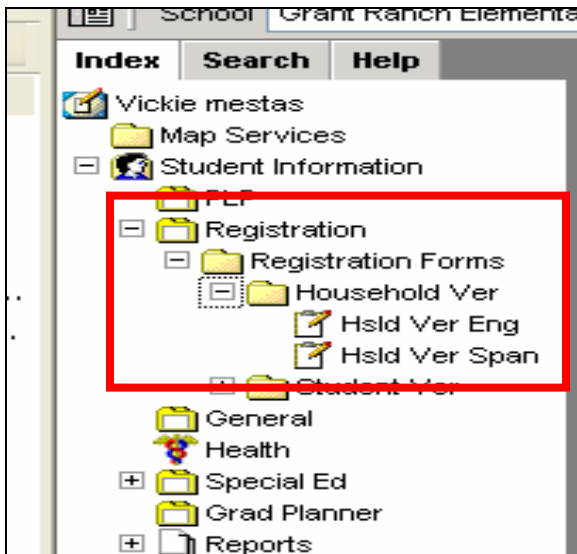
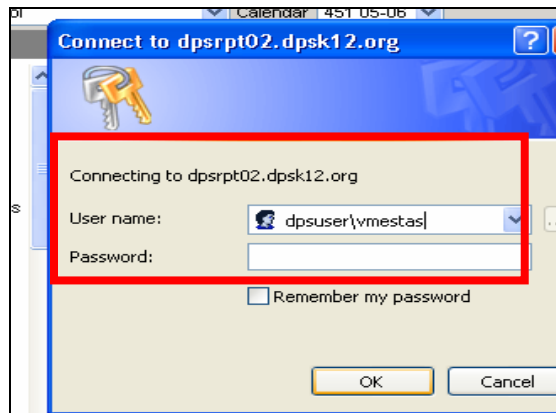


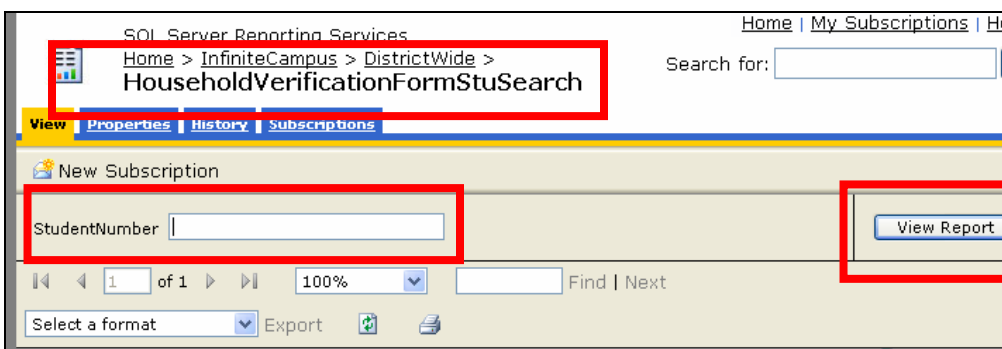
## Printing an Individual Household Verification



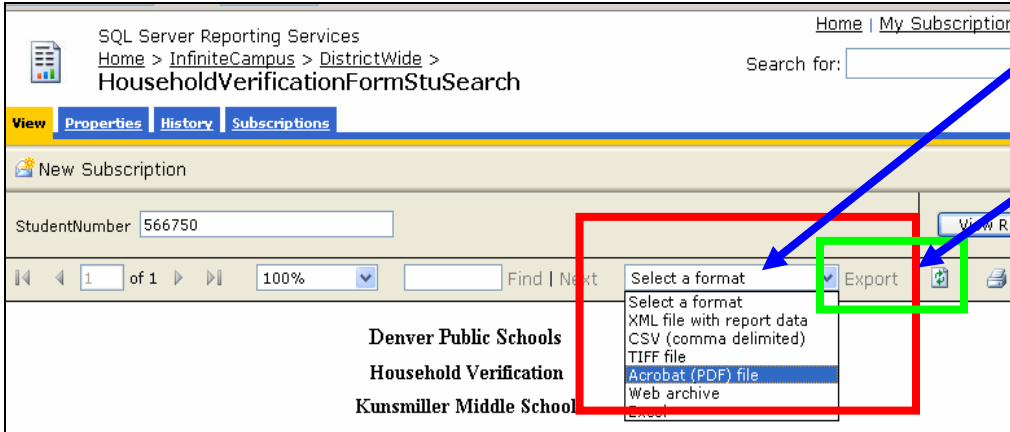
1. From the **Index** tab, expand the **Student Information** folder by clicking the (+) sign.
2. Expand **Registration**.
3. Expand **Registration Forms**.
4. Select the **Household Verification** format needed – English or Spanish.



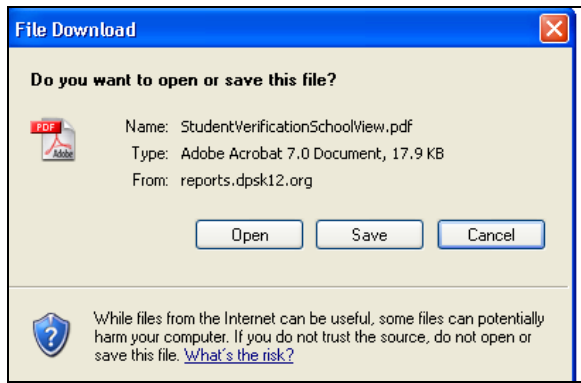
5. Logging into the Reporting Services Server window.
6. Enter your Outlook login preceded by **dpsuser**. Example: **dpsuser\vmestas** and your Outlook **password**.
7. Select **OK**.



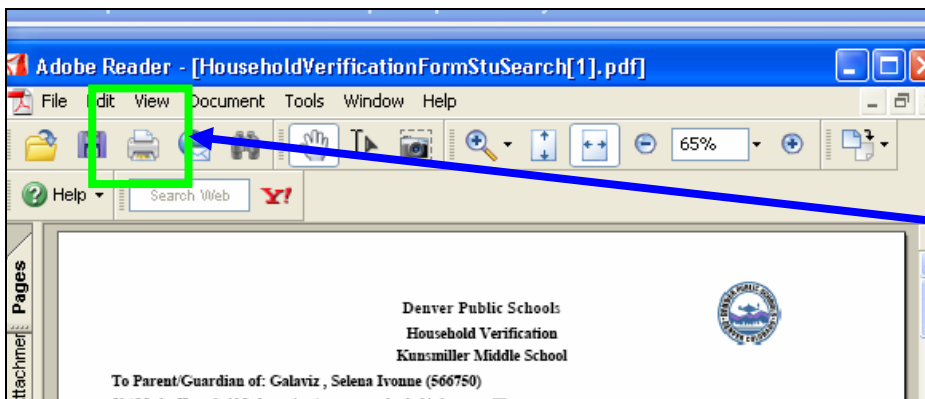
8. The Household Verification screen will appear.
9. Enter the **Student Number**.
10. Select **View Report**.



11. From the **Select a format field** - Select **“Acrobat (PDF) file”**.
12. Select **Export**.



13. File Download window – Select **Open**.



14. The Household Verification will be displayed for the Student Number entered in Step 9.
15. Use the **print** icon to print the Household Verification for the student/parent/guardian.