

ACELLUS TUTORIAL

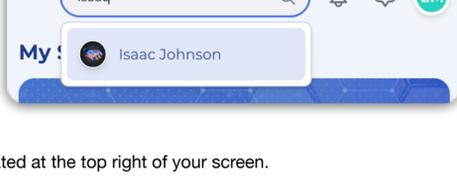
Student Profile Information

Student profile information is used for a number of purposes in Acellus. This guide will cover how to view and modify an individual student's Acellus profile information within the following three sections:

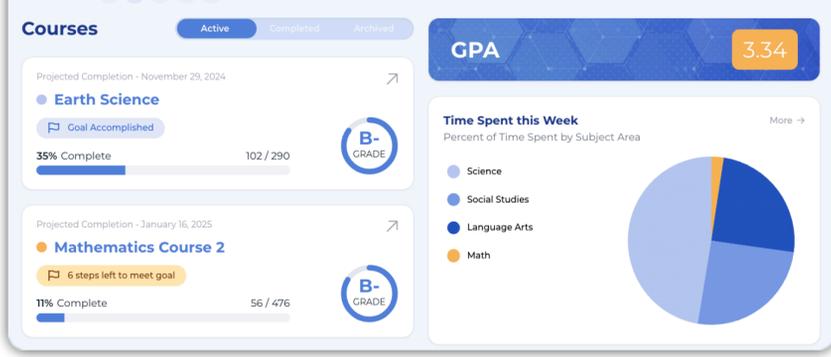
- 1) Profile
- 2) Account
- 3) Statistical Data (Optional)

1) Profile

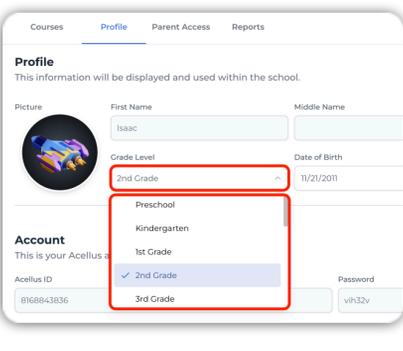
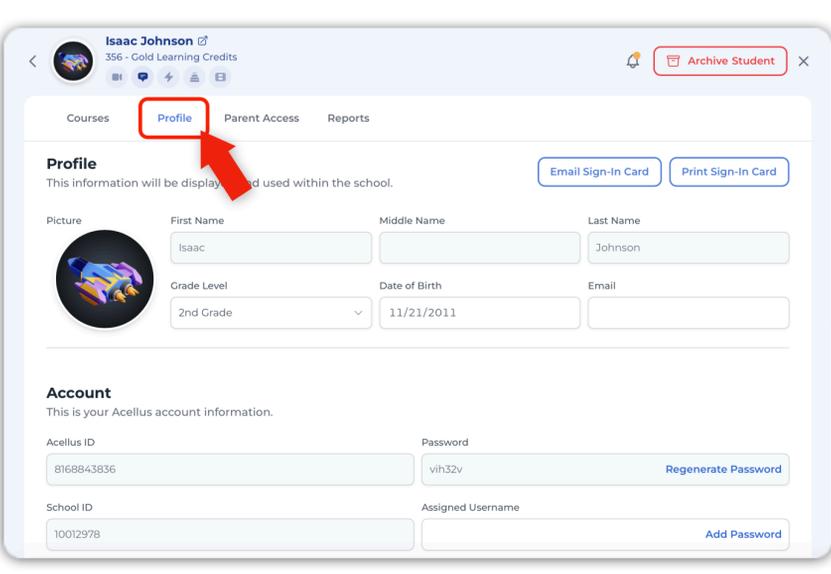
The first step in modifying an individual student's profile information is to sign into Acellus and then search for a student using the **'Find a Student'** search bar located at the top right corner of the screen.



Next, click the **'Student Account'** button located at the top right of your screen.



By clicking on the **'Profile'** tab, you will be able to see the student's current profile information.



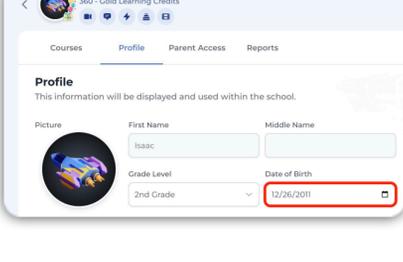
Adjusting the student's grade level will automatically adjust their interface.

Students listed as Kindergarten - 3rd Grade will be in the **'Elementary'** interface.

Students listed as 4th - 8th Grade will be in the **'Middle School'** interface.

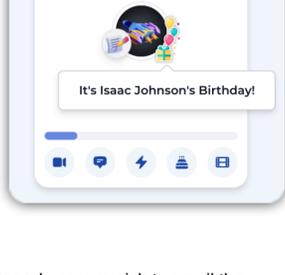
Students listed as 9th Grade and up will be in the **'High School'** interface.

For more information on the different student interfaces, please check out our [Acellus Student Interface Tutorials](#) for Elementary, Middle School, and High School.

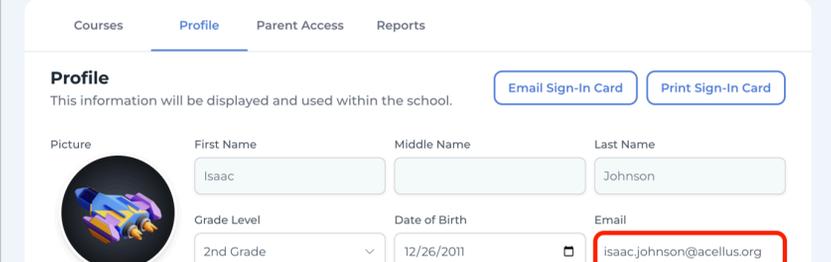


The **'Date of Birth'** is an optional field that is used for record keeping purposes and to celebrate the student's birthday.

When the date of birth is specified, Acellus will "celebrate" the student's birthday by placing a "birthday" status next to their profile icon on the **'Live Monitor'**.

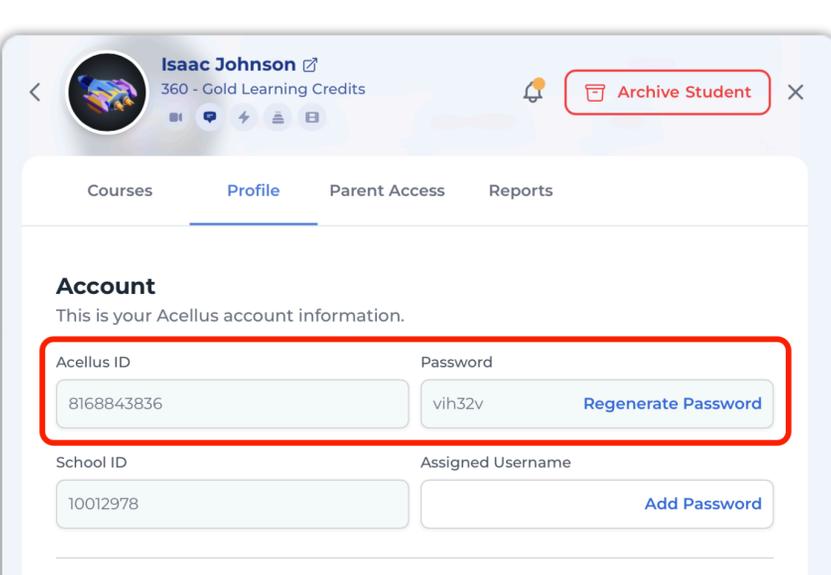


The email address is another optional field. This option is used in cases where you wish to email the student their login credentials. After adding the email address, you can send the student their Acellus ID and password by clicking the **'Email Sign-In Card'** button.



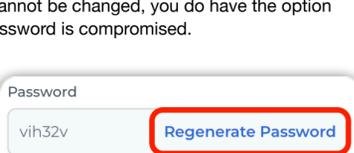
2) Account

The **'Account'** section shows the student's login credentials. The **'Acellus ID'** and password were automatically generated when the account was created. The student will use these credentials to log into their interface.



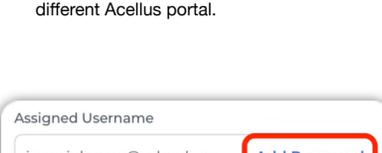
While the Acellus ID is linked to the student's account and cannot be changed, you do have the option to generate a new password in cases where the previous password is compromised.

To create a new password, click the **'Regenerate Password'** button. This will automatically create a new password from randomly selected characters.



The **'School ID'** is unique to your school's Acellus portal and will be displayed as the same on each student's profile page. This is a identification number used in situations where the student needs to be transferred to a different Acellus portal.

The **'Assigned Username'** feature is commonly used by schools when students already have memorized usernames and passwords.

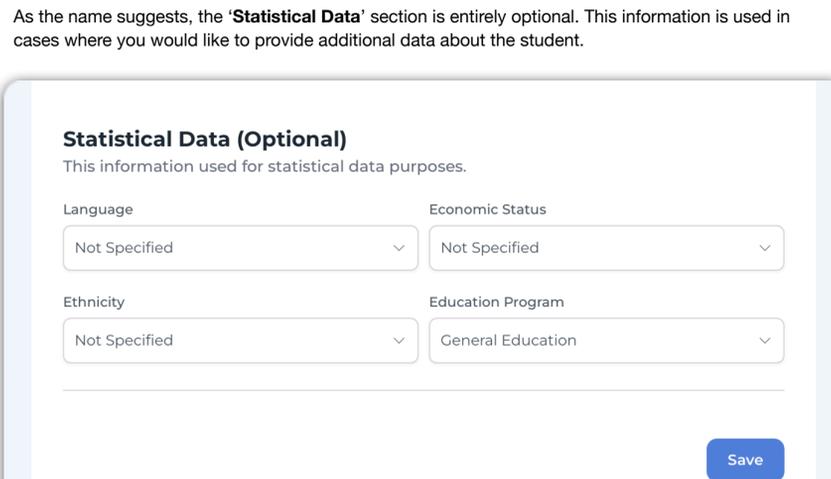


To set it up, enter the student's existing password, click **'Add Password'**, and input their current school-assigned password, and then finish by clicking **'Save'**.

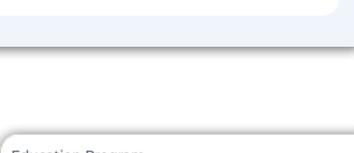
Once configured, students can log in to Acellus using either their Acellus ID and password or their school-assigned username and password.

3) Statistical Data (Optional)

As the name suggests, the **'Statistical Data'** section is entirely optional. This information is used in cases where you would like to provide additional data about the student.



The **'Education Program'** is a selection that is primarily used for the **'Year-End Functions'** or the **'Bulk Course Enrollment'**. By selecting a specific "education program", Administrators are able to quickly perform functions that impact just the student accounts listed in that specific criteria.



For example, an admin can specify a specific course they want all the students in the 'Honors' Education program to be enrolled in.

For Information on **Year-End Functions** and **Bulk Course Enrollment** see our [Tutorials](#) page.

To apply changes you've made, be sure to click the **'Save'** button located at the bottom of the page.