IPS
INTEGRATED PAYMENT SOLUTIONS

i - AD

User Manual

Purpose of i - AD

To automatically set up student user accounts

How does i - AD do this?

i - AD looks in your College student record system and checks the active directory. If the student does not have an account, i - AD will create the student a home account and assign them an email address and set them a password. The password is always an eight character DD/MM/YY date of birth.

i - AD connects through to the i-Core (This is the IPS core central system). i-Core holds all of the data. It retrieves the data from the EIS gateway.

Can student reset their password?

Student can reset their password on the Password reset screen. They need their ID, postcode and Date of Birth to be able to reset their password. The password will reset to their date of birth and when they next log in, they will need to change their password.
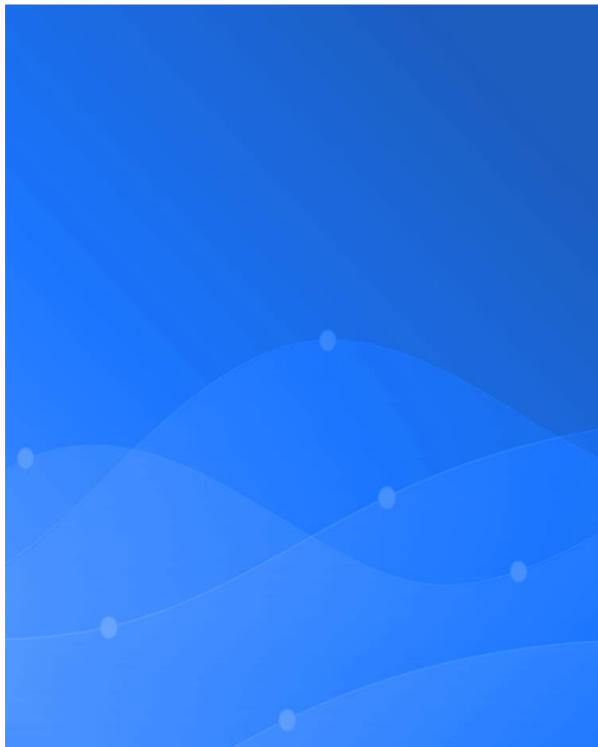
Screen walkthrough

Over the next few pages, there are screenshots and information about what each page on i - AD will do.

Log in screen

The following screen is the log-in screen. You will need to input the login and password you have been assigned by IPS to access the i - AD.

The following pages are a walkthrough of the key parts of the i - AD system.
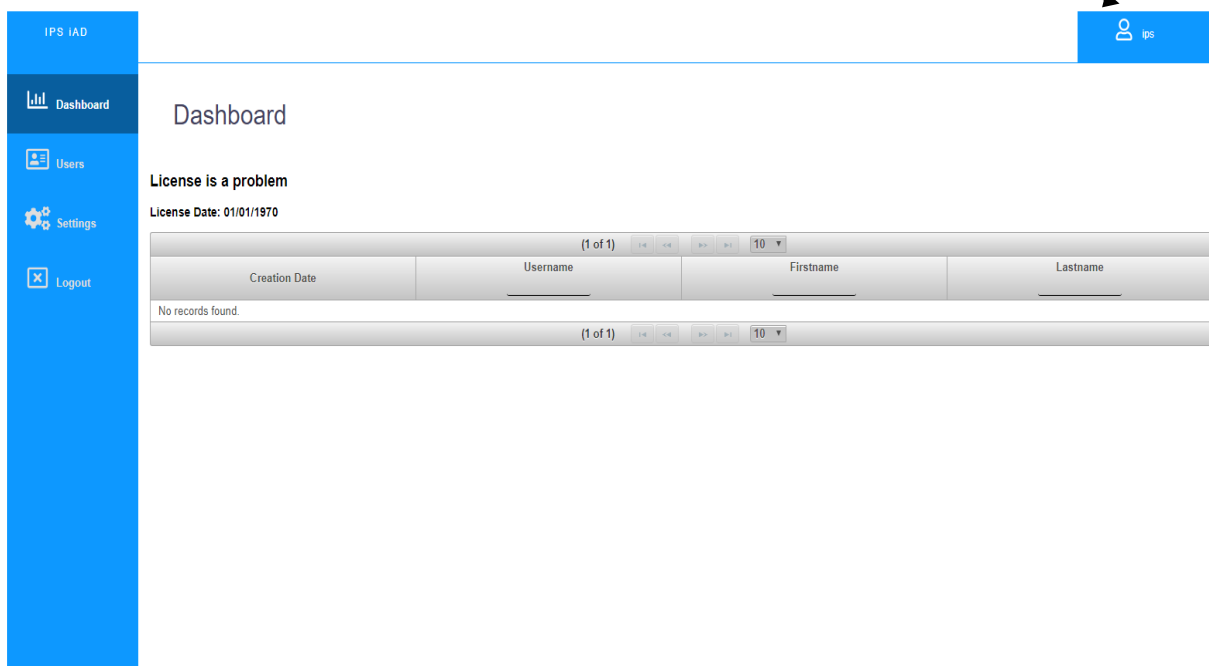
Dashboard screen

The dashboard screen shows a list of all the student accounts that have been created. These are arranged by creation date, with the newest users at the top. Each column can be clicked on to be filtered, i.e. to display all users with the first name 'John'. It details the date it was created and the student's first name and last name. You can display the list of names in either 10, 50 or 200 per page. .

You can search for a student by typing the students name in either the username, first name or the last name box. As you type, the page will begin to filter down the specific name of the student until you have finished typing.

The top right handside of the screen will show who is logged in.

Users screen – Display

The users screen displays a list of the College staff who are users of i - AD system. It displays the user name, last log-in and the status. There are only two status' – Enabled and Disabled. Enabled is a current user of i - AD. Disabled is when you have disabled the account as that staff member does not require access.

If you wish to search for a user, you can type in the username box and as you type it will begin to filter down the specific name of the student until you have finished typing.

You can display the list of names in either 10, 50 or 200 per page.
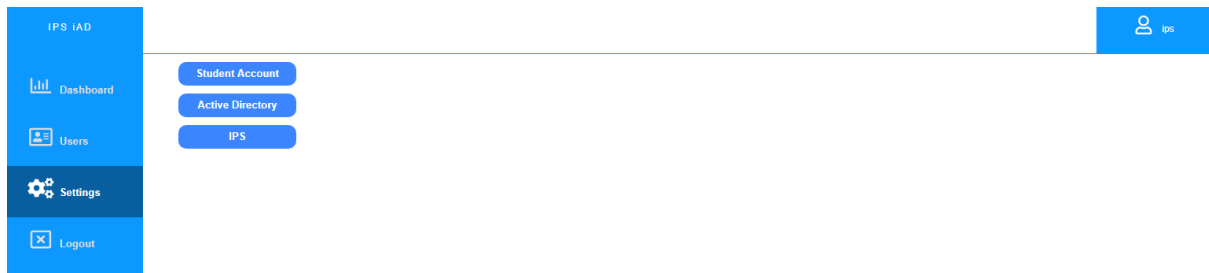

Users screen – Create New User

If you have a member of staff and they need to be created as a new user of i - AD, click on Create new user. You assign them a username and password and select 'Create User'.

Settings

There are three parts to the settings page: Student Account, Active Directory and IPS.


Student Account

This shows where the student drive is located (network drive). It also shows a drop down list to show the student drive letter eg P:/drive.

Student OU shows where the College want the student to be placed in the active directory.

Student email domain indicates how the student email should be structured.

Student Group 1 OU is if the College has any groups that you would want to add the students to.

You can also select a session year eg 18/19, 19/20.
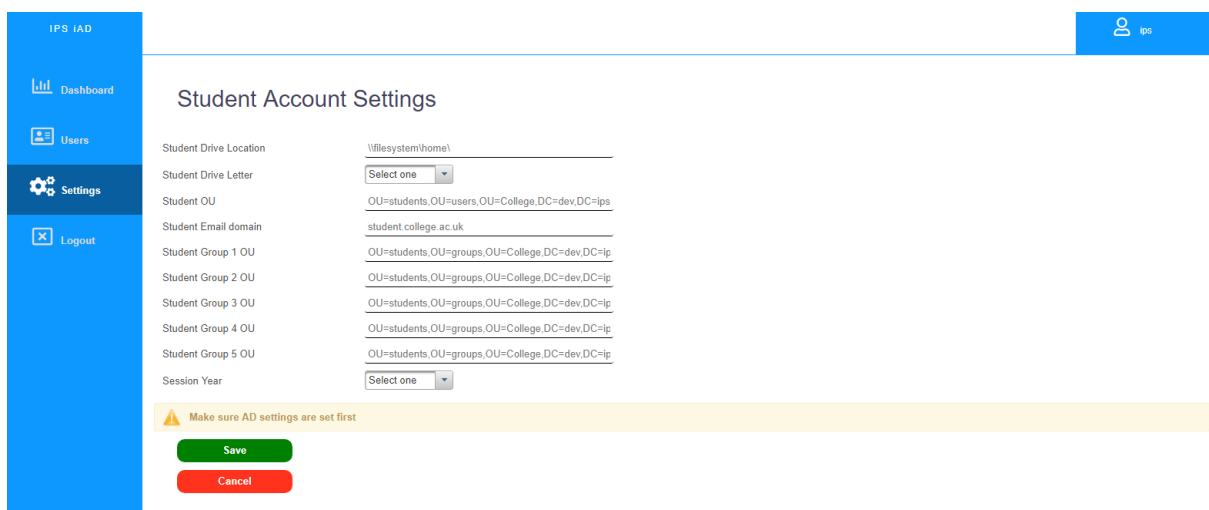
Active Directory

This provides the server settings of how to connect to the College Active Directory. IPS will complete this part with information provided by the College. It can be tested using the Test Settings button.

IPS iAD

👤 ips

📊 Dashboard

📇 Users

⚙ Settings

⌧ Logout

AD Settings

Service username	username
Service CN	CN=
Service password	password
LDAP Connection String	ldaps://dev.ips.software:636
Domain Controller	dc.dev.ips.software
KRB5 Realm	DEV.IPS.SOFTWARE
Domain Name	DEV.IPS.SOFTWARE

⚠ Make sure AD settings are set first

Test Settings

Save

Cancel

ISO 9001 CERTIFIED

British Assessment Bureau
Certificate No. 193873

IPS

The IPS database location shows the IPS address of the server and is input by IPS.

Licence number is input by IPS.

The Service Status constantly checks the student account to see if new accounts need setting up. This can be stopped by selecting disable in the drop-down list.

The Polling interval is how often it checks for new accounts. By default it is set to every 10 minutes. However, you can select the drop-down list to select 30 minutes, 1 hour, 4 hours, 8 hours or 24 hours.

Password reset: Enabled or disabled. If disabled it goes into maintenance.

Test settings tests everything on the screen before it is saved to ensure the licence and database is correct.

Students resetting password

Student can reset their password on the Password reset screen. They need their ID, postcode and Date of Birth to be able to reset their password. The password will reset to their date of birth and when they next log in, they will need to change their password

Reset your password

Please enter your student ID and date of birth

Student ID

Date of birth

You agree that you are resetting your own password: ☐

ℹ Your password has been reset to your date of birth. For example, if your date of birth was 18/01/1979 then your password would be 18011979

RESET