Schoolnet: How to Generate Student Login Credentials for Teachers and Administrators

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Schoolnet: Accessing Student Logins

Teachers must distribute student usernames and passwords before students can take an online assessment or use the Student Workspace. This document will provide the steps to access student logins.

Note: Before students take an online *assessment*, students need their username, password, and a unique online passcode for the assessment. The assessment passcode is not the same password that students use to log in to Schoolnet. To access the assessment passcode, refer to the "Using Schoolnet as a Student" guide posted to the MySchoolnet homepage.

Student Login Information

Students will use the following URL to sign in with their usernames and passwords: https://nycstudents.schoolnet.com

Section 1: Accessing Student Login Information: Classroom Teachers with Official Classes or Course/Sections

1. Educators login to Schoolnet at https://nyc.schoolnet.com using their DOE username (your DOE email address without the @schools.nyc.gov) and DOE password.

2. On the left-hand blue navigation bar, click on **Assessments**, or select the down arrow, to expand the menu. Click **Find** under the Assessments section. **NOTE:** Do not select Find under the Items, Rubrics, and Passages section.
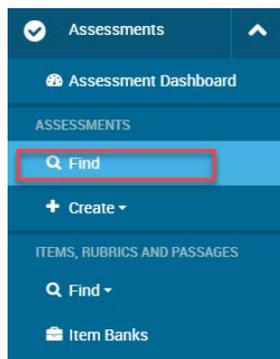
3. For the purposes of retrieving student usernames and passwords, this information can be retrieved from an Assessment Detail page for any Assessment. On the **Assessment Central** page, you may enter the Assessment Name/ID, or search by subject or grade level to locate a specific assessment. To view all available assessments, leave the search fields blank and click **Go**.
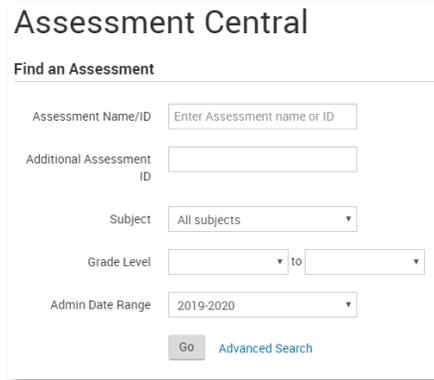

4. On the Results section, click on an **Assessment Name** to go to the Assessment Details page.

Assessment Name	Assessment Category	Subject	Grade Level
NYCPT G7 ELA 2019 Spring Benchmark	Central Benchmark	English Language and Literature	SEVENTH GRADE

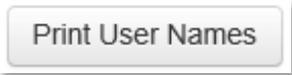5. On the Assessment Detail page, under **Assessment Actions,** click View **Usernames** link.
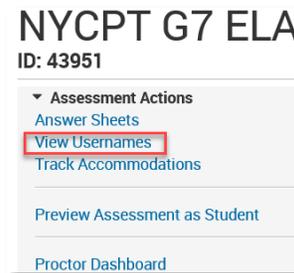
NOTE: To print usernames for multiple sections, select any or all the courses/sections in the **Filter by** dropdown.
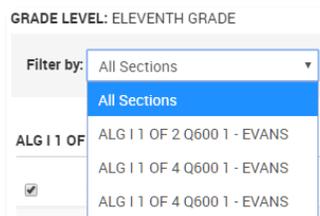
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NOTE: If **no sections are visible** on this page, please refer to Step 5 in Section 2- Accessing Student Login Information: Administrators

6. At the bottom left of the list of login information, click **Print User Names**.

7. Usernames will appear as a popup window and can be printed using the **Print** link at the top of the page. If you do not have a printer available, select another option from the print options dropdown menu to save the list as a file to your computer, for example, Microsoft OneNote or Adobe PDF. **NOTE: Your print options will vary based on your computer and browser.**
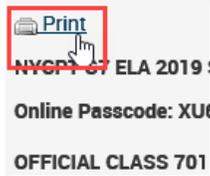

Usernames and passwords should be individually and securely distributed to students.

**If teachers need to reset a student's password, please refer to Section 3.**

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Section 2: Accessing Student Login Information: **Administrators (Principals, Assistant Principals, Test Coordinators and Classroom Teachers with additional permissions)**

1. On the left blue navigation bar, click on **Assessments**, or select the down arrow, to expand the menu. Click **Find** under the Assessments section. **NOTE:** Do not select find under Items, Rubrics, and Passages section.
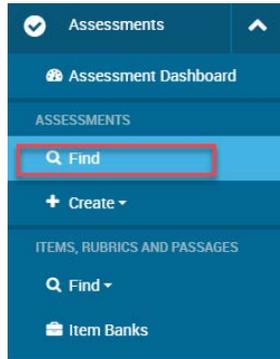
2. Student usernames and passwords can be retrieved from any Assessment Detail page. On the **Assessment Central** page, you may enter the Assessment Name/ID, or search by subject or grade level to locate a specific assessment. To view all available assessments, leave the search fields blank and click **Go**.
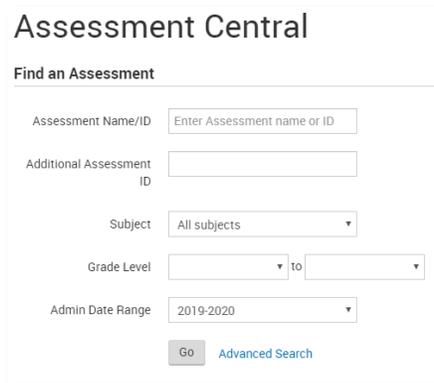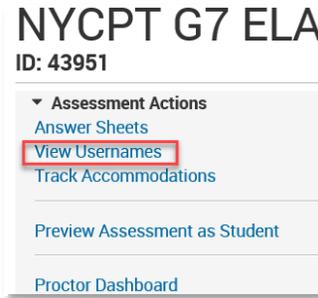
3. On the Results section, click on the desired **Assessment Name** to go to the Assessment Details page.

Assessment Name	Assessment Category	Subject	Grade Level
NYCPT G7 ELA 2019 Spring Benchmark	Central Benchmark	English Language and Literature	SEVENTH GRADE

4. On the Assessment Detail page, under **Assessment Actions,** click View **Usernames** link.

5. On the **View username** page, if the assessment was assigned, you will see official classes or course/section(s) listed. **If you do not**, modify the search criteria from the dropdown menus. For example, select a specific course or teacher. If classes are still not displayed, click the box next to **Include sections not assigned to the assessment** and then select **Search** to see your classes.
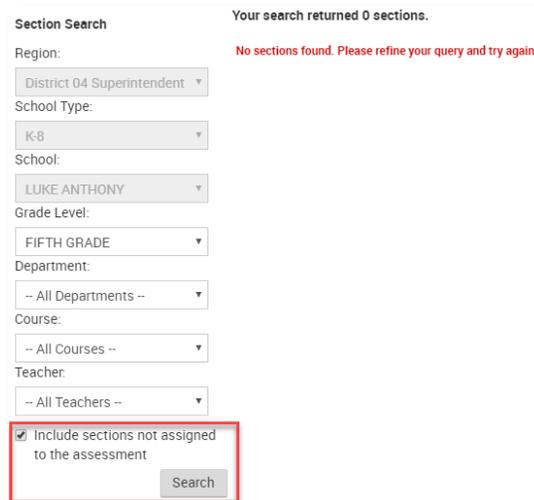

6. From the list of courses/sections, select one or all the classes to print and then select **Export Usernames**. Usernames will export as an Excel spreadsheet. **Note:** Clicking the checkbox next to the Course/Section column heading will automatically select all sections listed. As a reminder, for privacy reasons, usernames and passwords must be distributed securely.

To view usernames without printing, click on the hyperlinked section name to see the student list. Usernames appear in a separate window and can be printed using the **Print** link at the top of the page. If you do not have a printer available, select another option from the print options dropdown menu to save the list as a file to your computer, for example, Microsoft OneNote or Adobe PDF. **NOTE: Your print options will vary based on your computer and browser.**
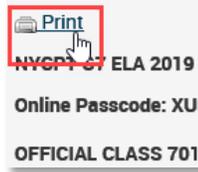

Section 3: Resetting a Student's Password

From time to time, a teacher may need to reset a student's password. Access the student login information, as noted in the previous sections, by locating the Assessment Detail page of an assessment.

Once student usernames and passwords are located, note that the system may default to having all student names selected. You can deselect all students by unchecking the box next to Student Name at the top of the student list of students.

1. Select the student whose password you wish to reset.

2. At the bottom right of the screen, click **Reset selected student's password**.
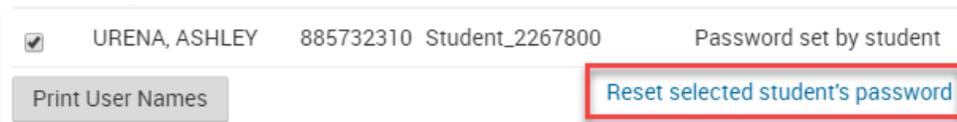
3. The screen will reload and display the updated passwords for the selected students. Click the **Print User Names** button to print a new copy of the updated list. Usernames appear in a separate window and can be printed. If you do not have a printer available, select another option from the print options dropdown menu to save the list as a file to your computer, for example, Microsoft OneNote or Adobe PDF. **NOTE: Your print options will vary based on your computer and browser.**