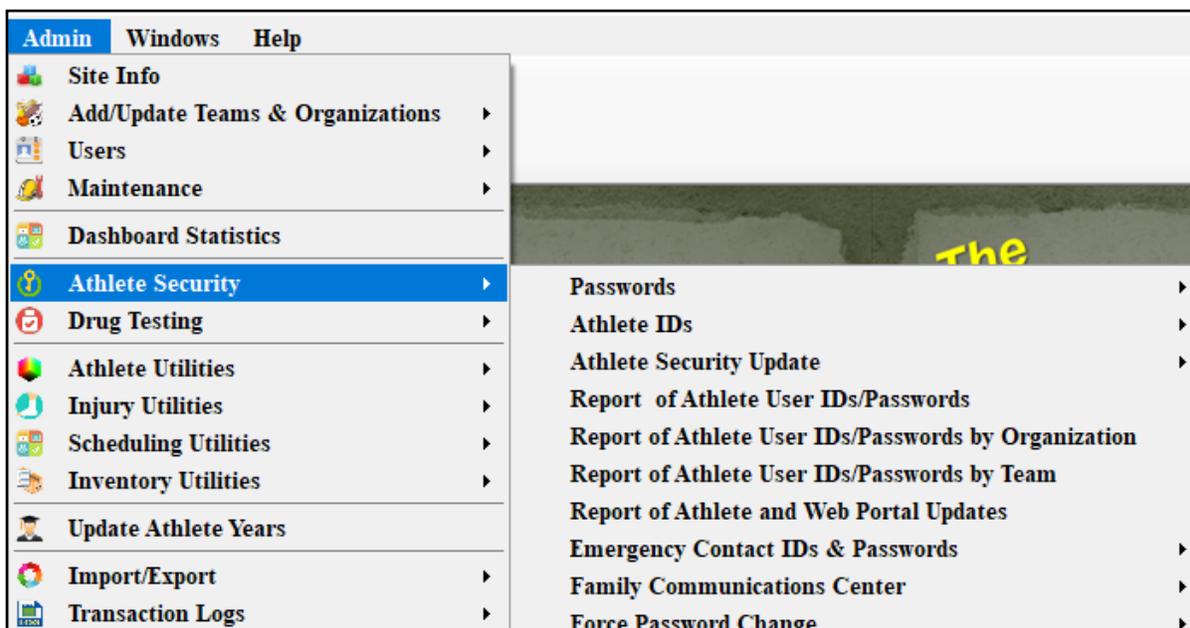


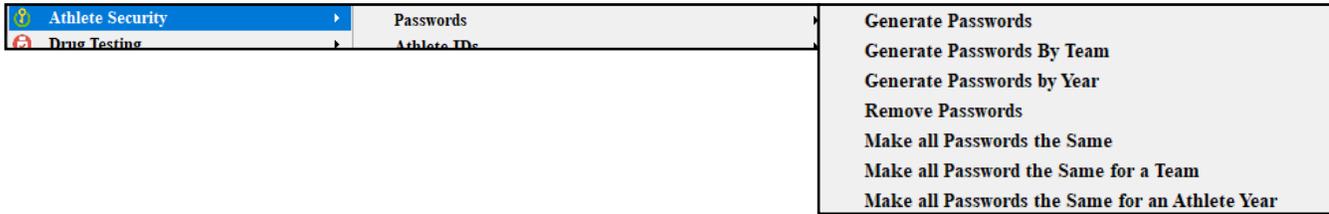
ATS allows many ways of managing the security of your athlete’s login information. Depending on how your organization utilizes ATS, the necessary steps could vary.



Task	Page
Passwords	<a href="#">2</a>
Athlete ID's	<a href="#">2</a>
Athlete Security Update	<a href="#">2</a>
Report of Athlete User ID/Password	<a href="#">3</a>
Report of Athlete and Web Portal Updates	<a href="#">3</a>
Emergency Contact IDs and Passwords	<a href="#">4</a>
FCC	<a href="#">4</a>
Force Password Change	<a href="#">5</a>
Athlete Screen; Security Options	<a href="#">6</a>
Forgot Password	<a href="#">7</a>
<a href="#">Athlete Security Menu</a> Video Walk Through	

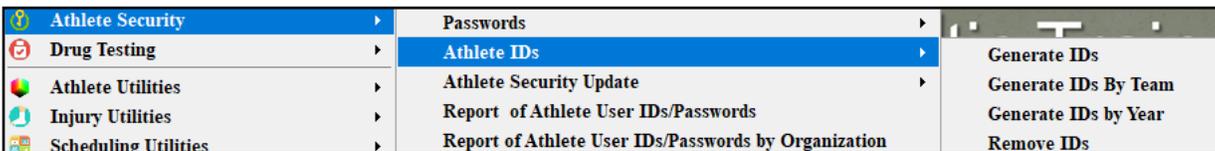
## Passwords:

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.



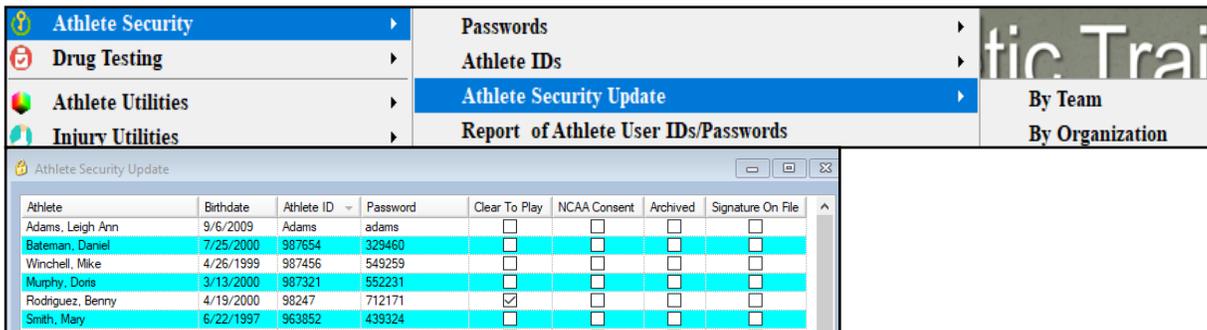
## Athlete IDs:

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.



## 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.



## 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	▶
Drug Testing	▶	Athlete IDs	▶
Athlete Utilities	▶	Athlete Security Update	▶
Injury Utilities	▶	<b>Report of Athlete User IDs/Passwords</b>	
Scheduling Utilities	▶	<b>Report of Athlete User IDs/Passwords by Organization</b>	
Inventory Utilities	▶	<b>Report of Athlete User IDs/Passwords by Team</b>	

10/12/2021  
10:49 am

**ATS Athlete Password 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 Basketba
Balboa, Rocky	201432	yoc	07/20/1990		Joe Tech Men Football
Bateman, Daniel	987654	329	07/25/2000		Joe Tech Men Football
Beechum, Claire		Atf	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.

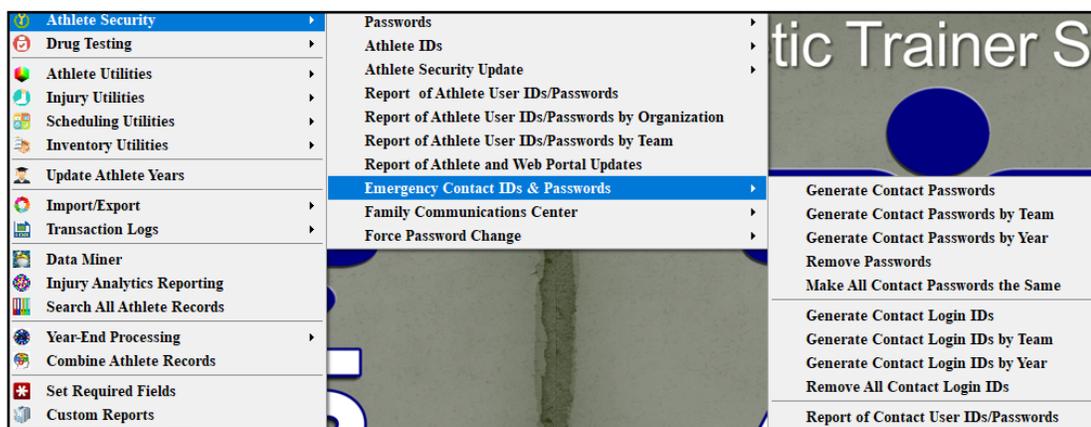
Athlete Security	▶	Passwords	▶
Drug Testing	▶	Athlete IDs	▶
Athlete Utilities	▶	Athlete Security Update	▶
Injury Utilities	▶	Report of Athlete User IDs/Passwords	
Scheduling Utilities	▶	Report of Athlete User IDs/Passwords by Organization	
Inventory Utilities	▶	Report of Athlete User IDs/Passwords by Team	
		<b>Report of Athlete and Web Portal Updates</b>	

**Joe Tech**  
Player and ATS Web Portal Update Status

Player Name	Web Date	Email
Adams, Leigh Ann	09/09/2021	xxxxxx
Allen, Shannon	03/31/2021	joe@kefferdevelopment.com
Anderson, Bobby	09/09/2021	
Anderson, Curtis	09/09/2021	

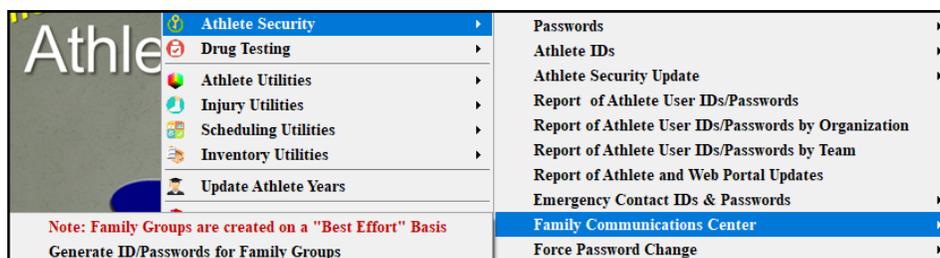
## Emergency Contact ID/Password:

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.



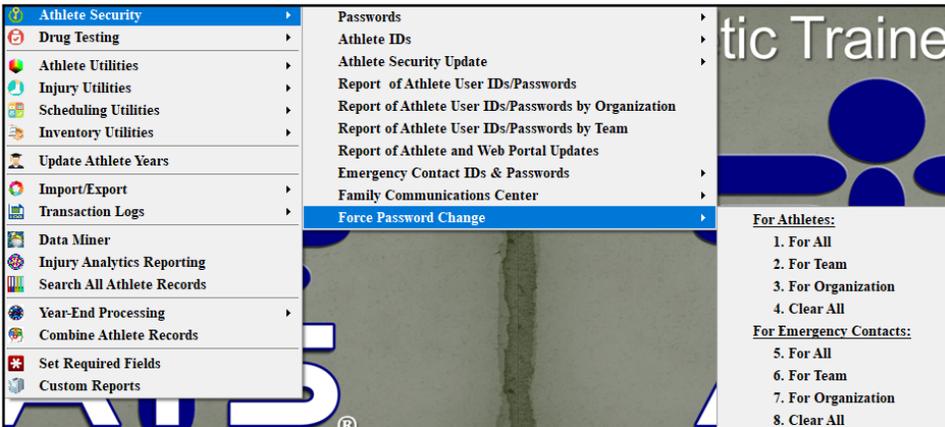
## Family Communication Center:

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.



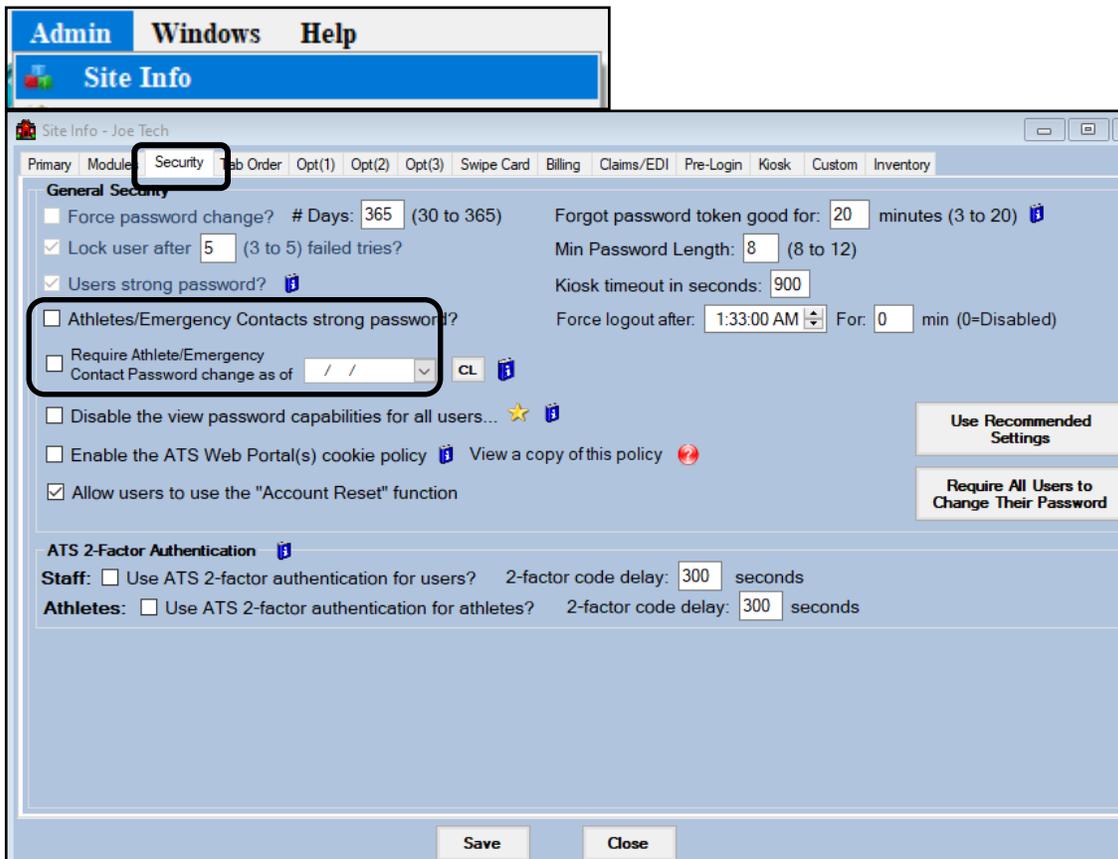
## Force Password Change:

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.



## 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.

The Star allows you to view the password.

The Plus sign allows you to add/change the password.

The Green random button, will assign a password based on what ATS recommends, a strong password

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.

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.

## Athlete Forgot Password:

**Athletic Trainer System © Athlete Portal Login**

Joe Tech

Student ID number:

Password:

Database:

[Forgot your Password?](#)

[Forgot your Student ID number?](#)

If you have ANY questions or problems you need to contact your sports medicine staff at your school. Passwords need to include a Capital 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 [Setting Up Forgot Password Email](#); or the [Email Configuration](#) help doc to further configure your database.