



**SEAS**

# User Manual





## Chapter 4 Login Page

Due to the sensitive data stored within SEAS, users are required to provide a username and password each time they wish to access the program. The process of entering this information is called logging in and the screen where this takes place is called the Login page. This section details the actions available on the Login page as well as the actual Login process.

### Notices

The Notices area is used to display recent additions to the program, recent changes to forms or functionality, emergency notices, and other information that needs to be disseminated to users before they log-in. This is to ensure that important information is readily available to all users of the SEAS program at the moment they begin using the program.



TX-New Achieve

seasuser1
.....
Log In

[Forgot Password?](#)

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#### NOTICES:

**April 14, 2016**

**The SEAS Mississippi Educational Conference takes place October 19-21, 2016.**

See the conference website: [www.seasconference.com/mississippi/](http://www.seasconference.com/mississippi/) for more information!

### Logging In

Logging into the program is very similar to logging into other secure applications. After obtaining your username and password from a SEAS administrator from within the district, simply follow the steps below.

- Step 1** > Click in the text field labeled "Username".
- Step 2** > Type your username
- Step 3** > Press the tab key OR click in the text field labeled "Password".
- Step 4** > Type your password.
- Step 5** > Press the enter key OR click on the "Login" button.



## Special Education Automation Software

**Note:** If you enter your password incorrectly more than six (6) times your username will be locked and will have to reset by a SEAS administrator from within the district before you can access SEAS again.

### Logging In with ADFS

For districts using ADFS for authentication, the login page is slightly different and the process is different. There is no "Username" or "Password" field, and the blue login button is labeled "Log In via ADFS".

Note: Your district's ADFS login page is not represented here because it is not accessible to SEAS staff. Additionally, SEAS will be unable to provide technical support for issues related to ADFS credentials or functionality. Contact your district administrator for assistance with ADFS.

**Step 1 >** Click the "Log In via ADFS" button to be redirected to your district's ADFS login page, where you will provide login credentials.

**Step 2 >** After providing credentials on the ADFS login page, you will be redirected back to SEAS:

- a. If you have been setup as a user in SEAS, you will be taken to the Launch Pad.
- b. If you have not been setup as a user in SEAS, you will be taken back to the login screen and presented with an invalid user message.
  - i. Contact your district SEAS admin for SEAS access.



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#### NOTICES:

*Note: The "Log in with global credentials" link is for use by SEAS staff.*



## Special Education Automation Software

### Forgot Password

If you have forgotten your Password, the program has a utility that will send your password to the e-mail address that your administrator entered for you when adding you to the system.

**Step 1 >** Click on the words “Forgot Password” located under the blue Login button.

**Step 2 >** Enter the e-mail address exactly as it was entered by your administrator when adding you to the system.

This is usually the e-mail address provided for you by your school. If the address you entered does not match the address in the system, you will get an error that reads “E-mail address not found, try again”. If you do not know the e-mail address associated with your user account, you will need to contact a SEAS Administrator from within the district and they will be able to give you the correct information. When the correct e-mail address is entered, both your username and password will be automatically sent to the e-mail address associated with your user account.