

Labels for My Account Information

Purpose:

Create labels to attach to student agendas, reminder cards, or letters to parents with login information for My Account.

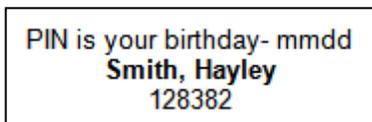
Location:

INFOhio tab > LBL: User Labels

Setup options:

- a. Basic tab – rename report
- b. User Selection tab
 - i. Library
 - ii. Grade(s) or user profile for your building
- c. Sorting tab
 - i. For class groups – library/teacher/name
 - ii. For alphabetical list – library/name/barcode
- d. Label Options
 - i. Verify Patron Barcode Labels is bulleted
 - ii. Uncheck District and School/Library if you don't want them to display.
 - iii. Check Page Breaks if doing by class. Do not check Page Breaks if you just want them in alphabetical order.
 - iv. Uncheck Show User ID Barcode and Show User Alt-ID Barcode (this removes the barcode lines from the label.)
 - v. Check Show User ID Barcode Value or Alt-ID Value – this will display the numerals
 - vi. Optional text – enter PIN is your birthday – mmdd or whatever would be appropriate for your students.

Result:



Label Options

Print School District

Print School/Library

Page Breaks

Show User ID Barcode Show User ID Barcode Value

Show User Alt-ID Barcode Show User Alt-ID Value

Start on Label #:

Optional Text: