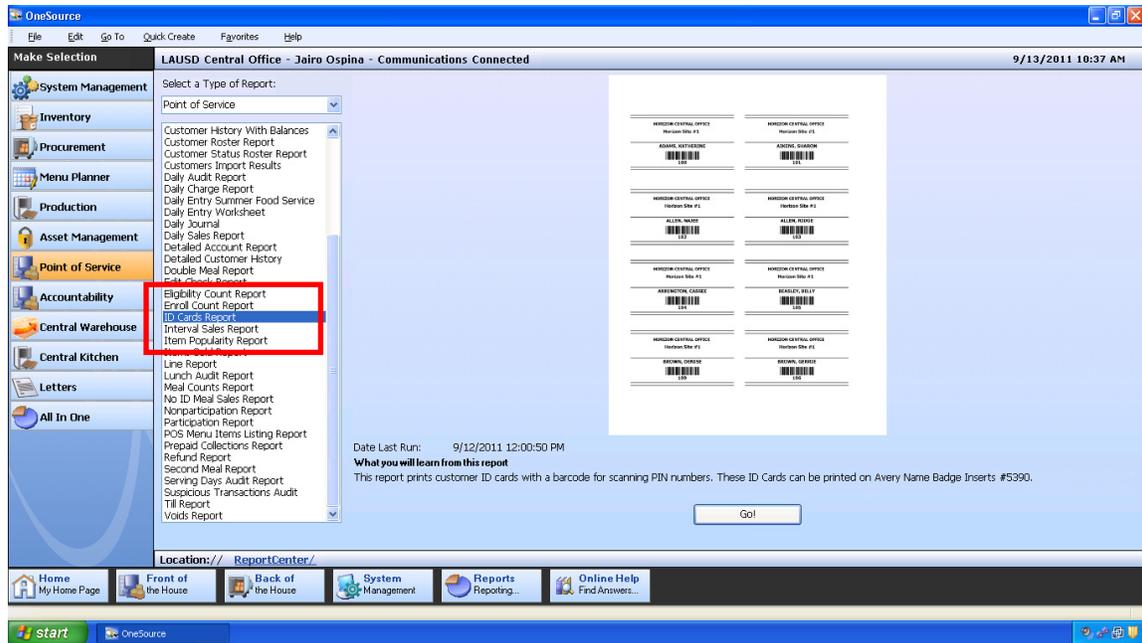
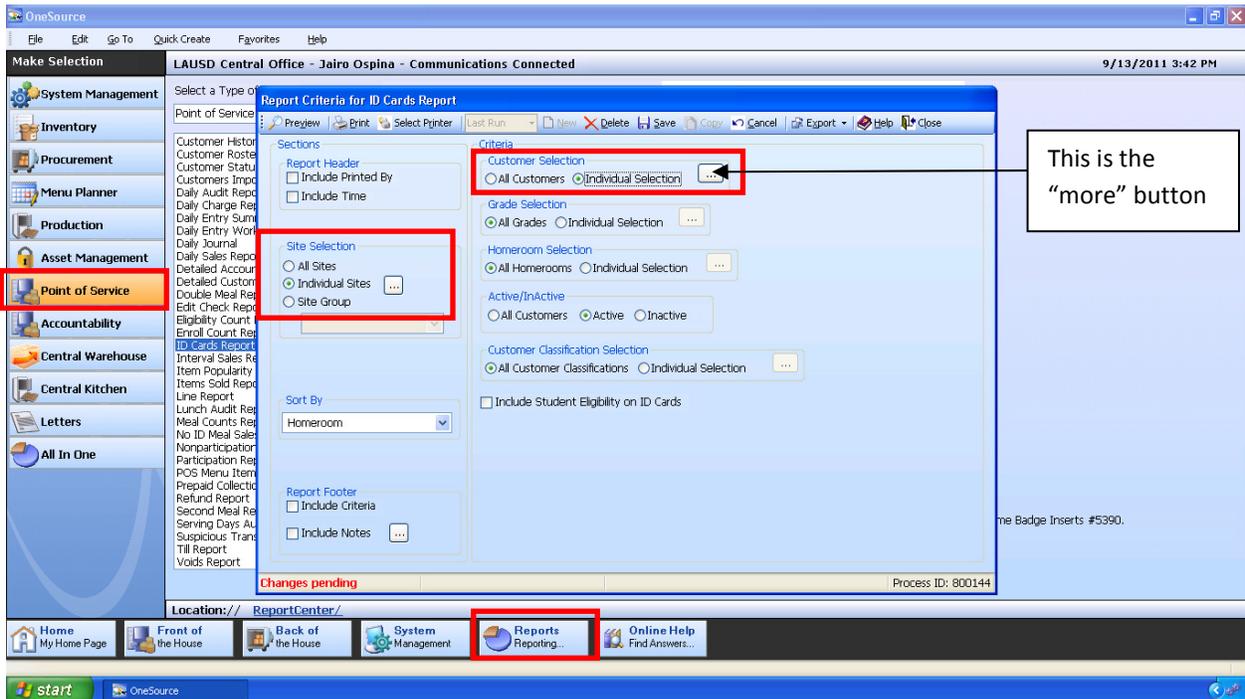


OneSource student ID with PIN - Report Instructions

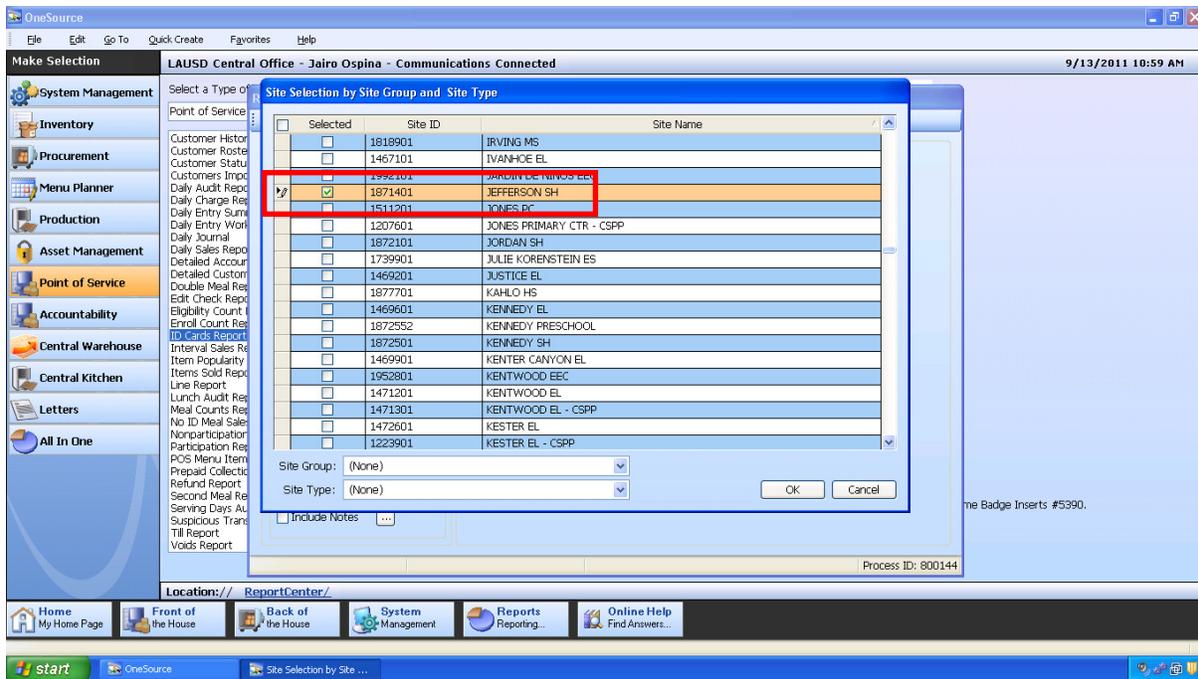


Click on “Reports”, select the “Point of Service” reports option, then the “ID Cards Report” from the list. Click “Go!”

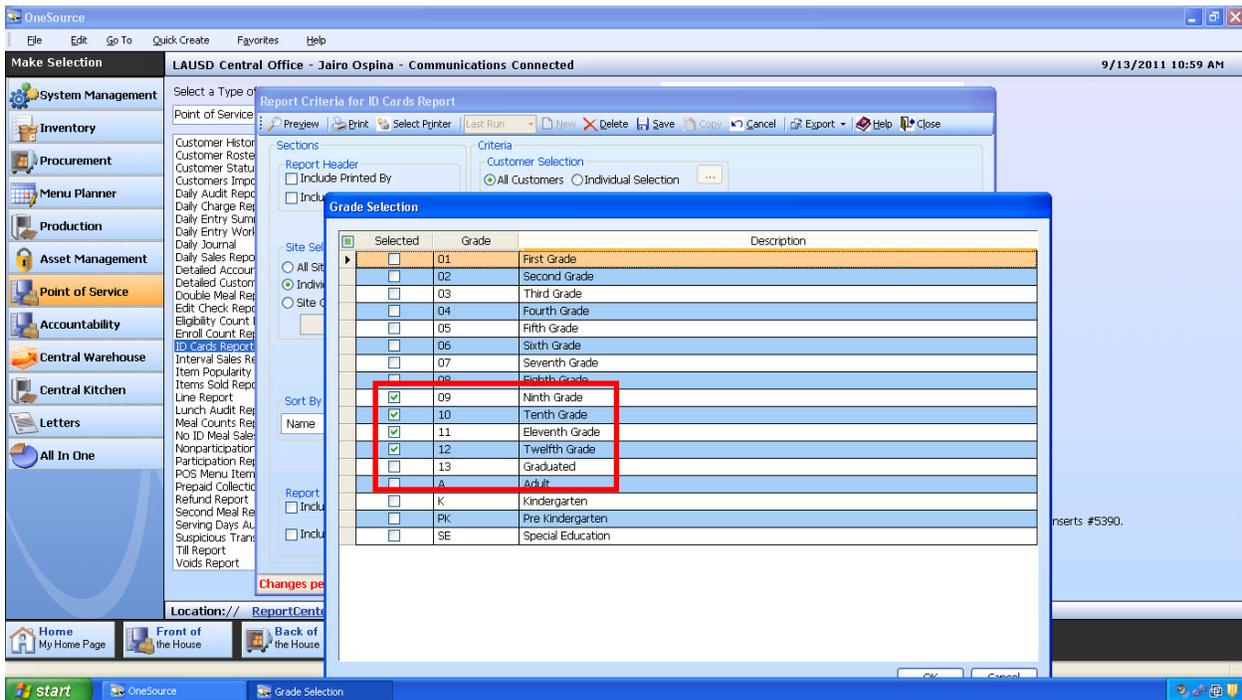


Select the school name from “Site Selection” option. For individual students PIN cards, select the “individual selection” option (you will need to know the student last and first name, and/or SIS student number), then click on the “more” button. You will choose “Active” students only, and “All Customer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

OneSource student ID with PIN - Report Instructions



After selecting your school, press OK.



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).