

Printing Student Logins/Passwords as a Listing

1. Go to **System > Entry > Student Login Editor**.
2. At the setup box, configure to obtain the desired listing of students in the desired order.
3. **Order to List:** Select either Alpha or Homeroom order.
 - If printing in Homeroom order, you can have a page break on each homeroom by selecting **“Print break on homeroom”**
4. Click **OK** on the setup box. The user will see the students listed on screen.
5. **Select Students to Print:** To print all, click the “select all” box in top left. To print for selected students, click the box by the student’s name.
6. Click the **Print** button at the bottom.
7. **Store the listing in a safe place away from others.**

Printing Student Logins/Passwords as a Page per Student

1. Go to **System > Entry > Student Login Editor**.
2. At the setup box, configure to obtain the desired listing of students in the desired order.
3. **Order to List:** Select either Alpha or Homeroom order.
4. At the bottom, check option for **“Print Break on Student”**.
5. Click **OK** on the setup box. The user will see the students listed on screen.
6. **Select Students to Print:** To print all, click the “select all” box in top left. To print for selected students, click the box by the student’s name.
7. Click the **Print Form** button at the bottom.
8. Enter any specific directions such as “... Do not share this information with anyone...”
9. The resulting pages will come up in a print preview to print out to desired print machine.
10. Some sites fold and staple the pages prior to giving out.

Single Student in Student Master: Enter, Edit, or View a Student Login/Pwd

1. Find the student in Student Master.
2. Click the **Permissions** tab at the bottom of the window.
3. Click the **View Access** button.
4. The **Student Login Permissions** popup will appear with the following options:
 - **Inactive:** Check to temporarily remove this student's permissions to access the Student Progress Center.
 - **User Name** and **User Password:** Displays current login and password for student.
 - **Generate Login:** If needed, use format **“By Initials/Sidno”**
 - **Generate Password:** If needed, use format **“By Sidno”**
 - **Print:** Click to print a page with account information for the student
5. **Click Save** at the bottom of the Student Master window to save the information.
6. Click the **Close** button of the Student Login Permissions window.