How to Print Login QR Badges For Students

> **These instructions have been migrated to the Technology Services department's new documentation platform. Please refer to this link for up-to-date instructions and information regarding printing login QR badges. The content on this page is no longer maintained and will be removed in the near future.**

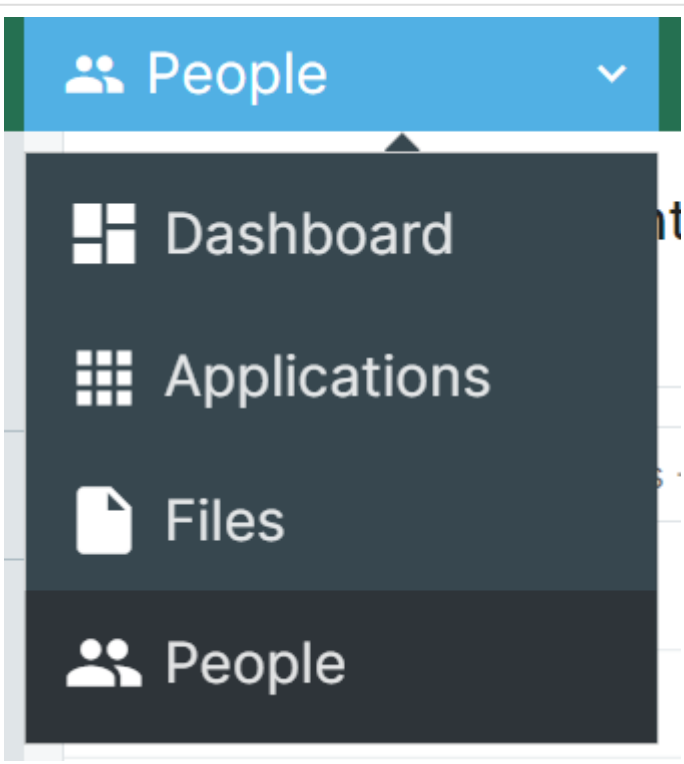
Requirements

1. One of the following RapidIdentity roles: `District QR Badge Manager`, `Building Account Manager`

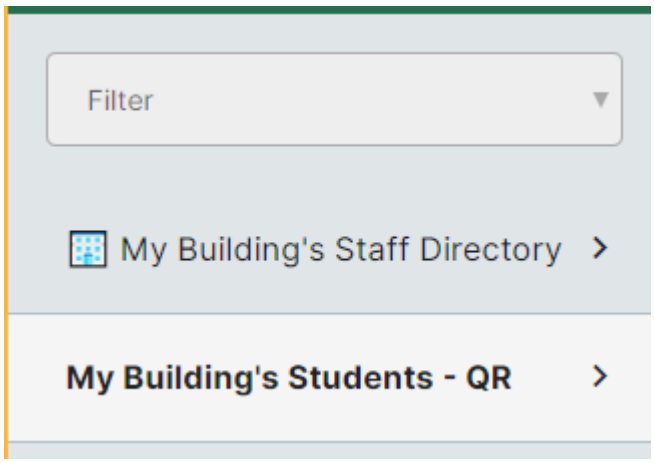
Instructions

1. Log in to RapidIdentity

2. Navigate to the **People** module



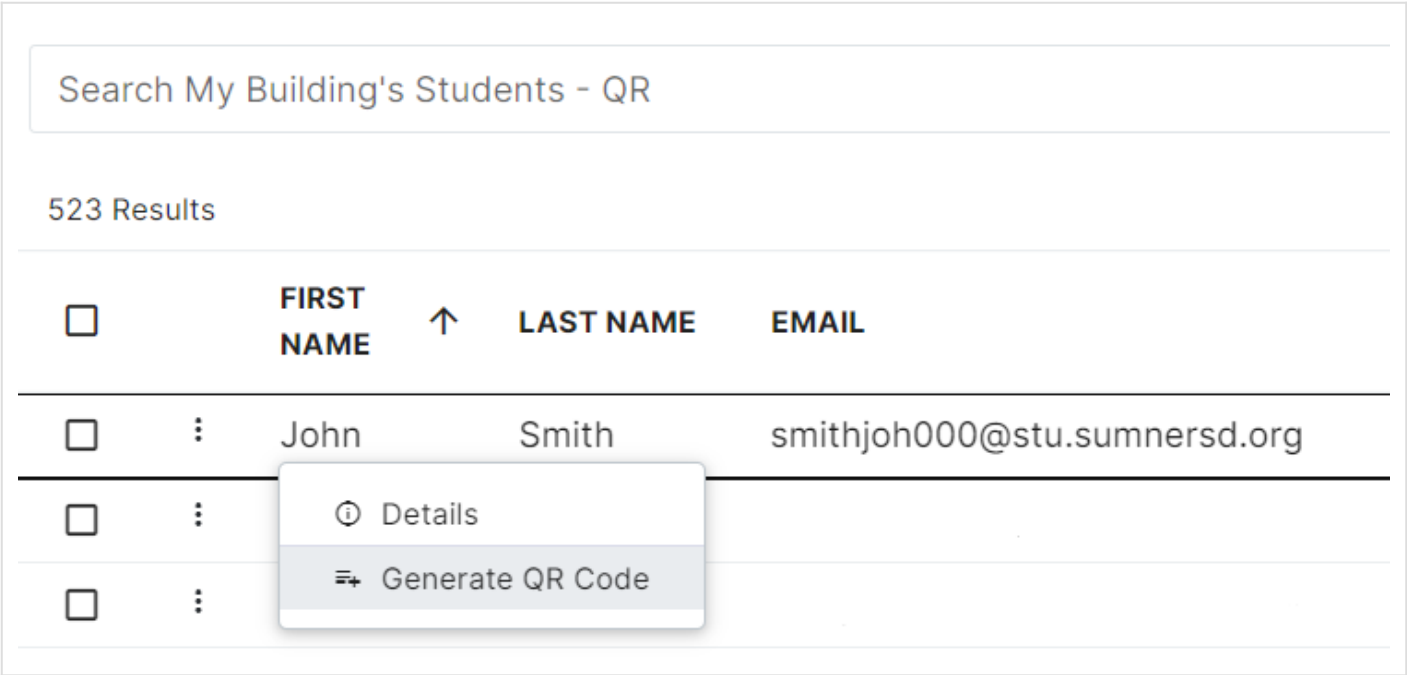
3. Select one of the following profile views depending on your access level: `All Students - QR` or `My Building's Students`



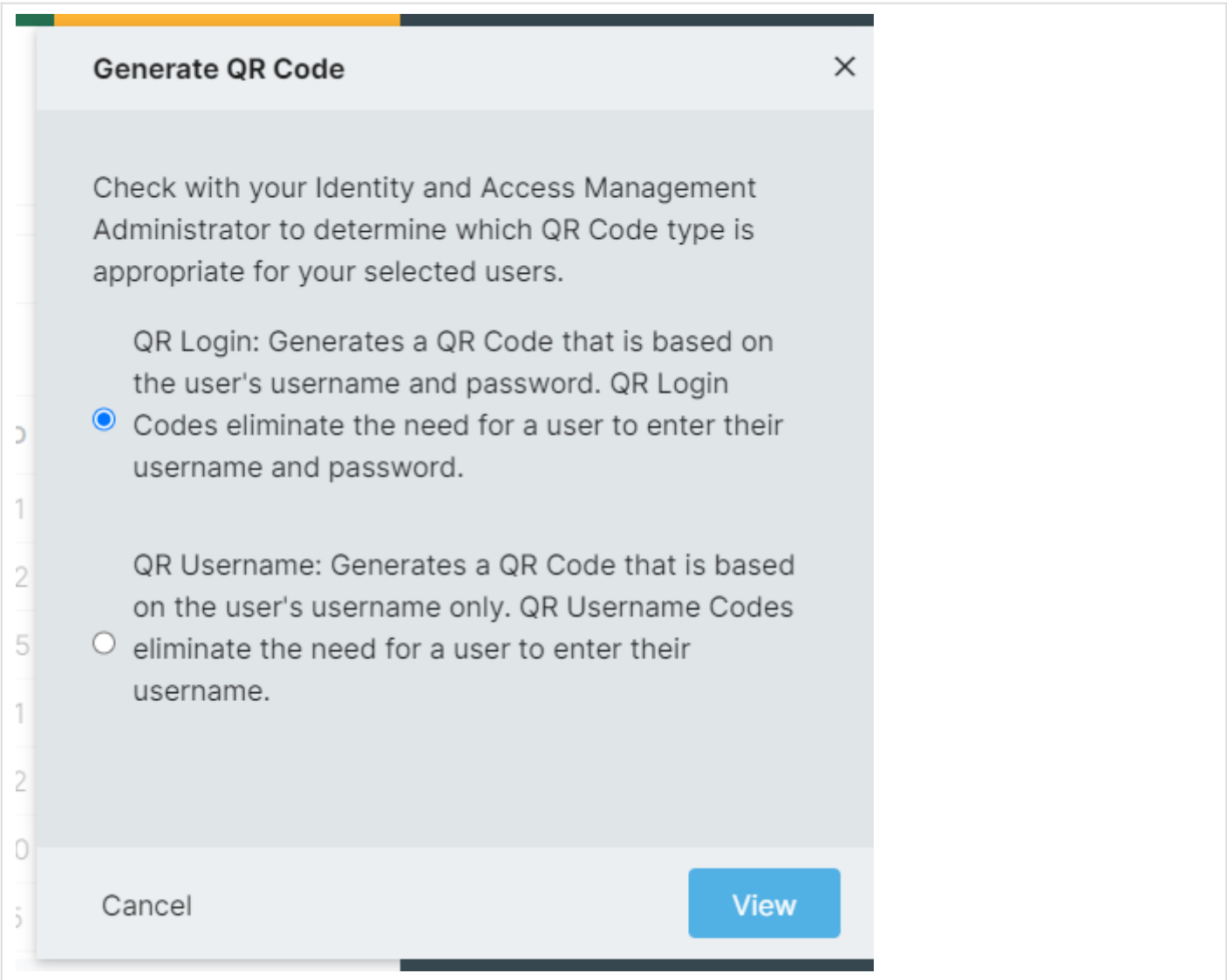
4. Search for the student you want to print a QR badge for. You can search by name, username, email, grade level, or student ID.

> Wildcard searches are supported using the `*` character. For example:
> - To search for students who have the word "Tim" in their name, search for `*tim*`
> - To search for students whose name begins with "Tim", search for `tim*`
> - To search for students whose name ends with "othy", search for `*othy`
> All other searches must be an **exact** match on a field. Searching for `tim` will not return any students named "Timothy".

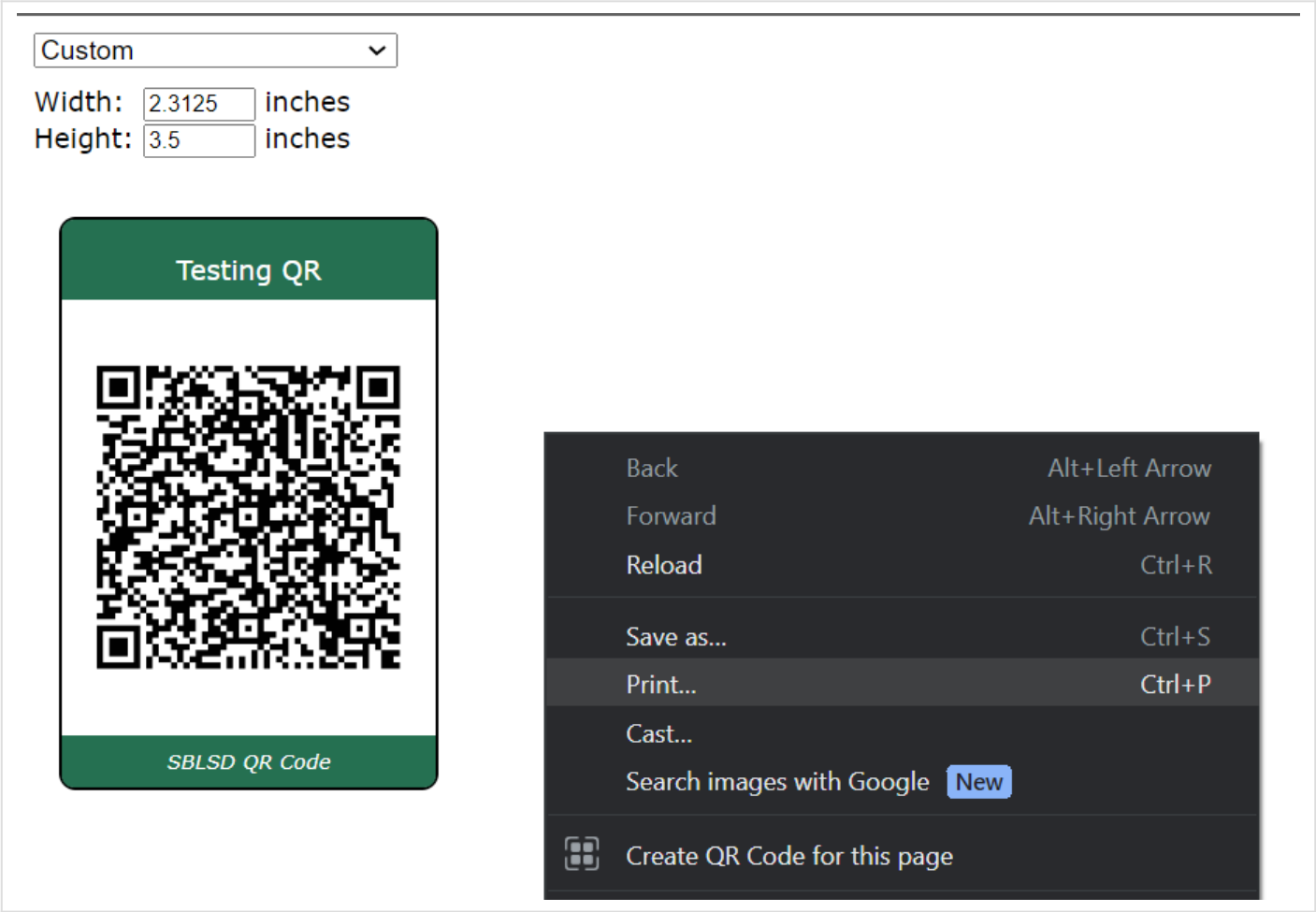
5. Right click on the student result and click the **Generate QR Code** option from the context menu



6. Select the **QR Login** option, then click the **View** button



7. RapidIdentity will open a new page with the generated QR code. From here you can adjust the layout of the QR badge (*if needed*) and print it.



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