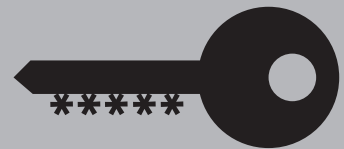
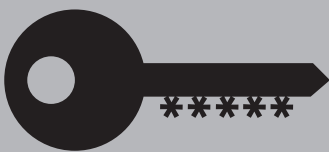
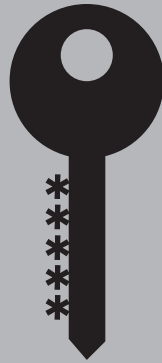


# USER NAMES AND PASSWORDS

# One-Minute Guide

How to safely distribute LGfL USO user names  
and passwords to your pupils



# IMPORTANT

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Password security is an important priority in a digital world. Even young children need to learn about remembering a password and keeping it to themselves.

\*\*\*\*\*

If someone else finds out the password for your e-mail, bank or Amazon account, there can be all manner of negative consequences. Think of a password as the key to your house; it's yours, and it's best to keep it that way.

Staff and pupils can access some great LGfL resources, from anywhere online, if they have their unique LGfL password, or 'USO' (Unified Sign-On).

Like almost all LGfL schools, your school probably has 'AutoUpdate' activated, which synchronises user information every night between the school MIS system and the LGfL USO database. This means that staff and pupil USO logins are automatically created and always up to date. But are they being used to make full use of the fantastic resources provided at no additional cost with your LGfL connection?

If you are a Nominated Contact for your school (if unsure, see [uso.lgfl.net](http://uso.lgfl.net)), you can download the passwords from the LGfL support site, and you can even print them all out – but you can see how dangerous that could be, if done without great care. Hackers and spammers love to get hold of passwords because then they can use accounts from your school to send thousands, even millions of spam e-mails – or worse, steal people's identity. So it is really important not to leave passwords anywhere where they can be seen or found.

All colleagues and pupils need to receive their personal USO login details, but the process of distributing user names and passwords must be carried out carefully to ensure their integrity.

What follows is some practical advice on how to go about this simple exercise in a sensible way. The following steps assume you are an LGfL Nominated Contact for your school.



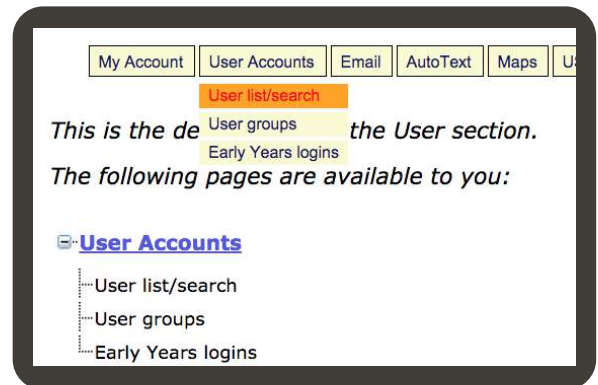
“ Think of a password as the key to your house; it's yours, and it's best to keep it that way. ”





## STEP 1

Log in to the LGfL Support Site (support.lgfl.net)



## STEP 2

From the drop-down menu under User Accounts, select User list/search



## STEP 3

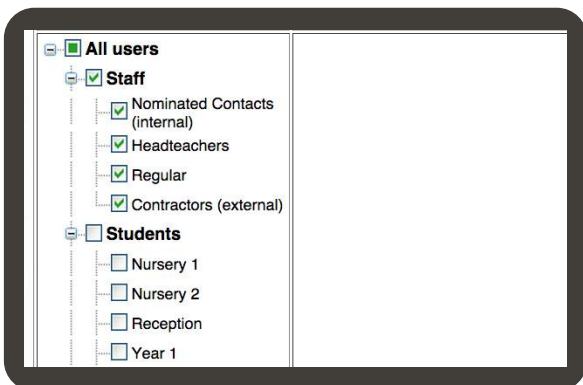
Select your School and LA if not already set

### Search filters

Profile: -- any of the below

Authority: Merton

Establishment: Raynes Park High School



## STEP 4

Select or deselect options using the tickboxes to display the required list of users. For example, you could display one year group at a time



## STEP 5

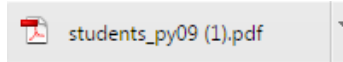
Click on Search/Refresh, wait for the display to refresh, and then click on Export as PDF

# \*\*\* \_ USER NAMES AND PASSWORDS ONE-MINUTE GUIDE



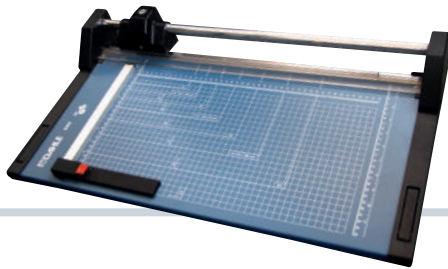
## STEP 6

The file will download to your computer



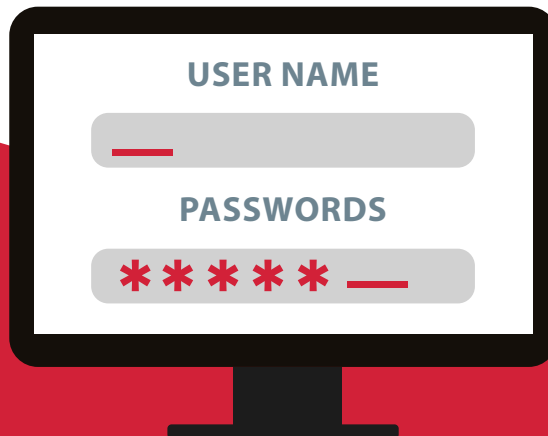
## STEP 7

The PDF file can then be printed, and individual slips for each person sliced off, using a rotary trimmer. Keep the slips in order by not cutting the last half-inch, and tear this as you distribute



## STEP 8

When you distribute the slips to pupils, ask them to carefully memorise the username and password and destroy the slips securely, or return the slips to you, to be destroyed. For example, before the end of the lesson, tell them to tear up their slip into several pieces and pass the waste bin around the room



## ADVICE FOR YOUNGER PUPILS

For younger pupils it may be desirable to send parents an individualised letter, so that parents and children may together access LGfL premium resources at home, using the child's unique USO login.

Individual letters, with the school's own letter head, can be produced using the mail merge function in Microsoft Word, together with a suitable Excel data file. The Excel file can be exported in the same way described above, by selecting the 'Export to Excel' option. Care should be taken to delete the Excel file after use.