

Campus**Login**<sup>®</sup>

# Student Login Guide



## Table of Contents

<b>Student Login Guide .....</b>	<b>2</b>
<b>Navigating to the Student Login Admin Tool.....</b>	<b>2</b>
<b>Student Login – Sections and Page Descriptions .....</b>	<b>3</b>
URL and Custom Pages.....	3
Pre-Existing Pages .....	6
Access to Student Login.....	15
Preferred Name .....	15
<b>Sharing the Student Login with Your Students .....</b>	<b>16</b>
<b>Changing the Password for Your Students .....</b>	<b>17</b>
<b>Location Tracking.....</b>	<b>18</b>
Allowing Location Tracking .....	18
iPhone Users .....	19
Android Phone Users .....	19

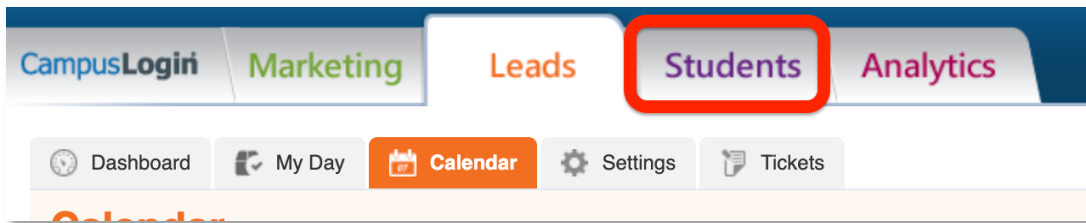
# Student Login Guide

The Student Login admin tool in CampusLogin is used to set up the Student Portal, where students can log in to view their student data while attending your organization. This includes grades, attendance, financial data, etc. This guide will show you how to access the admin tool, explain all the sections of the tool and how to edit settings, and how to provide access to your students.

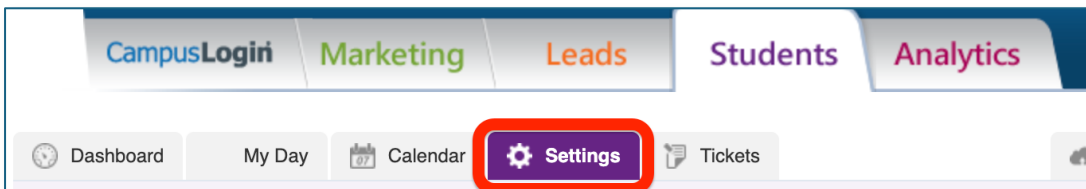
## Navigating to the Student Login Admin Tool

To access the Student Login admin tool:

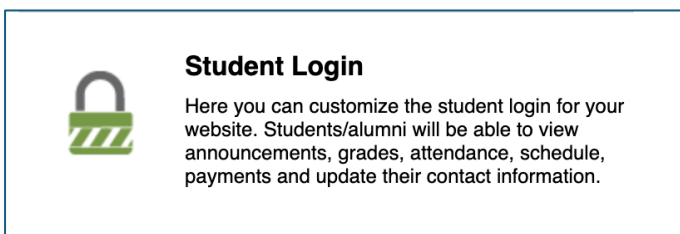
1. Click the **Students** tab on the top navigation bar.



2. Click **Settings**.



3. Scroll down and select **Student Login**.



## Student Login – Sections and Page Descriptions

The Student Login admin tool has a variety of sections to set up, as well as separate pages that can be made visible or hidden from the student view.

### URL and Custom Pages

### Student Login

Your Student Login Link: <https://student5.campuslogin.com/StudentLoginDefault.aspx?OrgID=33500>

You can add your websites header and footer [here](#).

You can add custom pages to your student login [here](#).

The **Student Login Link** is what you will be providing to your students so that they can access the Student Portal.

The **header** and **footer** of the Student Portal can be customized. To customize the header and footer:

1. Click **here** at the end of the sentence “You can add your website’s header and footer [here](#)”.

You can add your websites header and footer [here](#).

2. Create the content for the header (top of the page) and footer (bottom of the page) as desired. You can use the editing tools on the page and/or copy and paste existing content from elsewhere.

3. Click **Save**.

The screenshot shows a web interface titled 'ent Login Settings'. At the top, there is a 'Font Name' dropdown and a 'Help' button. Below this, there are two sections: 'Student Login Header' and 'Student Login Footer'. Each section contains an HTML editor with a toolbar (Source, Styles, Format, Font, Size, Bold, Italic, Underline, etc.) and a large text area. At the bottom of the page, there are 'Save' and 'Back' buttons.

**Custom pages** can be added to the Student Portal, depending on your needs. To add a custom page to your Student Login Portal:

1. Click **here** at the end of the sentence “You can add custom pages to your student login here”.

The screenshot shows a text box with the text: "You can add custom pages to your student login here". The word "here" is underlined and circled in red.

2. Enter a **Page Name**.
3. Add a **Short Description** that explains what the page is for.
4. Select which **Campus(es)** the page is needed for. Only students attached to the selected campus(es) will be able to see the custom page.
5. Complete the text of the custom page in the provided HTML editor.

6. Click **Save**.

The screenshot shows the 'Student Login Content Management' interface. At the top, there is a blue header with the title 'Student Login Content Management'. Below the header, there is a blue button labeled 'Add New Page'. Underneath this button, there is a section titled 'Add New Page' containing three input fields: 'Page Name:', 'Short Description:', and 'Campus:'. The 'Campus:' dropdown menu is open, showing three options: 'All Campus', 'Ames Demo Campus', and 'Shane Demo Campus'. Below the input fields, there is a large text area for content, which is currently empty. Above the text area, there is a toolbar with various icons for formatting and inserting elements. At the bottom of the interface, there are two buttons: 'Save' and 'Back'. A 'Calculate' button is also visible on the right side of the bottom bar.

Once a custom page has been saved, it will appear in a list at the top of the page. From here, you can:

1. Edit the page using the **Edit Page** option.
2. **Activate** the page. Note that students will not see the custom page until you click this button.

The screenshot shows the 'Student Login Content Management' interface with a table of saved pages. The table has four columns: 'Page Name', 'Campus', 'Status', and 'Actions'. The first row of data shows a page named 'Sample' with the campus 'All Campus' and status 'Inactive'. The 'Actions' column for this row contains two links: 'Edit Page' and 'Activate'.

Page Name	Campus	Status	Actions
Sample	All Campus	Inactive	Edit Page Activate

## Pre-Existing Pages

Here you can control what you share with your student login. Once logged in students are able to view the following:

Order	Active	Page Name	Description	Settings
	<input checked="" type="checkbox"/>	Announcements	Shows announcements that you have made to your students.	
	<input checked="" type="checkbox"/>	Schedule	Shows the students course and overall schedule.	
	<input checked="" type="checkbox"/>	Attendance	Shows attendance summary and daily breakdown.	
	<input checked="" type="checkbox"/>	Grades	Shows students course listing as well as grades.	
	<input checked="" type="checkbox"/>	Course Material	Shows students course materials.	
	<input checked="" type="checkbox"/>	Finance	Shows all financial history as well as upcoming payments.	
	<input checked="" type="checkbox"/>	Update Contact Information	Allows the student to update their contact information.	
	<input checked="" type="checkbox"/>	Contact	Shows the student contact information for your school.	
	<input checked="" type="checkbox"/>	View Jobs	View all jobs posted by employers.	
	<input checked="" type="checkbox"/>	Registration Form	Registration Form	
	<input checked="" type="checkbox"/>	Student Card	Allows the student to load their student card on their smartphone	
	<input checked="" type="checkbox"/>	Self Attendance	Allows students to sign in and out for self-attendance.	
	<input checked="" type="checkbox"/>	Self Attendance - Make	Allows students to submit their own makeup hours.	
	<input checked="" type="checkbox"/>	Submissions	Allows the student to upload files	

[Save](#)

In this section you can choose which pages are visible for the students. Some of the pages also have settings that can be edited, depending on what you need. To edit the settings for any of the pages, you will need to click the pencil symbol under the **Settings** heading on the right side of the table. The **Page Name** can be edited here as well.

### Announcements

On the Announcements page, you can create announcements that your student body needs to see. To create an announcement on the Announcement **Settings** page:

1. Under **Create New Announcement**, type a **Subject** line.

2. Write out the announcement in the HTML editor.

Create New Announcement

Subject:

Sample

Details:

Source

Styles

Normal

Font

Size

B

I

U

abc

Sample text

Status:

☒ Active ☐ Inactive

3. Set your filters for whom the announcement needs to be visible.
4. Click **Post Message**.

Filter(s):

Campus:

Ames Demo Campus

Shane Demo Campus

Program:

Bob's Test Program

Business Management Program

Hairstyling

Laurens Test Program

Start Date:

2019-01-07

2019-09-03

2020-02-03

2020-05-25

2020-09-07

Group:

AM

PM

Course:

Bob Test course

Demo Course 1

Demo Course 2

Demo Course 3

Introduction to Hairstyling

Instructor:

Demo Instructor

Post Message

Back



Once posted, the announcements will be shown in an Active list at the top of the page. From here, you can **Modify** or **Deactivate** any of your announcements.

Active List					
Subject	Posted by	Posted on	Filter(s)	Edit	
Sample	Demo PM	2/21/2025 9:12:28 AM	<a href="#">View</a>	<a href="#">Modify</a>	<a href="#">Deactivate</a>

## Schedule

### Schedule

Allow student to customize their instances	<input type="checkbox"/>
Allow only when assigned to template	<input type="checkbox"/>
Allow student to select instances from other campuses	<input type="checkbox"/>
Enforce prerequisites	<input type="checkbox"/>
Hide program start date	<input type="checkbox"/>
Hide schedule type	<input type="checkbox"/>
Hide term schedule icon	<input type="checkbox"/>
Not display custom schedule section	<input type="checkbox"/>
Hide Group name	<input type="checkbox"/>

[Save](#)
[Back](#)

From the Schedule Settings page you can set what is and is not visible on the **Schedule** tab in the Student Portal. Check the boxes you want to apply and click **Save**.

## Attendance

Show Hours on Attendance:☒

### Summary

Program Length	<input checked="" type="checkbox"/>
Total Scheduled Hours	<input checked="" type="checkbox"/>
Scheduled Hours	<input type="checkbox"/>
Attended Hours to Date	<input checked="" type="checkbox"/> Attended Hours to Date / <input checked="" type="checkbox"/> Scheduled Hours to Date
Late	<input checked="" type="checkbox"/>
Left Early	<input checked="" type="checkbox"/>
Excused Absence	<input checked="" type="checkbox"/>
Un-Excused Absence	<input checked="" type="checkbox"/>
Hours Missed	<input checked="" type="checkbox"/>
Net Hours Missed	<input type="checkbox"/>
Make-Up/Remedial Hours	<input checked="" type="checkbox"/>
Time Clock Hours	<input checked="" type="checkbox"/>
Total Hours Attended	<input checked="" type="checkbox"/>
Percentage to Date	<input checked="" type="checkbox"/>
Percentage Total	<input checked="" type="checkbox"/>

### Breakdown

Show Daily Attendance Breakdown☒

SaveBack

### Documents

Document Name	Active
Attendance Sheet	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>

SaveBack

In the Attendance Settings you can select which attendance data/calculations the students can view on the Student Portal. Check/uncheck the boxes as needed and click **Save**.

## Grades

**Grade**

Show Grading Components:	<input checked="" type="checkbox"/>
Show Grade Comments:	<input type="checkbox"/>
Show Mark-to-Date Grade:	<input checked="" type="checkbox"/>
Show Overall Grade	<input type="checkbox"/>
Hide mid point date	<input type="checkbox"/>
Not show program status section	<input type="checkbox"/>

SaveBack

**Documents**

Document Name	Active
Un-Official Transcript	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>
Report Card - Grade Breakdown	<input type="checkbox"/>

SaveBack

The Grades Setting tool allows you to check off which grade items and documents you would like the students to see in the Student Portal. Ensure you click **Save** after making your selections.

## Finance

**Show Finance by Campus**

☒ Campus 2  
☒ High School  
☒ Virtual Campus

SaveBack

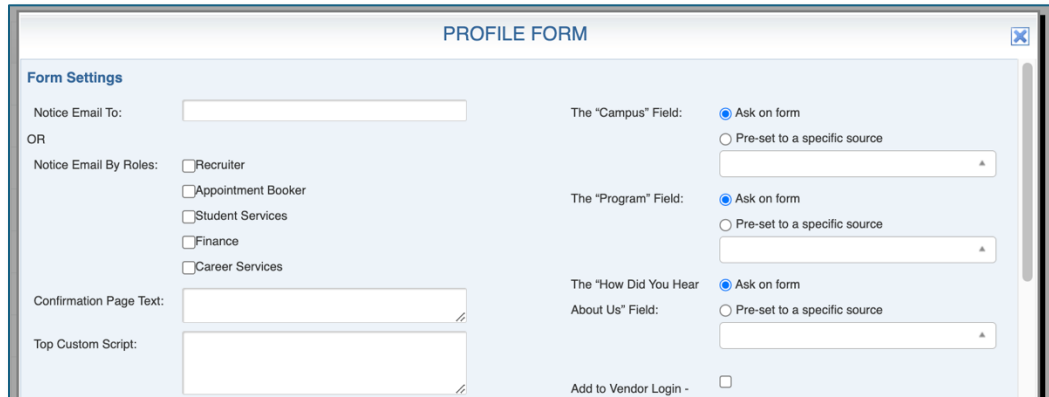
**Documents**

Document Name	Active
Invoice	<input checked="" type="checkbox"/>
Receipt	<input checked="" type="checkbox"/>
Tax Form	<input checked="" type="checkbox"/>

SaveBack

Finance data can be filtered by Campus and document types can be activated and deactivated using the Finance Settings for the Student Portal Login.

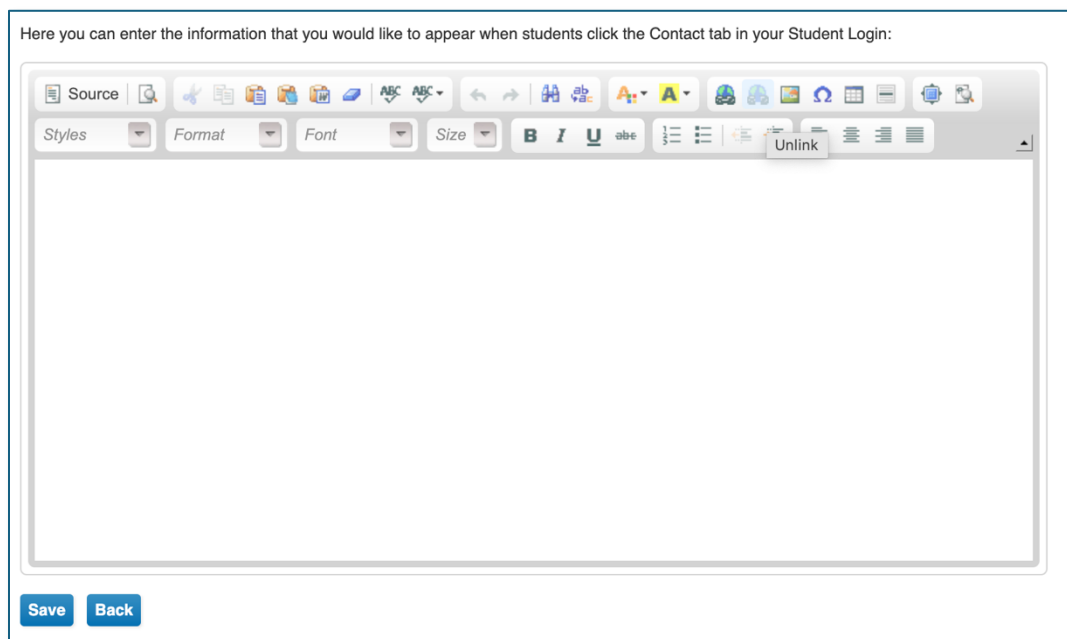
## Update Contact Information



The screenshot shows a web interface titled "PROFILE FORM". It contains a "Form Settings" section with two columns of options. The left column includes "Notice Email To:" with a text input field, "OR", "Notice Email By Roles:" with checkboxes for "Recruiter", "Appointment Booker", "Student Services", "Finance", and "Career Services", "Confirmation Page Text:" with a text input field, and "Top Custom Script:" with a text input field. The right column includes "The 'Campus' Field:" with radio buttons for "Ask on form" (selected) and "Pre-set to a specific source" (with a dropdown), "The 'Program' Field:" with similar radio buttons and a dropdown, "The 'How Did You Hear About Us' Field:" with similar radio buttons and a dropdown, and "Add to Vendor Login -" with an unchecked checkbox.

The Update Contact Information page can be used to create a form on the Student Login that allows the students to update their contact information themselves. The steps for creating and managing forms can be found in the Forms Admin Tool Manual.

## Contact



The screenshot shows a web interface titled "Contact Settings". At the top, it says "Here you can enter the information that you would like to appear when students click the Contact tab in your Student Login:". Below this is a large HTML editor area. The editor has a toolbar with icons for "Source", "Styles", "Format", "Font", "Size", "B", "I", "U", "ab", "Unlink", and a list of icons. At the bottom of the editor are "Save" and "Back" buttons.

In the Contact Settings page you can use the HTML editor to provide the students with the contact information of staff members that they may need to contact during their time at school (Admissions Rep, Student Services, etc.).

## Registration Form

**Please select which campuses are available for Student Login registrations:**

☐ Ames Demo Campus

☐ Shane Demo Campus

**Please select which programs are available:**

☐ Bob's Test Program[BTP100]

☐ Business Management Program[BM]

☐ Hairstyling[HS1000]

☐ Laurens Test Program[LTP100]

**Please select which start dates are available:**

☒ All Starts

☐ Specific Starts

**Please select which groups are available:**

☒ All Groups

☐ Specific Groups

**Would you like students to select specific courses, or automatically enroll them in all courses related to the program:**

☒ Automatically Enroll in All Courses

☐ Allow the Student to Select Specific Courses

**Payment Policy:**

☐ Require no payment

☒ Require payment

☐ Require payment and pre-authorized credit card payments

**Save** **Back**

When the Registration Form page is active on the Student Login, it allows students to self-register for programs. The **Registration Form Settings** allows you to control which programs, starts, etc. are allowed to do so.

## Student Card

Logo (267x62):	<div>Choose File No file chosen</div> <div>Upload</div>
Background Colour:	<input type="text" value="16406E"/>
Background Font Colour:	<input type="text" value="FFFFFF"/>
Font Colour:	<input type="text" value="000000"/>
Background Image:	<div>Choose File No file chosen</div> <div>Upload Delete</div>
Date of Birth	<input checked="" type="checkbox"/>
Program	<input type="checkbox"/>
Start Date	<input type="checkbox"/>
Grad Date (auto)	<input type="checkbox"/>
Issued/Expires (manual)	<input checked="" type="checkbox"/>
Signature	<input type="checkbox"/> <input type="checkbox"/> Use Image
Vaccinated	<input type="checkbox"/>
Program Status	<input type="checkbox"/>
Program Code	<input type="checkbox"/>
Print Type:	<input checked="" type="radio"/> Print Multiple Cards on One Page <input type="radio"/> Print One Card Per Page
Show Pronoun:	<input type="checkbox"/>
Display Preferred Name:	<input type="checkbox"/>
<div>Save</div>	

If your organization provides student cards to your students, you can use the Student Card Settings to control what you would like those cards to look like, including adding your school logo, and deciding which fields should be present.

## Self-Attendance

### Self Attendance

Group	<input checked="" type="checkbox"/>
Course	<input checked="" type="checkbox"/>
Course Type	<input checked="" type="checkbox"/>
Enable location tracking	<input checked="" type="checkbox"/>

SaveBackActive

If you have your students signing themselves in and out of class, then you will use this Settings page to what students see when doing so. You also have the option to enable Location Tracking (if this is enabled, you can track whether students are logging in from home or from campus, for example). More details about location tracking can be found in the **Location Tracking** section of this guide.

## Self-Attendance Makeup Hours

### Self Attendance Makeup Hours

Program	<input checked="" type="checkbox"/>
Term	<input checked="" type="checkbox"/>
Course	<input checked="" type="checkbox"/>
Course Type	<input checked="" type="checkbox"/>
Course Type List	<input type="checkbox"/> None <input type="checkbox"/> Theory <input type="checkbox"/> Clinic <input type="checkbox"/> Practicum <input type="checkbox"/> Prep <input type="checkbox"/> Schedule Exclude Test
Subject	<input checked="" type="checkbox"/>
Enable location tracking	<input checked="" type="checkbox"/>

SaveBack

This tool is like the Self-Attendance tool but is meant for only make up hours, and not regularly scheduled hours. You can also choose which Course Types students are allowed to complete make up hours for.

## Access to Student Login

Please select if any statuses should be blocked from accessing the student login:

	Status Name
<input type="checkbox"/>	Enrolled
<input type="checkbox"/>	Started
<input type="checkbox"/>	Withdraw
<input type="checkbox"/>	25% Tuition
<input type="checkbox"/>	60% Tuition
<input type="checkbox"/>	100% Tuition
<input type="checkbox"/>	No Show
<input type="checkbox"/>	Leave of Absence
<input type="checkbox"/>	Payment Failed
<input type="checkbox"/>	Deferred
<input type="checkbox"/>	Graduated

**Save**

If there are any statuses that should not have access to the Student Login, then you should check them off in this list here and click **Save**. For example, you might want to revoke access to the Student Login if a student drops out or graduates.

## Preferred Name

Display Students's Preferred Name: ☐ **Save**

Here you can choose whether to display the student's real name or their preferred name (if you use that field in your organization). To toggle this option, click the checkbox and click **Save**.

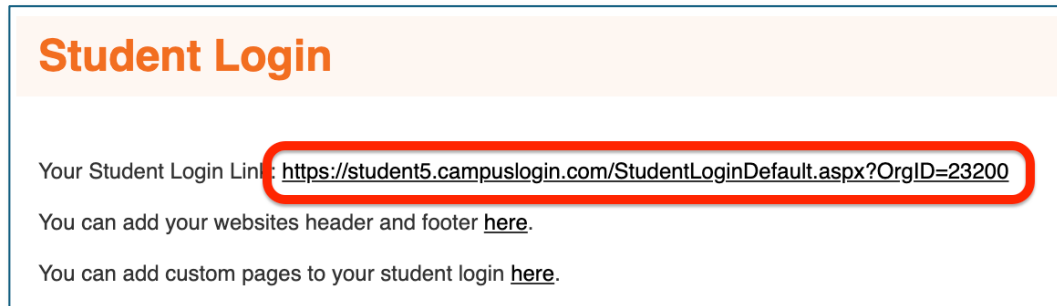


## Sharing the Student Login with Your Students

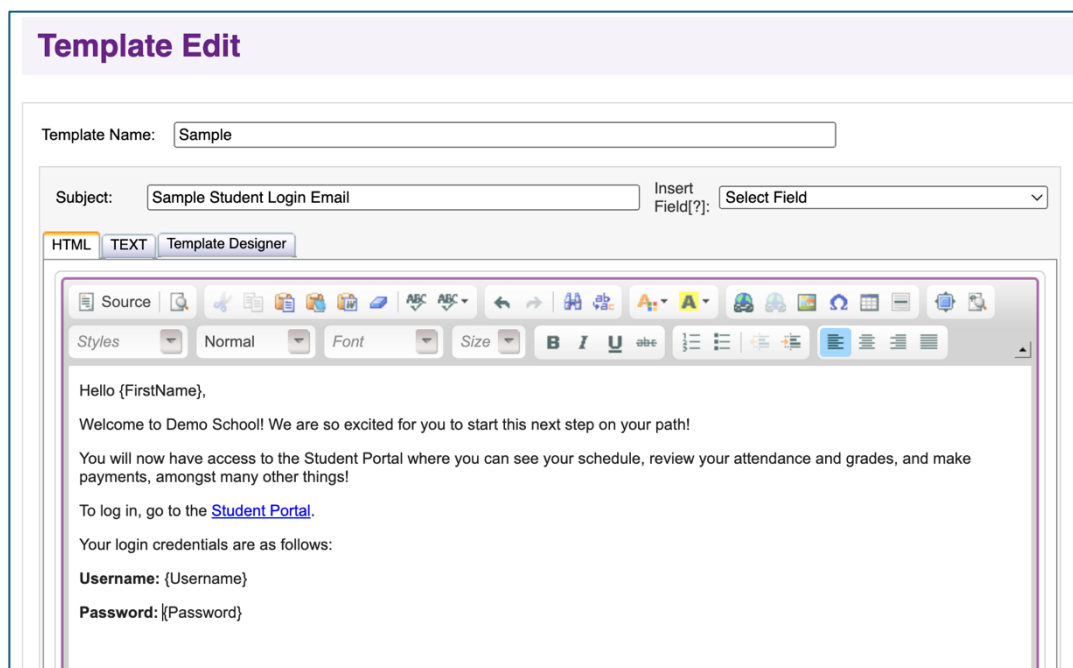
Once you have the Student Login Portal set up for your organization, you need to provide the students with their login information so that they can view the portal.

To share the login details with your students, it is recommended that you create an email template (either manual or as an autoresponder) and include:

1. **URL** – copy and paste the URL from the Student Login admin tool. We recommend pasting the URL as a link that is masked by “Student Portal” to make it look cleaner.



2. **Username and Password** – use the replacement fields **{Username}** and **{Password}** in the email template. When the email is sent to each student, their details will be input into the email. Additional information on creating Email Templates and utilizing links and replacement fields can be found in the Email Templates User Guide.

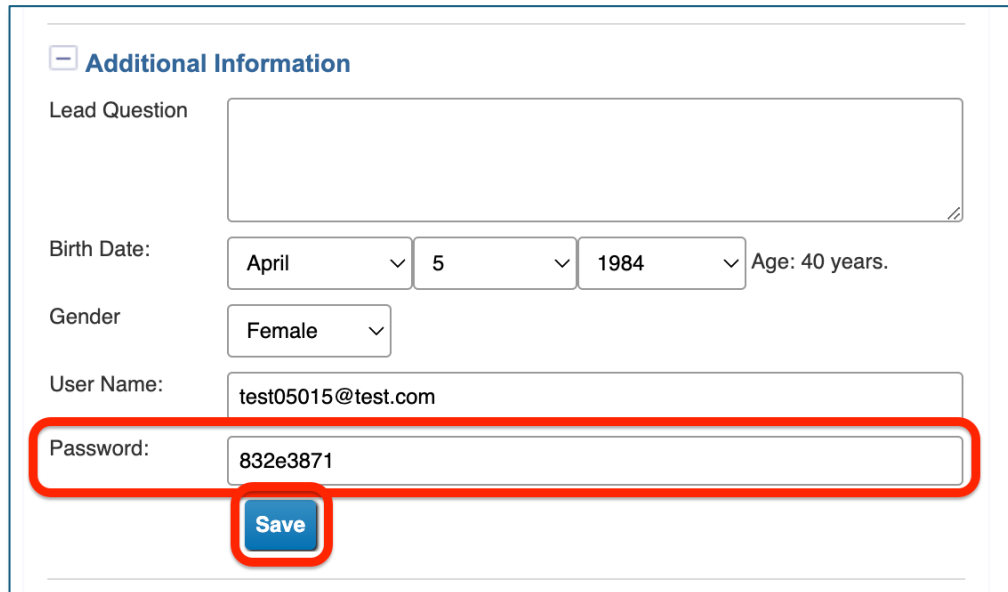


## Changing the Password for Your Students

Passwords for the Student Login Portal are created automatically in CampusLogin when the contact is created. Sometimes, however, the students will request that you change their password.

To change a student's default password:

1. Go to the student's profile.
2. Navigate to the section with the **Password** field (in a standard setup, this will be found under the **Additional Information** section).
3. Type the new password into the **Password** textbox.
4. Click **Save**.



The screenshot shows a web form titled "Additional Information" with a minus icon to its left. The form contains several fields: "Lead Question" with a large text area; "Birth Date" with three dropdown menus showing "April", "5", and "1984", followed by the text "Age: 40 years."; "Gender" with a dropdown menu showing "Female"; "User Name" with a text field containing "test05015@test.com"; and "Password" with a text field containing "832e3871". A red rectangle highlights the "Password" field and the "Save" button below it. The "Save" button is a blue button with white text.

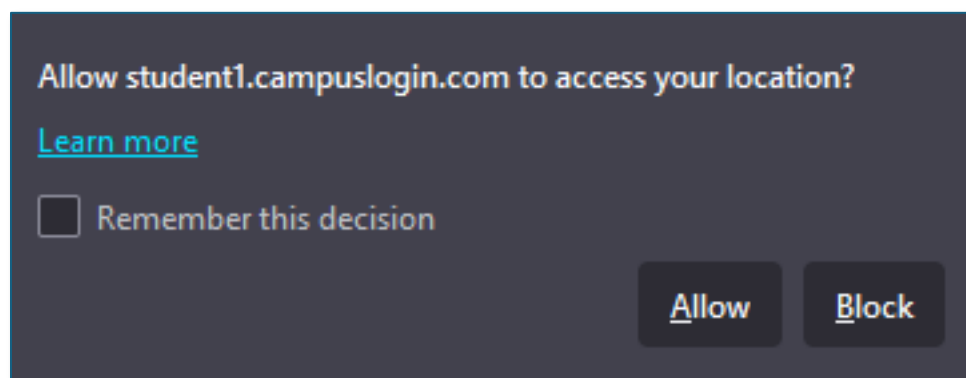
## Location Tracking

### Allowing Location Tracking

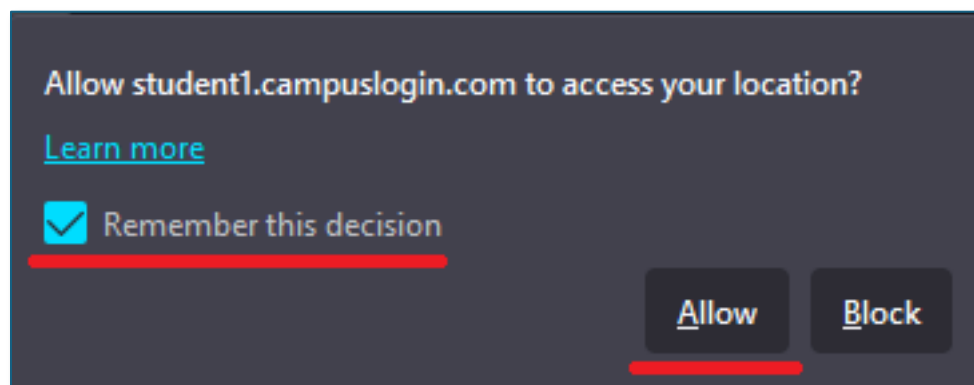
If you choose to have location tracking enabled for Self-Attendance on the Student Login Portal, the students will need to enable the tracking when they first log in to the portal. It is recommended you send them the following instructions for doing so:

---

When logging in for the first time, you will be prompted to allow/deny providing your location to **student1.campuslogin.com**. To use self-attendance, you will need to choose **Allow**. This will ensure we are only able to see your location when clocked in/out. Your location will be required for valid attendance.



If you wish, you can check the **Remember this decision** box when you allow, then you will not be prompted for permission every time you log in to the Student Portal.



## iPhone Users

### How to give apps permission to use your location

Some apps might not work unless you turn on Location Services.<sup>1</sup> The first time an app needs to access your Location Services information, you'll get a notification asking for permission.

Choose one of these options:






- Tap Allow to let the app use Location Services information as needed.
- Tap Don't Allow to prevent access.<sup>2</sup>
- Tap Ask Next Time or When I Share to choose Always While Using App, Allow Once, or Don't Allow.

iOS and iPadOS devices might use Wi-Fi and Bluetooth to determine your location. GPS and cellular location are available on iPhone and iPad (Wi-Fi + Cellular) models.

### How to turn Location Services on or off for specific apps


1. On iPhone, go to settings, go to privacy and security settings, click location services
2. Scroll down to safari location and make sure it says "while using"
3. Then go back to the main setting Home Screen
4. Scroll down to Safari and click on it
5. Under the safari settings, scroll down till you see the location setting. Then select "allow"

## Android Phone Users

1. Swipe down from the top of the screen.
2. Touch and hold Location . If you don't find Location  :
  1. Tap Edit  or Settings . Then drag Location  into your Quick Settings.
3. Tap **App location permissions**.
4. Under "Allowed all the time", "Allowed only while in use", and "Not allowed" find the apps that can use your device's location.
5. To change the app's permissions, tap it. Then, choose the location access for the app.

### Stop an app from using your phone's location

You can control which apps can access and use your device's location and when. For example, you could let Google Maps use your device's location to give you driving directions, but not share your location with a game or social media app.

1. On your phone's home screen, find the app icon.
2. Touch and hold the app icon.
3. Tap App info .

4. Tap **Permissions** > **Location**.
5. Select an option:
  - **All the time:** The app can use your location at any time.
  - **Only while using the app:** The app can use your location only when you're using that app.
  - **Ask every time:** Every time you open the app, it'll ask to use your location. The app can use the setting until you close it.
  - **Deny:** The app cannot use your location, even when you're using the app.
6. If you've allowed location access, you can also turn **Use Precise Location** on or off.