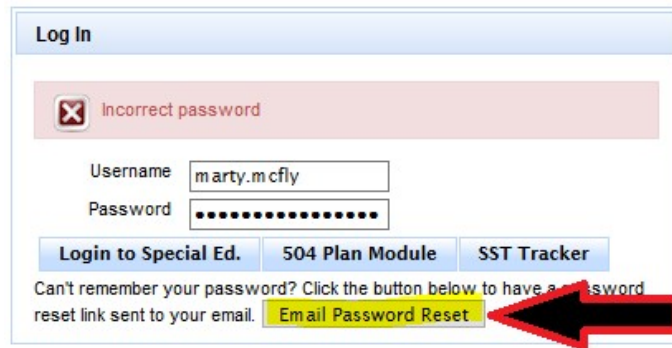If you don't remember your password, once you enter an incorrect password, the '**Email Password Reset**' button feature will appear. Click on that button and the email in your SIRAS account will get a link sent to it so you can self reset your own password.

How to Reset a User's Password and Account Information

Changing your or another user's Account Information:

To change a password, the user can always go to their user account under Tools menu / My Account (general user) or Manage Account (admin user). If it is your account information you are changing then just click the button below the user account "Edit Account Details…"
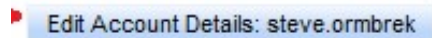
  This will open the Account fields to change the password, email address, phone numbers and the name of the user. When done click the button below the user account "Edit Account Details…". Otherwise, if you have admin access you can locate another user's account by clicking on "Choose User" button.

Resetting User's Password:

If a user has forgotten their password, the procedure is that they would need to contact someone at the district who has either CASEMIS Clerk or District Level 1 access.

1. Go to Manage Users under Tools menu / Manage Account (admin user).

2. Locate the user who you wish to reset password by clicking the "Choose User" button.
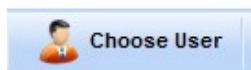
This will open a list of the user's in your school/district/SELPA depending on your level of access. Locate the user by either entering a few letters of the users name in the quick search field; or use the filters to the right.

3. Then click "Edit Account Details…"

4. Click "Reset Password"

This will reset the password to the temporary default password. SIRAS will post a color notice banner at the top of the page telling you what the password is.

Be sure to inform the person who you are reseting the password what the default password is. And when they log in again they will need to use that temperary password; then the user will be propmpted create a new password.

5. If you need to make any changes to the user account such as the name of the user, phone number, email address or the name of the user, it can be done any time after the "Edit Account Details…" button has been clicked and the fields have opened.

6. To save the changes click "Update User" button