OneSource student ID with PIN - Report Instructions

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Poppad Clicktores Report Date Last Run: 9/12/2011 12:00:50 PM What you will kenort Specing Last Report Specing Last Report Specing Last Report Specing Last Report This report pints customer ID cards with a barcode for scanning PIN numbers. These ID Cards can be printed on Avery Name Badge Inserts #5390. Home Gol Location:// ReportCenter/ My Home Page System Management System Prid Answers	🕘 All In One	Nonparticipation Report Participation Report POS Menu I terrs: Listing Report				
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Click on "Reports", select the "Point of Service" reports option, then the "ID Cards Report" from the list. Click "Go!"

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Select the school name from "Site Selection" option. For individual students PIN cards, select the "individual selection" option (you will need to know the student last and first name, and/or SIS student number), then click on the "more" button. You will choose "Active" students only, and "All Customer Classifications".

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OneSource student ID with PIN - Report Instructions

After selecting your school, press OK.

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If you want to reprint all ID cards for one or more grades, you can click on the desired grade(s), and then press OK. Then press "Preview" and send to the printer; or export as an Adobe pdf document; save to your documents; find the file in your documents folder, then print using card stock (brand: Avery 5390).