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****.*

6. **Choose List of Students Field** – Displays (Temporary List) when you follow steps 1-5.
7. **Choose a Label Template** – Avery 5160 (1" x 2⅝") is the default.
8. **Choose Label Layout** – Select **STUDENT NAME, USERID, PASSWORD** from dropdown list.
9. Click the "**GENERATE LABELS**" button.

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