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 in CAT 2.0.

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:

PIN is your birthday-mmmdd
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