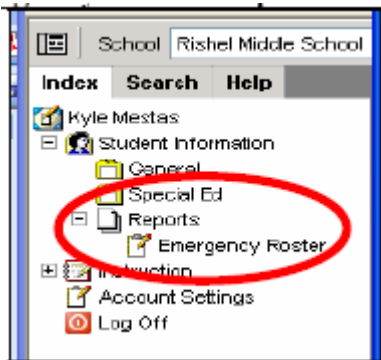

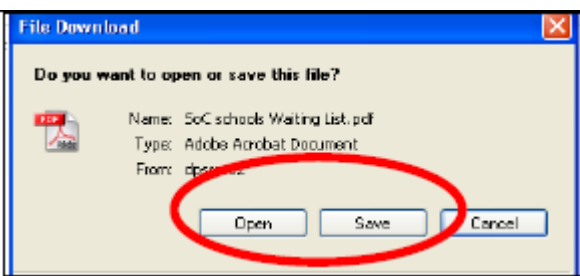
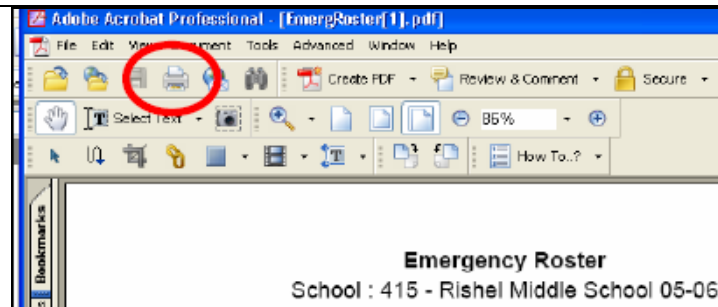
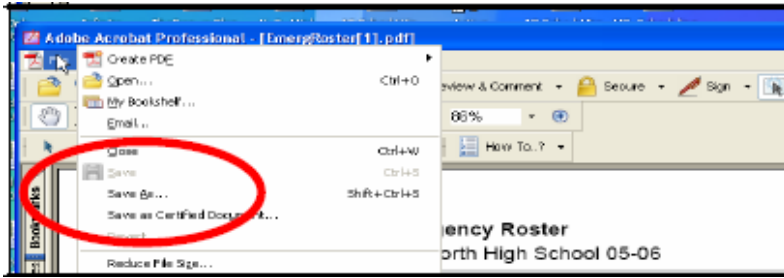


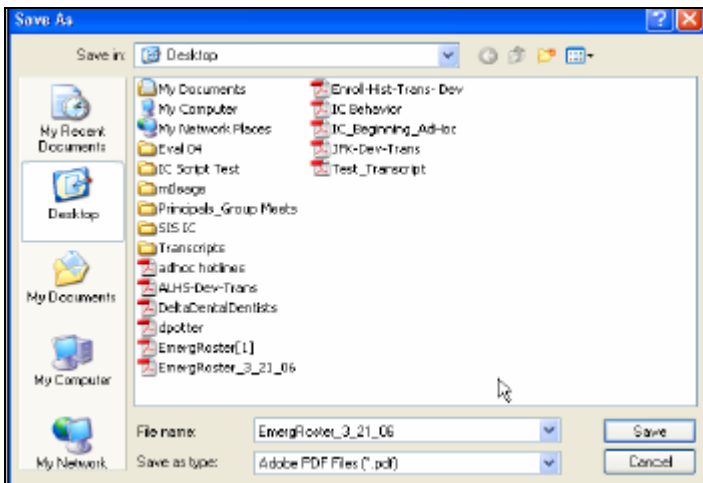
Emergency Roster Report

Printing Emergency Roster Report	
	<ol style="list-style-type: none"> 1. From the Index, expand the Student Information folder by clicking on the plus (+) sign 2. Select the Reports icon. 3. Select the Emergency Roster report.
	<ol style="list-style-type: none"> 4. Logging into the Reporting Services server window. 5. Enter your Outlook login preceded by dpsuser. Example: dpsuser\vmestas and your Outlook password. 6. Select OK. <p>NOTE: If you have logged into the Reporting Services server previously on this IC login, you will not see this window and may proceed to step 7.</p>
	<ol style="list-style-type: none"> 7. The File Download window will appear. 8. Select Open to view the report. 9. Select Save to save the PDF document to your desktop.
	<ol style="list-style-type: none"> 10. To print: From the PDF document select the printer icon.



11. To save: From the PDF document select **File** from the gray menu bar.

12. **Save As...**



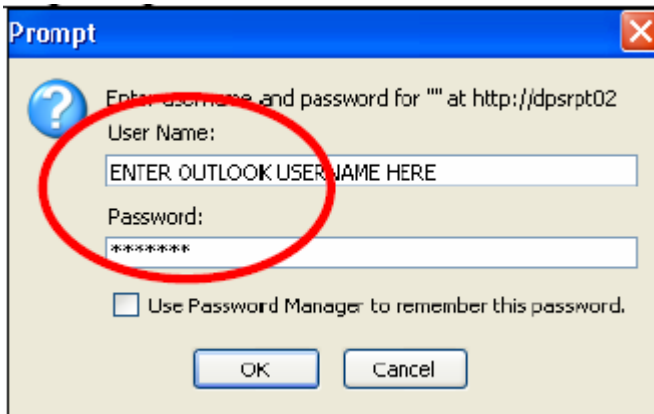
13. Select **Save in:** Desktop.

14. **File Name:** Emergency Roster_mmddyy (month, day, year).

15. Click **Save**.

Note: The saved or printed file is only accurate for the moment it was printed or saved. If any changes have been made to student data, a new Emergency Roster will need to be printed or saved.

Printing Using Firefox Web Browser (Mac and PC)



1. If using the web browser, Firefox, you will receive the window prompt asking you to authenticate to the IC Report Server.

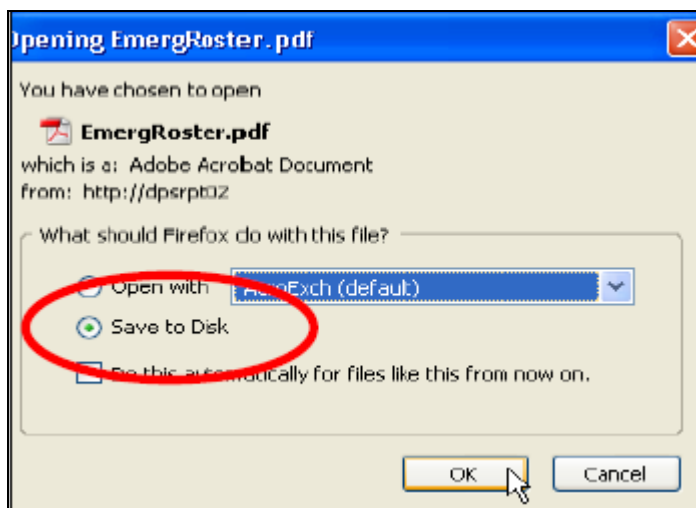
2. **User Name:** ENTER YOUR **OUTLOOK** (e-mail) USER NAME, i.e. jsmith2.

3. **Password:** ENTER YOUR **OUTLOOK** (e-mail) PASSWORD.

4. Select **OK**.



Emergency Roster Report



Tip

Use the Emergency Roster to double check the sequences and phone numbers for parents, guardians and emergency contacts.

5. After authenticating successfully to the IC Report Server you will receive a window prompt to select how Firefox should open the file.
6. *What should Firefox do with this file?* Select **Save to Disk**.
7. Select **OK**.
8. The PDF Emergency Roster will be saved to your desktop.

