ATS allows many ways of managing the security of your athlete's login information. Depending on how your organization utilizes ATS, the necessary steps could vary.

Ad	min Windows Help			
** ** ** **	Site Info Add/Update Teams & Organizations Users Maintenance Dashboard Statistics	• •	-the	
<mark>∂</mark>	Athlete Security Drug Testing	• •	Passwords Athlete IDs	+ +
	Athlete Utilities Injury Utilities Scheduling Utilities Inventory Utilities	* * *	Athlete Security Update Report of Athlete User IDs/Passwords Report of Athlete User IDs/Passwords by Organization Report of Athlete User IDs/Passwords by Team	۲
2	Update Athlete Years Import/Export Transaction Logs	•	Report of Athlete and Web Portal Updates Emergency Contact IDs & Passwords Family Communications Center Force Password Change	+ +

Task	Page
Passwords	<u>2</u>
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Athlete Security Update	<u>2</u>
Report of Athlete User ID/Password	<u>3</u>
Report of Athlete and Web Portal Updates	<u>3</u>
Emergency Contact IDs and Passwords	<u>4</u>
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Force Password Change	<u>5</u>
Athlete Screen; Security Options	<u>6</u>
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Athlete Security Menu Video Walk Thro	bugh

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Passwords:

The Password sub-menu item allows you to manage the passwords for all of the athletes in the system. If you have manually entered the athletes/imported or some other way besides the athlete portal, you can generate passwords for the athletes, by team or by year. You also have the ability to remove, make the same for a team or a year to help with the registration.

👌 Athle	e Security >	Passwords	Generate Passwords
β Druσ	lesting 🔸	Athlata IDs	Generate Passwords By Team
			Generate Passwords by Year
			Remove Passwords
			Make all Passwords the Same
			Make all Password the Same for a Team
			Make all Passwords the Same for an Athlete Year

Athlete IDs:

You can utilize the Athlete ID submenu item to randomly generate a unique ID for anyone in your database, team or a year. Or you can remove the ID if needed.

3	Athlete Security	•	Passwords	+	
0	Drug Testing	•	Athlete IDs		Generate IDs
•	Athlete Utilities	•	Athlete Security Update	►	Generate IDs By Team
Ō	Injury Utilities	•	Report of Athlete User IDs/Passwords		Generate IDs by Year
	Scheduling Utilities	•	Report of Athlete User IDs/Passwords by Organization		Remove IDs

Athlete Security Update:

The Athlete Security Update screen allows you to see the list of your athletes by team or by organization. Some of their account details. You can use this screen to go directly to the full profile.

(Athlete Security			•	Passwords					+	
(Drug Testing			•	Athlete II)s				•	tic Irai
(Athlete Utilities			•	Athlete Se	curity Upd	ate			×.	By Team
(Injury Utilities			•	Report of	Athlete Us	er IDs/	Passwords			By Organization
	🗿 Athlete Security Update								83		
	Athlete	Birthdate	Athlete ID 👻	Password	Clear To Play	NCAA Consent	Archived	Signature On File	^		
Ш	Adams, Leigh Ann	9/6/2009	Adams	adams							
	Bateman, Daniel	7/25/2000	987654	329460							
	Winchell, Mike	4/26/1999	987456	549259							
	Murphy, Doris	3/13/2000	987321	552231							
	Rodriguez, Benny	4/19/2000	98247	712171							
	Smith, Mary	6/22/1997	963852	439324							

Report of Athlete ID/Passwords:

These menu selections will give you a report based on which menu option you choose of the athlete ID/Passwords. This can help with beginning of year registrations when they forget their information.

	Athlete Security	•	Passwords	•
0	Drug Testing	►	Athlete IDs	►
•	Athlete Utilities	►	Athlete Security Update	•
Ō	Injury Utilities	+	Report of Athlete User IDs/Passwords	٦
-	Scheduling Utilities	•	Report of Athlete User IDs/Passwords by Organization	
a	Inventory Utilities	•	Report of Athlete User IDs/Passwords by Team	J

10/12/2021		ATS	Athlete Pass	sword List	
Athlete	IDNumber	Password	DOB	PW Changed	Team/Sport
Adams, Leigh Ann	Adams	ada	09/06/2009		Joe Tech Coed Behavioral Health
Allen, Shannon	951753	sha	05/16/1999	03/31/2021	Joe Tech Women Womens Basketb:
Balboa, Rocky	201432	yoc	07/20/1990		Joe Tech Men Football
Bateman, Daniel	987654	329	07/25/2000		Joe Tech Men Football
Beechum, Claire		AtS	07/14/2020		Joe Tech Women Softball
Billingsley, Don	312652	646	06/13/2001		Joe Tech Men Football

Report of Athlete and Web Portal Updates:

This menu selection will allow you to run a report, that shows you the athlete name, and when/if they have recently logged into their athlete portal and updated their information.

-					
3	Athlete Security	۱.	Passwords		+
Ø	Drug Testing	+	Athlete IDs		•
	Athlete Utilities	•	Athlete Security	Update	•
5	Injury Utilities		Report of Athle	te User IDs/Passwords	
	injury cunites		Report of Athlet	Liser IDs/Passwords by Organizatio	m
M v	Scheduling Utilities	•	Report of Athlet	e csel ibs/lasswords by Organizatio	<i>,</i> 1
2	Inventory Utilities	•	Report of Athlet	e User IDs/Passwords by Team	
*	The design of the later Normalian		Report of Athlet	e and Web Portal Updates	
	Player Name	Jo Player and ATS Wo Web Date	e Tech eb Portal Update Status _{Email}		
	Adams, Leigh Ann	09/09/2021 xxx	xx		
	Allen, Shannon	03/31/2021 ipe	@kefferdevelopment.com		
1	Anderson, Bobby	09/09/2021	o		
1	Anderson, Curtis	09/09/2021			

Emergency Contact ID/Password:

This menu item allows you to manage the emergency contacts for your athletes. This can give them access to the portal/ family communication center. Again, select the appropriate menu item you wish to utilize. If you are having issues with students logging in and not seeing something you think they should, you can always remove or generate a report to see if the login ID is the same.



Family Communication Center:

This menu item, allows you to group or attempt to group emergency contact logins for multiple student-athletes. If the information has been entered in through a portal and has listed someone as their #1 emergency contact and they are listed multiple time, this utility will create a singular login for that emergency contact.

	Athlata Socurity	Deserved	
	Athlete Security	Passwords	
	Drug Testing	Athlete IDs	•
	Athlete Utilities	Athlete Security Update	•
	Injury Utilities	Report of Athlete User IDs/Passwords	
	Scheduling Utilities	Report of Athlete User IDs/Passwords by Organization	
	Inventory Utilities	Report of Athlete User IDs/Passwords by Team	
	Undato Athloto Voars	Report of Athlete and Web Portal Updates	
	Cpuate Atmete Tears	Emergency Contact IDs & Passwords	•
Note: Family Groups	are created on a "Best Effort" Basis	Family Communications Center	
Generate ID/Passwo	rds for Family Groups	Force Password Change	•

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Force Password Change:

Using this menu option, you can force a password change to be done for your athletes and/or the emergency contacts. You can also clear the force change if necessary. ATS does recommend you do this every year.



Other Ways to Require Password Changes:

You can make a system wide athlete password change by using the below option in Site Info. By checking off the option, and assigning a date you would like them to change their password after. You can also require emergency contacts/ athletes to use a strong password.

Admin Windows Help		
💰 Site Info		
💼 Site Info - Joe Tech		
Primary Module, Security Tab Order Opt(1) Opt(2) Opt	(3) Swipe Card Billing Claims/EDI Pre-Login Kiosk Custon	n Inventory
General Security Force password change? # Days: 365 (3)	0 to 365) Forgot password token good for: 20	minutes (3 to 20)
✓ Lock user after 5 (3 to 5) failed tries?	Min Password Length: 8 (8 to 12))
✓ Users strong password?	Kiosk timeout in seconds: 900	
Athletes/Emergency Contacts strong passwo	rł? Force logout after: 1:33:00 AM 🜩 Fo	or: 0 min (0=Disabled)
Require Athlete/Emergency Contact Password change as of / / /	a 🚺	
Disable the view password capabilities for all	users 😾 🟮	Use Recommended
Enable the ATS Web Portal(s) cookie policy	🧃 View a copy of this policy 🔞	Jottinga
Allow users to use the "Account Reset" funct	tion	Require All Users to Change Their Password
ATS 2-Factor Authentication		
Staff: Use ATS 2-factor authentication for u	sers? 2-factor code delay: 300 seconds	
Athletes: Use ATS 2-factor authentication	for athletes? 2-factor code delay: 300 seconds	s
	Save Close	

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Other Athlete Security Options:

From the athlete screen, you have the option in the General Tab to view, or change, or randomize the athlete password, as well as their account ID. The account/athlete/student ID number will vary depending on what your institution has it set up as.

😫 Athlete - ,		December 1
Minor Exp Insure Exp Physical Archived	Cleared to Play / / V CL CTP Status:	Password: ******
Name:	Team/Sport/Event Status A Position/Dis As Of CT	-> 🔳 🚮
(hirst) (MI) (Last) (Suffix)		× 📰 🐨
PreferName		Last PW Cho: CL
Phone: Year: Year		Edder i fri enig.
	Record: 14 4 007 0 0 01 0 12 0 12 0 1	Cores Deserved Changes
Age U	Mark for review Pwk Comp Cog Concuss Complete Card View	Force Password Change
Injury Notes/Staff/Isg General Cincuss Evals Medical History Insur	rance Emergency eFiles/Docs/Dates Additional Info Medication Strength	
Address/Other Additional Info Academic Eligibility		
Home Address	Divertion I and the second sec	Passw TI OL III
Country:	Bronnet #	I ne Star allows you to view the
01	AN ID. NCAA/HS Consent	password.
C/S/Z:	OTC Meds Allowed	word: ***
Languages:	35#	The Plus sign allows you to add/
Copy From	Last Cognitive: / / V CL	
School Address	Last Physical: / / V CL	change the password.
Street:	Physical Expires: 7 7 V CL +365 +XXX Change Photo	
	Signature on File / / V CL Remove Photo	The Green random button, will as-
C/S/Z:	Employed: V Marital: Password: ******* 🕅	🛄 🧧 sign a password based on what
Communications	* 🖷 🥨	
Twitter Handle:	Race: Last PW Chg: CL	AIS recommends, a strong
Call: Text #		password
	Student ID 👼	Last DW/Charles
😵 🧾 🗋 🔩 🥪 🔂 🏞 📵	New Save Remove Search Close	Last PW Chg: CL



Allows you to view their ID number for ATS, change that number by typing directly in the text box, or use the green, randomize button to assign a unique ID that will not be duplicated.

This allows you to view then the last password was last changed.



Allows you to require that specific athlete to change their password upon logging in to the system.

Athlete Forgot Password:

👬 Athletic Trainer System ® Athlete	Portal Login
	Joe Tech
	tudent ID number: Login ID Login
	Database: atsjoe
	Forgot your Password? Forgot your Student ID number?
If you have ANY of sports medicine st Capital l	questions or problems you need to contact your taff at your school. Passwords need to include a Letter, Number and Special character

Once your athletes are set up in the portal, if they forget their password or ID, they can request it from ATS. This only works, as long as you have set up the forgot password link.

Please see the <u>Setting Up Forgot Password Email</u>; or the <u>Email Configuration</u> help doc to further configure your database.