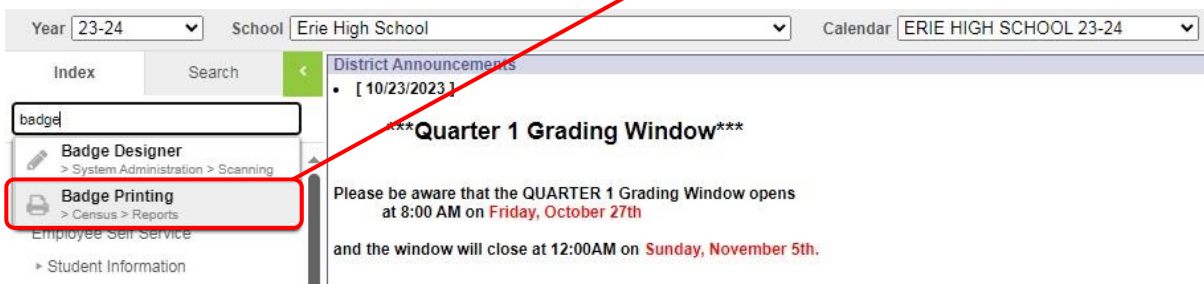## Accessing Badge Printing

After you have successfully logged into Infinite Campus:

1. If necessary, select the correct school from the menu bar at the top of the screen.
2. Click on the **Index** tab.
3. From the **Search Campus Tools** field, type in **Badge**.
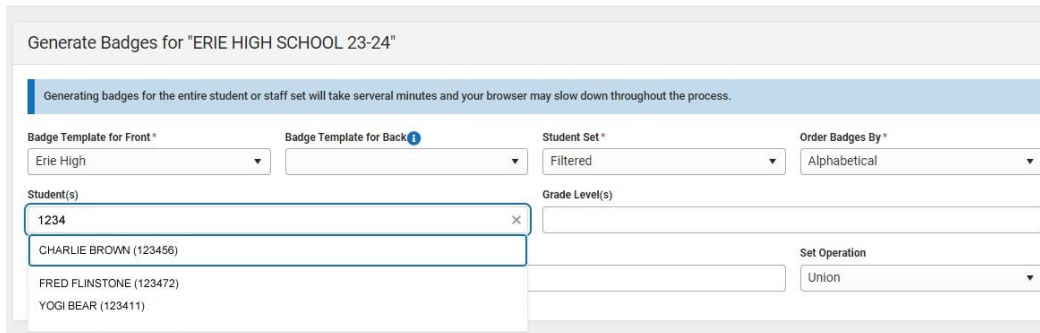4. From the menu that appears, click on **Badge Printing**.

Badge Printing Tool

From the **Badge Printing Tool** page:

1. From the **Badge Template for Front** field, select the template you want to use.
2. From the **Student Set** field, select the **Filtered** option.
3. From the **Students** field, type in the **Student ID Number** or the **Student Name** to locate a student.
4. Click on the student's name for whom you want to print the ID badge to add the name to the **Student** field.
5. If you are printing mulitple ID badges, contiue to add all of the student names.
6. Cick **Generate** when you have finished adding all of the student names.

Printing Student ID Badges

After you click on the **Generate** button, a **Badge Designer Report** will be created containing the ID badges for all of the students that you selected in the **Badge Printing Tool**.

To print the badges:
1. Make sure the ID card printer is powered on.
2. Click on the **Print** 🖶 icon from the upper right-hand corner of the report.
3. From the **Print** window that appears,
   a. Under **Printer**, make sure that the **Evolis Primacy 2** printer is selected (default).
   b. Under **Scale %**, make sure that **Fit to printable area** is selected (default).
4. Click **Print**.

IT Support

Printing Student ID Badges:

If you have issues with accessing or printing the student ID badges using the above steps, please send a support request to epssupport@eriesd.org.