

How to Retrieve Student Passwords

1. Login to IDEAS: <http://ideas.polk-fl.net>
2. Click the radio button for Network Consent
3. Click Go

The screenshot shows the IDEAS web application interface. At the top, it says 'POLK COUNTY PUBLIC SCHOOLS' and 'Welcome, Kitty Sawyer Security: District Administrator'. Below this is a navigation bar with 'Home', 'School', 'Teacher', 'Custom Query', 'User Guide', and 'Logout'. The main heading is 'Example Elementary – Doe, John – 1112'. There are radio buttons for 'Spring Test Data', 'Other Test Data', 'Network Consent' (which is selected), 'Discipline', and 'Special Reports'. Below the radio buttons is a search area with 'All Students:' and a dropdown menu set to '1112', followed by a 'Go' button. A table of student data is displayed below the search area.

Title	Teacher ID	Course #	Sec.	Term	Period	Students
MATH GRADE ONE	00001505	50120300	05	3	01	23
READ E	00001505	50100501	05	3	02	23
SCIENCE GRADE ONE	00001505	50200200	05	3	05	23
SOC STUDIES 1	00001505	50210300	05	3	06	23
SPELLING E	00001505	50100801	05	3	03	23
WRIT E	00001505	50100901	05	3	04	23

4. Your student usernames and passwords are located in the last few columns. If you only see asterisks listed in the Password column, then you will need to ask your principal to check the box next to IDEAS password in your Genesis Teacher Profile. If your principal needs directions for this, please email [Kitty Sawyer](mailto:Kitty.Sawyer@polk-fl.net) and request that the directions be sent to him/her by name. (IGNORE the 1-Time PIN, it is NOT VALID)

The screenshot shows the IDEAS web application interface for 'Network Consent'. At the top, it says 'POLK COUNTY PUBLIC SCHOOLS' and 'Welcome, Kitty Sawyer Security: District Administrator'. Below this is a navigation bar with 'Home', 'School', 'Teacher', 'Custom Query', 'User Guide', and 'Logout'. The main heading is 'Network Consent Example Elementary – 1112 – Doe, John'. There is a search area with 'Number of Students: 16', 'Grade: ALL', 'Search', 'Excel Export', and 'Active Only?'. A table of student data is displayed below the search area. Two red arrows point to the 'Username' and 'Password' columns in the table.

Student ID	Last Name	First Name	Grade	Gender	Race	ELL	Lunch	ESSE	Network Access	Photographed/Video Taped For School	Photo Published	Work Published	Name Published With Work/Photo/Image	Google Apps	Consent Last Changed	1-Time PIN	Username	Student Password	
5300050047	Aneius	Genessa	01	M	B		2		Y	Y	Y	Y	Y	N			genessa	XEK10F	*****
5300040278	Black	Jeremiah	01	M	B		2		Y	Y	Y	Y	Y	N			jeremiah13	885K55	*****
5300050089	Cuthbertson	Drew	01	M	W				Y	Y	Y	Y	Y	N			drewc1	8BQ1E2	*****

5. Once your student passwords are visible, click 'Excel Export' to print a hardcopy.