

How to Create Student Username/Password Labels in Genesis

1. Go to **STUDENT DATA > STUDENT LIST > Click STUDENT SEARCH** tab
2. Enter Search Criteria (i.e. Homeroom, Student ID or Student List)
3. Click **SEARCH RECORDS**
4. Select the students that need a label. Click on the checkbox in the header to select all students.
5. Click the **“CREATE LABELS”** button.

*NOTE: Although not needed for creating labels, the picture below also shows where to click to **Create a Student List** and where to click to **Export Students to an Excel Spreadsheet**.*

Student Search

Last Name: _____ Schools: _____ Status: Active Students Only

First Name: _____ Student ID: _____ Grades: 01 Gender: _____

Birth Date: _____ State: _____ Locker: _____ Designated Spec. Ed Flag: _____

Vice Principal: _____ Counselor: _____ Has Active IEP?: _____

Next School: _____ Program Type Code: _____ Has In Process Referral?: _____ Team: _____

555 Students.

Add checked to this list: 1-Asaro Add checked to a new list: 1st Grade 2015

ID	Last Name	First Name	School	Team	HR	GR	Gender	Enrollment Status	PL
42662	Abbate	Marina G	070		19	01	F	ACTIVE	
40992	Abdellatif	Salma M	120		04	01	F	ACTIVE	
40989	Abdullah	Syed M	120		05	01	M	ACTIVE	
44376	Acevedo	Alexis V	090		03	01	F	ACTIVE	
43198	Agarwal	Shrihan	062		07	01	M	ACTIVE	
42697	Aguirre	David	064		01	01	M	ACTIVE	
42592	Ahmadi	Elias	107		23	01	M	ACTIVE	

6. **Choose List of Students Field** – Displays (Temporary List) when you follow steps 1-5.
7. **Choose a Label Template** – Avery 5160 (1" x 2⁵/₈") is the default.
8. **Choose Label Layout** – Select **STUDENT NAME, USERID, PASSWORD** from dropdown list.
9. Click the **“GENERATE LABELS”** button.

Student Mailing Labels

*Choose list of students: (Temporary List)

*Sort labels by: Name

*Choose a label template: Avery 5160

Font Size: Use Template Default

*What type of mailing are these for: General

*Label Layout: Student Name, UserID, Password

*Create one label set per Family Code:

*Bottom Left X Offset: 0

*Bottom Left Y Offset: 0

*Start at label #: 1

*Include POSTNET barcode:

Convert text to proper casing:

10. A PDF file will be displayed that you can print and/or save to your computer.