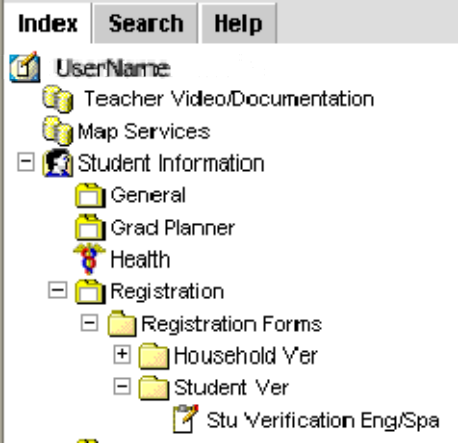
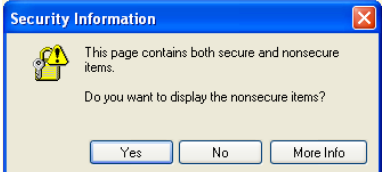

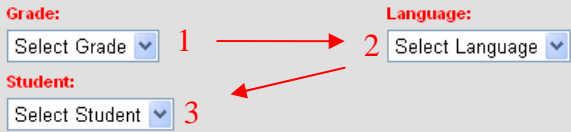
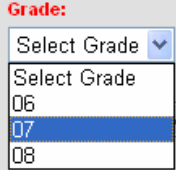
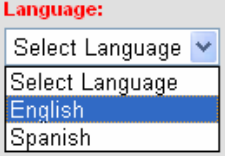
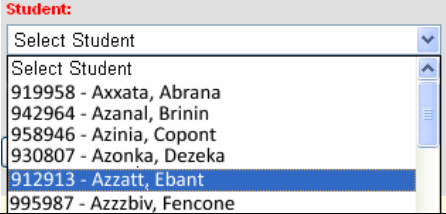
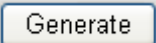

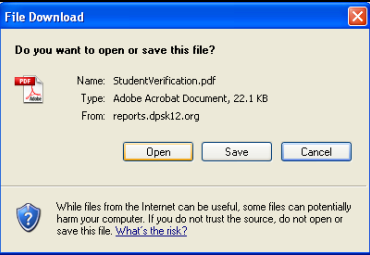


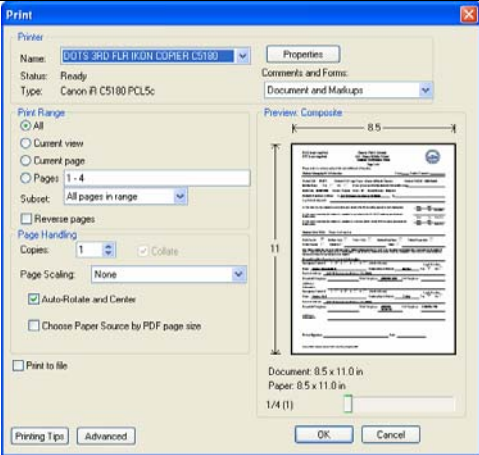
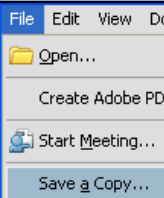
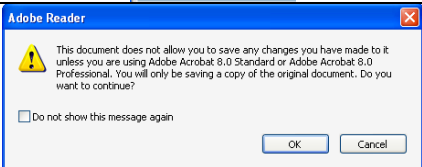


Printing an Individual Student Verification	
	<ol style="list-style-type: none"> <li>1. From the "Index" tab, expand the "Student Information" folder by clicking the "+" sign.</li> <li>2. Expand "Registration".</li> <li>3. Expand "Registration Forms".</li> <li>4. Expand "Student Ver".</li> <li>5. Click on "Stu Verification Eng/Spa". <i>Note: Anytime you have problems with the steps below, you can click on this link again to refresh the interface.</i></li> </ol>
	<ol style="list-style-type: none"> <li>6. Click "Yes".</li> </ol>
	<ol style="list-style-type: none"> <li>7. In the interface that opens, the current year and your school should be selected already.</li> </ol>
	<ol style="list-style-type: none"> <li>8. The other three drop down menus need to be selected in the correct order.</li> </ol>
	<ol style="list-style-type: none"> <li>9. Select the grade of the student you intend to print.</li> </ol>
	<ol style="list-style-type: none"> <li>10. Select the appropriate language. The report will be created in the language selected.</li> </ol>
	<ol style="list-style-type: none"> <li>11. Select the correct student from the drop down list.</li> </ol>
	<ol style="list-style-type: none"> <li>12. Click "Generate".</li> </ol>

	<p><b>Note:</b> The first time you generate a report each day, you will see this window to log into the Reporting Services server.</p> <p>13. Enter your Outlook User name.</p> <p>14. Enter your Outlook password.</p> <p>15. Click “OK”.</p>
	<p>16. In the message that pops up, click “Open”.</p>
	<p>17. A pdf file will open up. Scroll through the report to verify the information.</p>
	<p>18. To print the file, click on the printer icon in the upper left-hand corner.</p>
	<p>19. In the printer dialog window, select the printer that you want.</p> <p>20. Click “OK”.</p> <p>21. The report will print.</p>
	<p>22. You can save this report by going to the “File” menu and dragging down to “Save a Copy”.</p>
	<p>23. In the message that pops up, click “OK”.</p>

<p>File name: <input type="text" value="StudentVerification1.pdf"/></p> <p style="text-align: center;">↓</p> <p>File name: <input type="text" value="EbantAzzatt.pdf"/></p>	<p>24. Change the name of the file to include the student's name.</p>
<p style="text-align: center;"><input type="button" value="Save"/></p>	<p>25. Click "Save".</p>
	<p>26. You can now close the report and produce others if needed.</p>