Letters:

This is an example of the parent letter. These accounts will use, first name.last name plus a four digit password. As with other downloads you will be provided with a zipped folder, a spreadsheet showing the login details and a pdf file for the letters.

You may wish to use a letter of your own, in which case, use the spreadsheet to mail merge the necessary login details.

Please note: If you want to obtain new logins for a whole class, please refer to Pupil Logins page in the Starz+ Knowledgebase: **http://www.ccc-computing.org.uk/kb-pupil-logins**

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