

## Printing Class Lists with Student Microsoft Username and Password

### “ELEMENTARY”

Log into **MyEd**

Go to **Student Top Tab**

Set the **Field set** to “*STUDENT MICROSOFT LOGIN AND PASSWORD*”. (You may have to scroll down to the bottom of the list). The field set icon is located two over from the search bar.




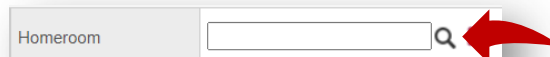
*If you are a **teacher**, you can print your own list from this screen.*

Select the **printer icon** on the far right -> **Web Page (HTML)**. Right click on the list -> Print.



*If you are a **secretary**, you will need to narrow the list down to the *specific Homeroom*.*

This is done by clicking on the **advanced filter icon**  and on the magnifying glass next to “Homeroom” to select the correct **division**.



*Print as instructed above.*