



**St. Joseph School  
La Salle Bacolod**

# ACADEMIC INFORMATION MANAGEMENT SYSTEM



ACCOUNT SECURITY CONDITIONS



@lasallebcd



La Salle Bacolod



usls.edu.ph

## MEET PASSWORD REQUIREMENTS

- ✓ Your password can be any combination of letters, numbers, and symbols with minimum of 8 characters.
- ✓ Do not use a password from another site, or something too obvious like your pet's name or your birth date.
- ✓ For new user with default password, they are required to change their password for security purposes.

### YOU CAN'T USE A PASSWORD THAT:

- Is particularly weak. Example: "password123"
- You've used before on your account
- Starts or ends with a blank space
- A password with your name on it.

Password Management

Please change your password for security purposes  
Choose a strong password and do not reuse it for other accounts. Use minimum of 8 characters: should contain capital, small letters, and number.  
Do not use a password from another site, or something too obvious like your pet's name or your birth date.

Please input atleast 8 character(s): should contain 1 capital letter(s), 1 small letter(s), 1 number(s)

Current Password

New Password

Confirm New Password

[Clear Entries](#) [Save New Password](#) [View History](#)

# IDLE TIME NOTIFICATION

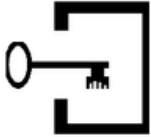
If the user encounter the notification below, it means that the user doesn't interact with a web-page or the system detects that the page has no activity for 30 minutes. The user will automatically be redirected to the application error page. The user must login again.

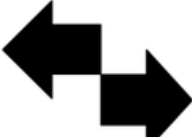
**UNIVERSITY OF ST. LA SALLE** | **La Salle Bacolod**  
La Salle Avenue, Bacolod 6100, Negros Occidental


**ST. JOSEPH SCHOOL - LA SALLE**  
Half a Century of Providing Accessible and Excellent Christian Education for the Young, especially the Poor.  
Student Information Management System


### APPLICATION SECURITY ERROR


This error has occurred for one of the following reasons:

- 

You have logged in from another browser window
- 

You have used Back / Forward / Refresh button of your Browser
- 

You forgot to log-out your account from your device
- 

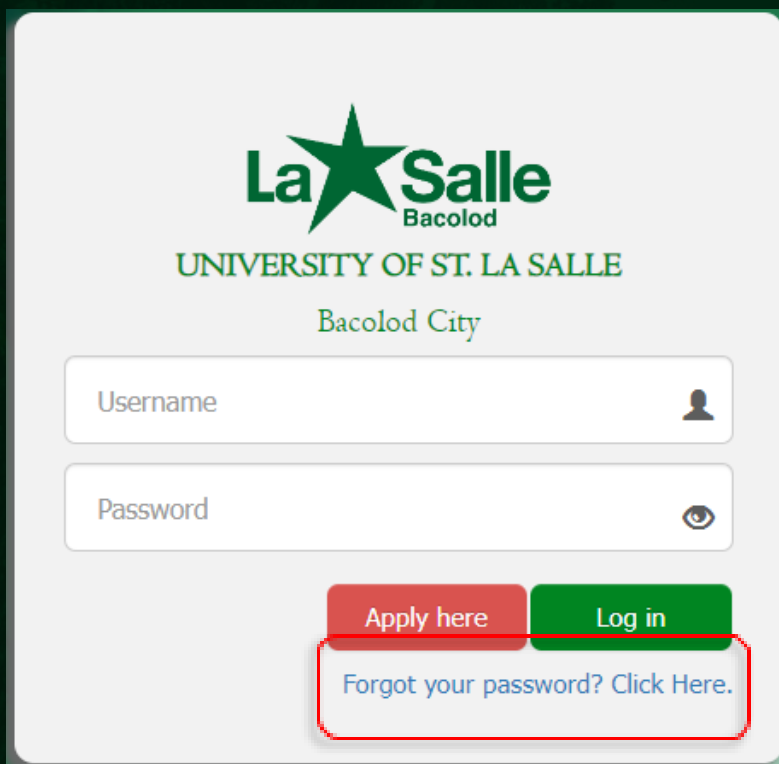
You have kept the browser window idle for a long time
- 


You are accessing the application URL from a saved or static page


[Go Back to the Login Page](#)


# FORGOTTEN PASSWORD RESET

If a user has forgotten their password, they can reset it using the forgot password facility:



  
UNIVERSITY OF ST. LA SALLE  
Bacolod City

Username 

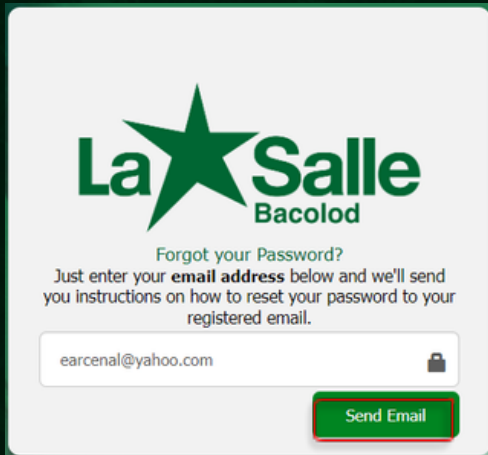
Password 

[Apply here](#) [Log in](#)

[Forgot your password? Click Here.](#)

From the logon screen, click **Forgot you password? Click here.** link.

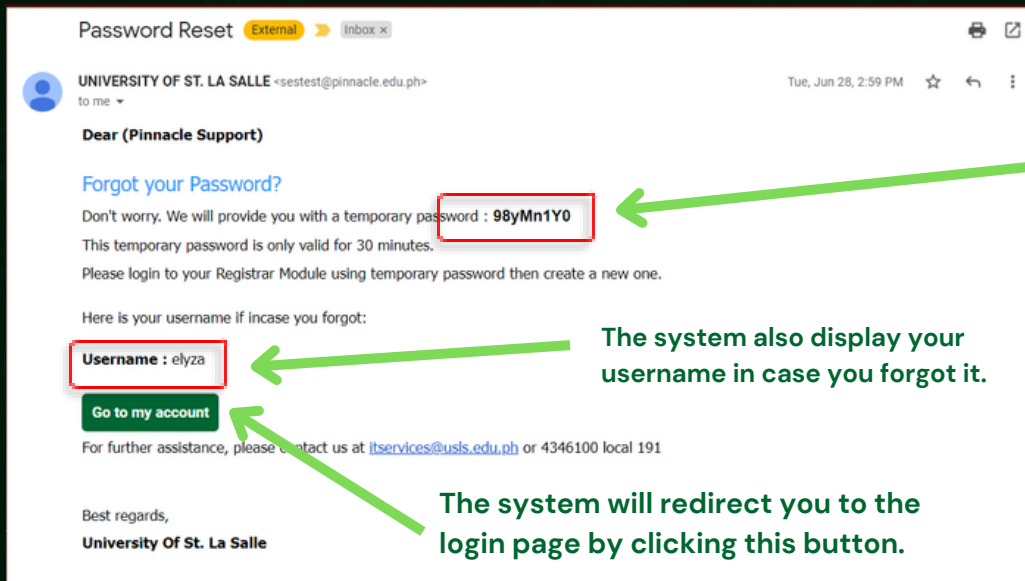
# FORGOTTEN PASSWORD RESET



The screenshot shows the 'La Salle Bacolod' logo at the top. Below it, the text reads: 'Forgot your Password? Just enter your email address below and we'll send you instructions on how to reset your password to your registered email.' There is a text input field containing 'earcenal@yahoo.com' and a green 'Send Email' button.

You will be prompted for the email address you use on your Account Registration or email address that you provided on your profile.

Click **Send Email** to receive an email with further instructions on how to reset your password.



The screenshot shows an email titled 'Password Reset' from 'UNIVERSITY OF ST. LA SALLE'. The body of the email says: 'Dear (Pinnacle Support) Forgot your Password? Don't worry. We will provide you with a temporary password : 98yMn1Y0. This temporary password is only valid for 30 minutes. Please login to your Registrar Module using temporary password then create a new one. Here is your username if incase you forgot: Username : elyza'. There is a green button labeled 'Go to my account'.

The system also display your username in case you forgot it.

The system will redirect you to the login page by clicking this button.

Use this temporary password provided by the system. You must login to your account within 30 minutes from the time the temporary password has been sent, otherwise, it will expire.

## ACCOUNT LOCKED OUT CONDITION


This system-condition determines the number of failed sign-in attempts that will cause a user account to be locked. A locked account cannot be used until the user retrieve it or until the number of minutes specified.


**Alert Message**

**Login Failed**  
The **password** that you have entered does not exist in the system.  
Please try again.

**Attempt: 1 out of 3.**  
Please note that your account will be locked after 3 consecutive unsuccessful login attempts.

Okay

Username 

Password 

Log in

[Forgot your password? Click Here.](#)

# ACCOUNT LOCKED OUT CONDITION

If your Account is locked.

Follow the procedure below on how to retrieve your account.

- This message will display if your account is locked due to too many login attempts.
  1. Click the **Retrieve my Account** button. The pop-up for account validation will appear.
  2. Provide the correct information and click the **Submit** button to retrieve your account.
  3. Make sure that the information you provided will match the data registered in the system.

**Alert Message**

Your account is locked due to many failed login attempts. You may contact your system administrator to unlock your account or you may click the retrieve my account button to recover your account. Thank you.

**Retrieve my Account**

**Retrieve Account Validation** ✕

Enter your information registered in the system to retrieve your account.

Username

Last Name

First Name

Email Address

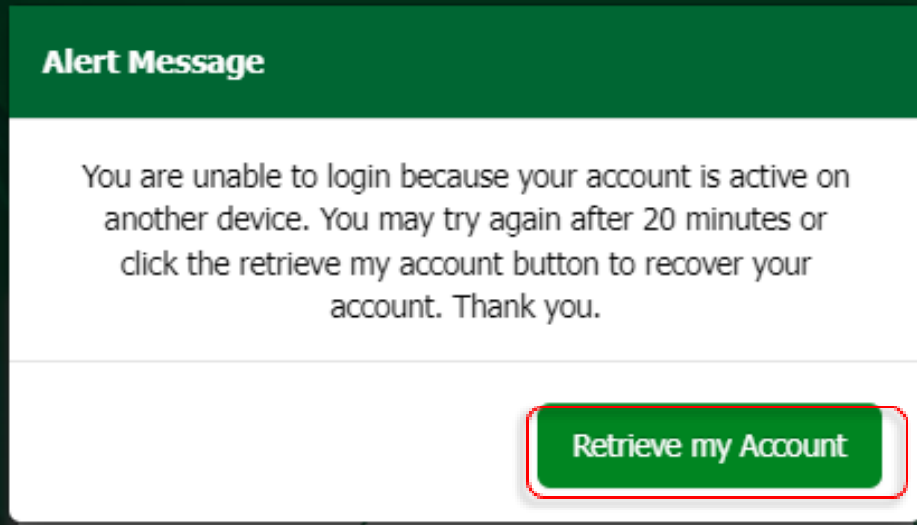
**Submit**

## ACCOUNT IS ACTIVE IN ANOTHER DEVICE

Another account security in the system that will not allow the user to login their account in different devices at the same time. The user will receive a notification that their account is active in other device.

The user can retrieve their account right away or try to login again after 20 minutes.

Follow the same procedure on how to retrieve your account.



**Alert Message**

You are unable to login because your account is active on another device. You may try again after 20 minutes or click the retrieve my account button to recover your account. Thank you.

[Retrieve my Account](#)

**Reminder:** It is recommended that the user must sign-out their account after using it. Do not close the browser without signing-out.