

User Guide for Icon Login

How to request the activation of Icon Login.....	1
What themes are available?	3
How to enable Settings.....	5
How to change themes	6
How to enable Icon Login accounts for cLc users.....	8
How to Print Icon Login Credentials	10
How to disable Icon Login.....	11
How to change Icon Login Username or Password	13
How to login using Icon Login.....	14

How to request the activation of Icon Login

Please contact support@uniservity.com or telephone 0845 675 1151 to request the Icon Login functionality is enabled for your school. By default it is not enabled.

Once Icon Login is enabled by UniServivity, School cLc Managers can configure Icon Login settings, and can enable and manage Icon Login accounts for individuals within that school.

Both Pupil Managers and User Managers can manage Icon Login accounts once Icon Login has been configured by a cLc Manager at the school.

To Configure Icon Login for your school navigate to:

Control panel >cLc admin>Configuration>Icon Login configuration.

cLc Admin

Configuration

- Settings
- All Groups
- P3P
- Statistics
- Group Membership Reports
- External email Configuration
- Icon Login Configuration**

Security

- Session Settings
- Password Policies

Marketing

- Banners
- Email Footers

Appearance

- Header
- Header Menu
- Footer
- My Panel Style
- Control Panel Colours

File System


- Allocation
- Disk usage
- Recycle Bin


(Note: In the original image, 'Icon Login Configuration' is highlighted with a blue box and a blue arrow points from a red box containing the text 'Select this option to enable icon login for your school.')


You will then see the following screen which you should configure to meet your schools requirements.

UniServity cLc > Icon Login

If you want to View or Edit Individual User's Icon Login details you will need to access Control Panel > User Manager > Icon Login Accounts







Which themes would you like your users to use? (0 of 3 themes selected)

Title

- 1 Empty
- 2 Empty
- 3 Empty

[Add Theme](#)

Settings

All 3 Themes must be selected to enable the Icon Login feature

Icon Login Enabled for this school cLc

Time delay when clicking on each icon Short

Users allowed to have consecutive images in their username or password (You will not be able to change this option once Icon login accounts have been allocated)

Do you want your 3 chosen themes to appear in random order?

[Update Settings](#)

What themes are available?

In the Icon Login Configuration you will be able to choose 3 themes from a selection of those shown below.

Weather	Animals	Shapes

Sports	Technology

QWERTY keyboard 1	QWERTY keyboard 2	QWERTY keyboard 3

Theme Combination Recommendations

Themes have been designed with particular users in mind. We therefore recommend using these theme combinations:

Pre reading/Infant & Nursery Children: Weather, Shapes, Animals

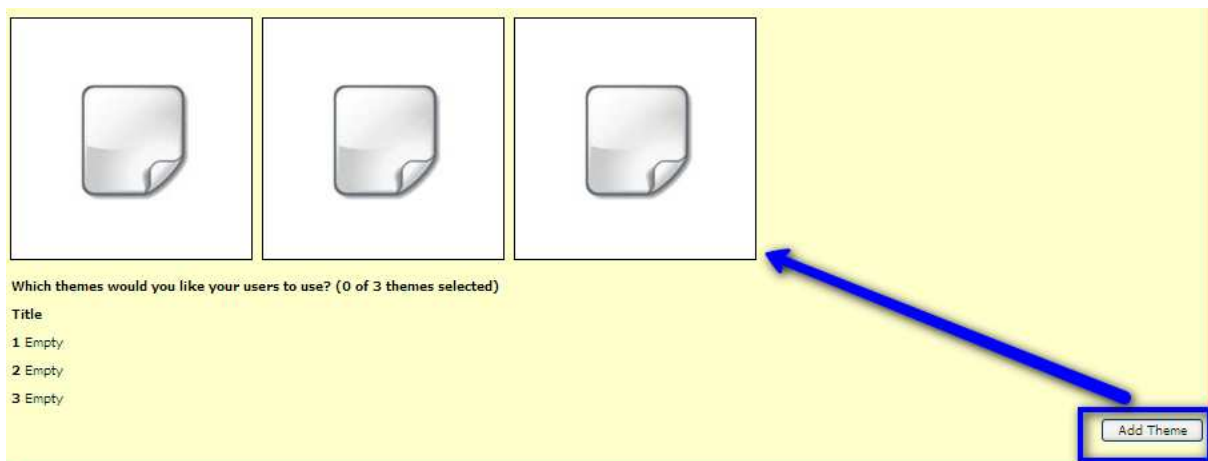
Older Children/Teenagers/Adults: Technology, Sports, Animals

Users moving from Icon Login to Traditional login: QWERTY keyboard 1, 2 & 3

Choosing Themes

To Choose the Themes you would like to use:

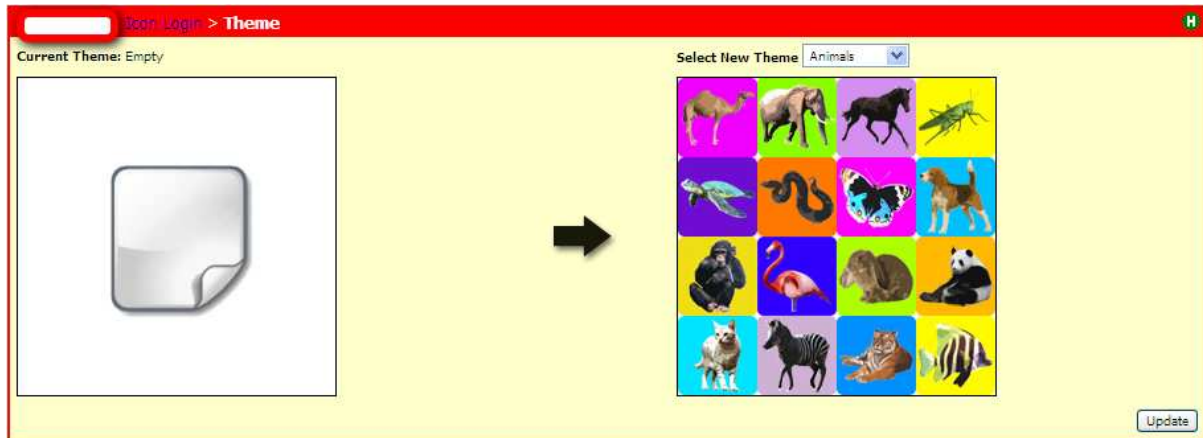
Select the '**Add theme**' option



The screenshot shows a user interface for selecting themes. At the top, there are three empty boxes, each containing a document icon. Below these boxes, the text reads: "Which themes would you like your users to use? (0 of 3 themes selected)". Underneath, there is a section titled "Title" with three numbered entries: "1 Empty", "2 Empty", and "3 Empty". In the bottom right corner, there is a button labeled "Add Theme". A blue arrow points from the "Add Theme" button towards the three empty boxes.

You will then see a screen with two empty boxes. From the dropdown '**Select new theme**'.

Once you have selected the theme that you require '**Update**'.



You can change the order in which the themes appear by selecting the \triangle ∇ icons.

How to enable Settings

Once you have selected the options that you require you will then be required to tick the **'Icon Enabled for the cLc'** option within the cLc.

Time Delay

For those users who have difficulties with, or are developing Mouse Control, there is a **Time Delay** option. This setting determines the time delay between clicking on one icon, and being able to click on the next chosen icon.

Consecutive Images

You may or may not wish for users to be able to have consecutive images in their username or password (for example: tiger, tiger, tiger, tiger, tiger). This option is determined by ticking in the box next to the phrase: **'Users allowed to have consecutive images in their username or password'**.

Please note that once this is selected, and once Icon Login accounts have been assigned to users, it cannot be changed.

Random Ordering

The images within each theme will appear in the same position within the 4x4 grid (eg; red circle will always be at the top left of the Shapes theme). However, you can choose for the theme ordering to be randomised (eg; varying from

Animals/Technology/Shapes below, to Shapes/Technology/Animals). If you would like this randomisation, tick the box next to “Do you want your 3 chosen themes to appear in random order?”

UniServity School > **Icon Login**

If you want to View or Edit Individual User's Icon Login details you will need to access Control Panel > User Manager > Icon Login Accounts

Which themes would you like your users to use?

Title

1. Animals [dropdown]

2. Technology [dropdown]

3. Shapes [dropdown]

Allows you to change the order of the themes.

Settings

Icon Login Enabled for this school cLc


Time delay when clicking on each icon [Short]

Users allowed to have consecutive images in their username or password (You will not be able to change this option once Icon login accounts have been allocated)

Do you want your 3 chosen themes to appear in random order?

Update Settings

How to change themes

Once you have chosen themes you can change them by choosing the  option next to the name of the theme.

UniServity School > **Icon Login** > **Theme**

Current Theme: Technology

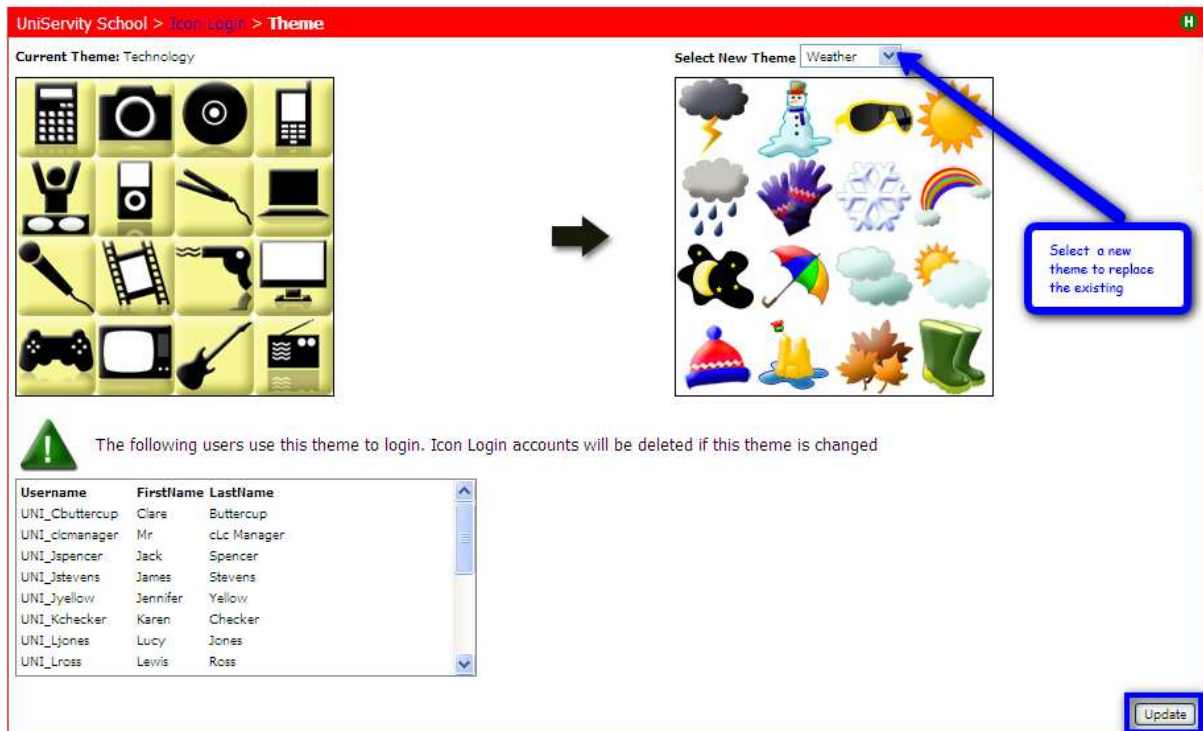
Select New Theme [Select...]

The following users use this theme to login. Icon Login accounts will be deleted if this theme is changed

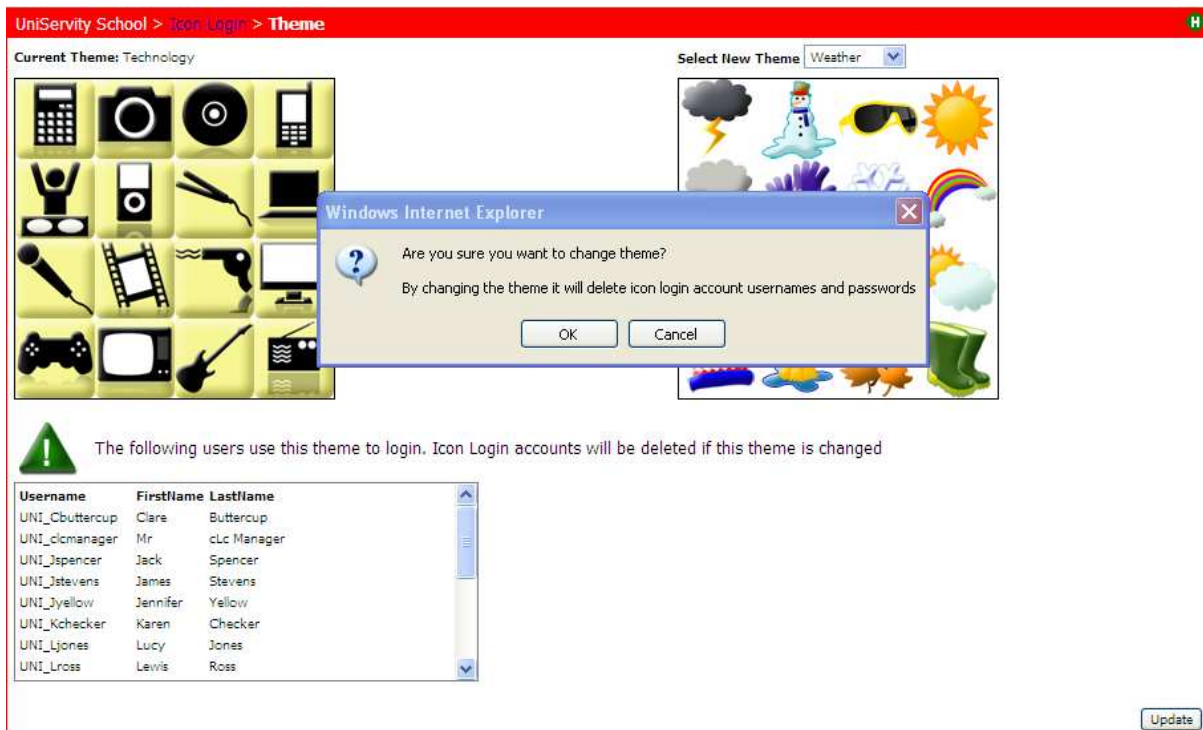
Username	FirstName	LastName
UNI_Cbuttercup	Clare	Buttercup
UNI_clicmanager	Mr.	cLc Manager
UNI_Jspencer	Jack	Spencer
UNI_Jstevens	James	Stevens
UNI_Jyellow	Jennifer	Yellow
UNI_Kchecker	Karen	Checker
UNI_Ljones	Lucy	Jones
UNI_Lross	Levis	Ross

Update

Once you have selected a new theme this will appear in the right hand box. Select the **'Update'** option to confirm that you want to update the selection.



You will then see the following message.



If you select 'OK' then the icons will be changed.

Please note: If you replace a theme once Icon Login has been enabled for users within your school, all users who have images from that theme in their username and

password will not be able to login. Their Icon Login usernames and passwords will consequently be deleted. (This does not delete their cLc accounts, just the icon username and icon password assigned to it). We therefore recommend that once you have chosen your Icon Login Themes, you retain them.


How to enable Icon Login accounts for cLc users

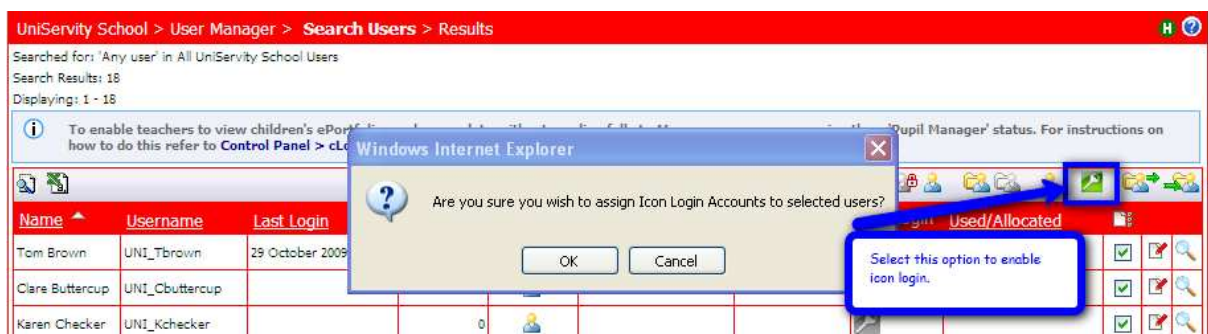
In order to enable Icon Login for your users you will first need to ensure that they have cLc accounts. The Icon username and Icon password can then be applied to these accounts.

To do this, go to: User Manager > Search Users

Either select a Profile Set (eg; Year 1) , or click Search Users to show all users in your school.

On the Results page, tick the boxes of the users that you want to enable Icon Login for. You can 'Select All' using the box at the top of the list.


Once these users are selected, click on the Icon Login  above the list of users.



You will then be asked to confirm your selection by selecting 'OK' to enable or you can cancel the action by selecting the 'Cancel' option.

Restrictions on who can use Icon Login

Icon Login has been created for those who have difficulty accessing the cLc learning platform through the traditional text based login. For this reason the Icon Login works on the assumption that users using it would not require administration rights. For this reason it is not possible to assign Icon Login to any account which has administration rights.

If you select a user with these privileges then you will be presented with  in the search user page with the hover message of **'User has assigned admin privileges and will not be able to sign in using the Icon Login account'**.


UniServity School > User Manager > Search Users > Results

Searched for: 'Any user' in All UniServity School Users
Search Results: 18
Displaying: 1 - 18

To enable teachers to view children's ePortfolios and usage data without needing full cLc Manager access you can give them 'Pupil Manager' status. For instructions on how to do this refer to [Control Panel > cLc Help > User Manual > Pupil Manager](#).

Name	Username	Last Login	Logins	Status	User Display Type	ePortfolio	Icon Login	Used/Allocated	
Tom Brown	UNI_Tbrown	29 October 2009 11:41	4						
Clare Buttercup	UNI_Cbuttercup		0						
Karen Checker	UNI_Kchecker		0						
cLc Manager	UNI_clcmanager	29 October 2009 09:54	2						

Assigning Icon Login usernames and passwords to existing cLc accounts


Having assigned Icon Login Accounts to these selected users, you will see the Icon Login Accounts Status Screen (as below). If the user(s) account has been created successfully you will see  as below.

UniServity School > User Manager > Search Users > Icon Login Accounts

[View full details of accounts using Icon Login](#)

Icon Login Accounts Status

	Username	First Name	Last Name	Status
	UNI_Cbuttercup	Clare	Buttercup	Icon Login Account created successfully
	UNI_Kchecker	Karen	Checker	Icon Login Account created successfully
	UNI_Tbrown	Tom	Brown	Icon Login Account created successfully

You will see the  if Icon Login has previously enabled for this user.

UniServity School > User Manager > Search Users > Icon Login Accounts

[View full details of accounts using Icon Login](#)

Icon Login Accounts Status

	Username	First Name	Last Name	Status
	UNI_Kchecker	Karen	Checker	Icon Login Account already exists for this user

From this screen you can also 'View full details of accounts using' by clicking the link on the top right of the page.

UniServity School > User Manager > Search Users > Icon Login Accounts

[View full details of accounts using Icon Login](#)

Icon Login Accounts Status

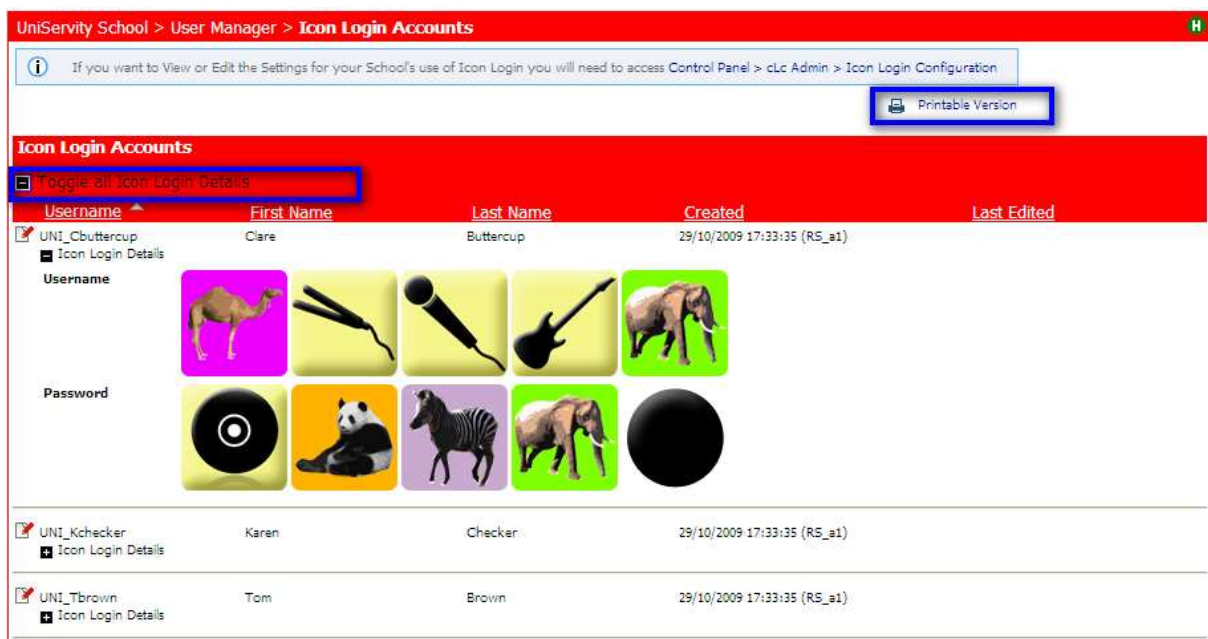
	Username	First Name	Last Name	Status
	UNI_Cbuttercup	Clare	Buttercup	Icon Login Account created successfully
	UNI_Kchecker	Karen	Checker	Icon Login Account created successfully
	UNI_Tbrown	Tom	Brown	Icon Login Account created successfully

This will take you to the screen below (User Manager > Icon Login Accounts). You are then able to view the credentials (usernames and passwords) of all those users who have had the Icon Login enabled for their account.

Icon Usernames and Icon Passwords for all the users for whom you have enabled Icon Login will be automatically generated by the process outlined above.

To view individual user account Icon Login username and password click on the black square/white + icon next to the relevant user account name.

To view all user account Icon Login usernames and passwords, click on the 'Toggle all Icon Login details'.





UniServity School > User Manager > **Icon Login Accounts**

If you want to View or Edit the Settings for your School's use of Icon Login you will need to access Control Panel > cLc Admin > Icon Login Configuration

Printable Version

Icon Login Accounts

Toggle all Icon Login details

Username	First Name	Last Name	Created	Last Edited
UNI_Cbuttercup Icon Login Details	Clare	Buttercup	29/10/2009 17:33:35 (RS_a1)	
<p>Username</p>  <p>Password</p> 				
UNI_Kchecker Icon Login Details	Karen	Checker	29/10/2009 17:33:35 (RS_a1)	
UNI_Tbrown Icon Login Details	Tom	Brown	29/10/2009 17:33:35 (RS_a1)	

How to Print Icon Login Credentials

To help with the practicalities of learning and remembering Icon usernames and Icon passwords, there is a Printable Version option available at User Manager > Icon Login Accounts.

By selecting this option you will be able to view the details for each user including their cLc account username, their first name and last name and their Icon username and Icon password. At this point you can print these details for individual users or lists for teachers working with classes using Icon Login.

Icon Login Accounts




Toggle all Icon Login Details

Username	First Name	Last Name
UNI_Cbuttercup <input checked="" type="checkbox"/> Icon Login Details	Clare	Buttercup
UNI_Kchecker <input checked="" type="checkbox"/> Icon Login Details	Karen	Checker
UNI_Tbrown <input checked="" type="checkbox"/> Icon Login Details	Tom	Brown

The image shows a grid of icons for each account. For UNI_Cbuttercup, the icons are a camel, a hair straightener, a microphone, a guitar, and an elephant. For UNI_Kchecker, the icons are a vinyl record, a panda, a zebra, an elephant, and a black circle. For UNI_Tbrown, the icons are a vinyl record, a panda, a zebra, an elephant, and a black circle.

Please note: If you print the Icon Login credentials for either individuals or teacher lists, please ensure that each person who has these printed details is aware of the importance of keeping usernames and passwords of any kind secret and secure in line with your school eSafety teaching for both adults and children.

How to disable Icon Login

In order to disable Icon Login for an individual cLc account, go to User Manager > Search users and search for the user or group of users that you would like to disable the Icon Login for. Click the  next to their account name to see the screen below.

User Manager > Search Users > Edit User - UNI_Kchecker H ?

Username: UNI_Kchecker Name: Karen Checker

Details | Address | Profile Sets | Groups


Username: UNI_Kchecker


New Username:

Status:

Password: Password set

Confirm password:



Select either , or the 'Icon Login Details' link. You will then see the screen below asking you to confirm your choices.

Username: UNI_Kchecker Name: Karen Checker

Windows Internet Explorer

Are you sure you wish to delete this Icon Login Account

OK Cancel

Icon Username

Reset Password

Select Icons for Password only if you wish to change it

Delete Account Undo Changes Save Details

If you select 'OK' then the Icon Login username and password (but not the user's cLc account) will be deleted.

The Icon Login logo will still be visible (as below) as the Icon Login functionality is still enabled for the school.

User Manager > Search Users > Edit User - UNI_Kchecker

Username: UNI_Kchecker Name: Karen Checker

Details Address Profile Sets Groups

Username: UNI_Kchecker


New Username: Freetext

UNI_Kchecker

Status: Active


Password: Password set

Confirm password:



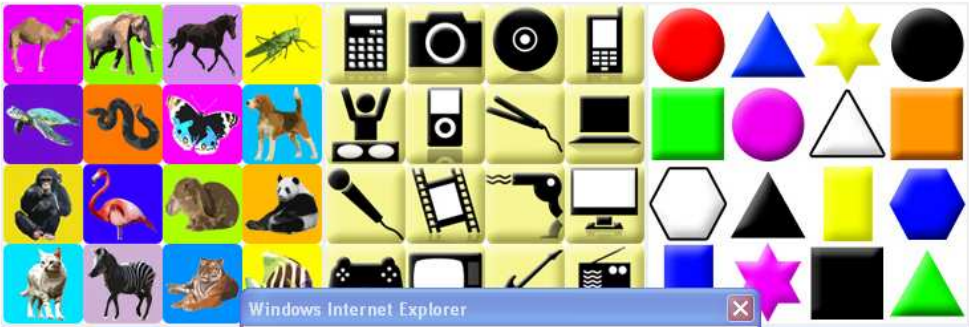
Icon login Details

How to change Icon Login Username or Password

In order to change the Icon Login Username or Password go to User Manager > Search users and search for the user or group of users that you would like to disable the Icon Login for. Click the  next to their account name to see the screen below.

You can then delete the existing username and password icons that are visible (using the backspace key), and then click on the icons visible to allocate a new username and/or password. You will then be required to confirm that you wish to make the changes to the Icon Login Account. These details will then be applied immediately.

Username: UNI_Cbuttercup Name: Clare Buttercup








Windows Internet Explorer

Are you sure you wish to make changes to this Icon Login Account?


OK Cancel

Please note that any user w


Icon Username

Reset Password



Select Icons for Password only if you wish to change it




How to login using Icon Login


Once Icon Login is enabled for your school cLc, the Icon Login logo will be displayed above your Login box on your school homepage.

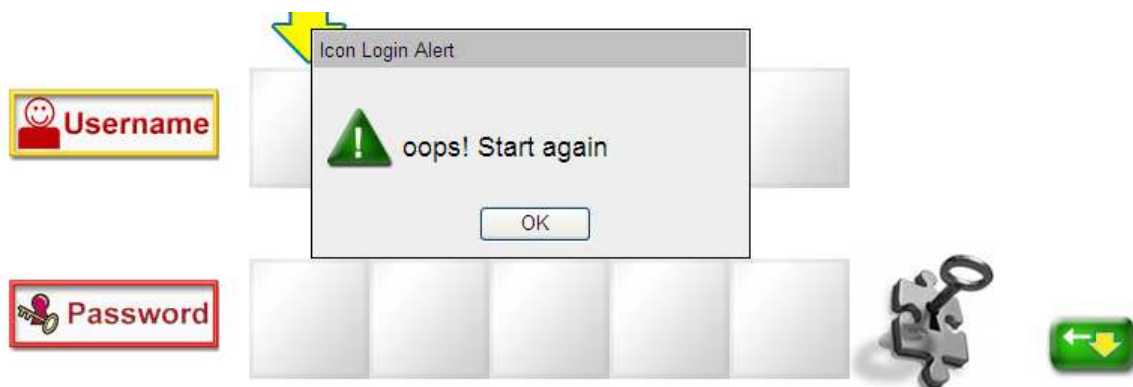


By clicking on the Icon Login logo  you will be taken to a screen similar to this.



Users should simply click on the icons in the same order as the username and password assigned to them, and then on the  image. If the icons are clicked in the correct order then they will be logged in straight away.

If the icons are entered incorrectly, then the following message will appear once the  image has been clicked.



Please note: If a child is unable to login using the details that have been provided for them you will see the following message.



You can't log in with pictures right now. Please ask your teacher