MIM: Guide to View Student Network Logon Information

This guide gives you step-by-step instructions to view any student’s password. To access, click or paste the following MIM Portal address into your web browser:

http://mimportal/IdentityManagement/

You must be logged onto the CMSD Network, to gain access.

Your Home page should look like the following:

To find information about students, Click “Search for Students”: 

![Search for Students](image)
This will take you to a page that has a list of students. By default, if you are assigned to a school it will show your students in your assigned school and default to “Students at My School(s)”. 

Find the student you need, and click on their name to view additional sets (tabs) of information:
Advanced Search Filters (Searching by School Number, Homeroom, Grade, etc.)
The advanced search options will allow you to filter on many attributes related to students. We have included an example of the most common search to help demonstrate how to use the advanced search filters.

1. Choose All Students:

2. Click “Advanced Search” below that

3. The advanced search filter appears by default, no settings:

Note: if you had previously typed something in the basic search dialog box, this may not be empty but full of pre-filled filters, as shown below:

You can edit the filters already filled in, but it may be easier to simply clear out the search dialog and start from the beginning.
4. First, decide if you want the students you are searching for to fit ALL or ANY of the criteria you’re about to give. For example, you may want a student to both be in school 129 as well as homeroom 312, in which case you should use “ALL”. If you are searching for anyone named Stacy, Stacey, or Staci, you should use “ANY”.

5. Add a statement

6. Click to select an attribute

7. In our example, we will use School Number
8. Set the operand: We know we want to look for school 129, so we leave the default, “is”. You have the option to choose any of the operands.

9. Enter a School Number you for your search, ours is 129 (1st condition):

10. Add a 2nd condition, using the attribute “Home Room”; let’s search for everyone in Home Room 312 from school 129:

Optional – you can search by “School Name” instead.

11. Click Search:

You will find this to be a great tool for finding all the students you need quickly!

For Assistance: Call CMSD Service Desk: 216-838-0440; or use the self-service ticket system https://servicedelivery.clevelandmetroschools.org/