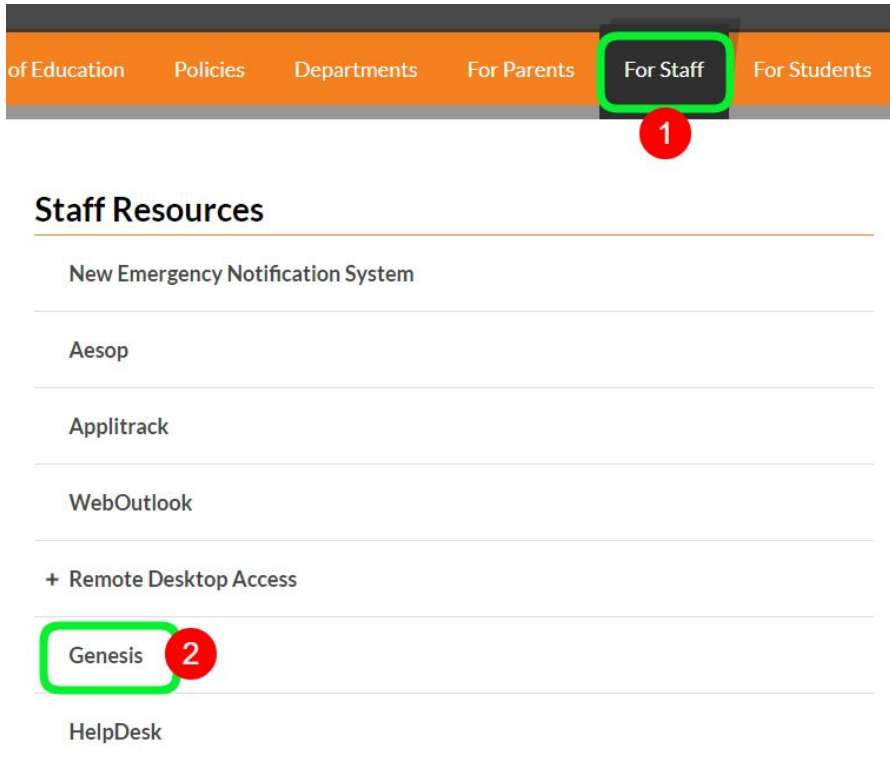


How to Find & Print Student Usernames/Password Info

1. Visit Tenafly Homepage: www.tenaflyschools.org
2. Click FOR STAFF
3. Click GENESIS



4. Click on the REPORTS tab



5. Scroll toward bottom and find your school's Student User Text link

studentdata	<input type="checkbox"/>	990194	Student User Text Mackay	←
studentdata	<input type="checkbox"/>	990212	Family Code with Address	
studentdata	<input type="checkbox"/>	990219	Student User Text Maug	←
studentdata	<input checked="" type="checkbox"/>	990225	TMS High Honors Certificate	
studentdata	<input type="checkbox"/>	990226	Student User Text Still	←
studentdata	<input type="checkbox"/>	990227	Student User Text Smith	←
studentdata	<input type="checkbox"/>	990229	Student User Text THS	

6. Select EXCEL option (seen below) before running the report.

990219 - Student User Text Maug

Report: **990219 - Student User Text Maug**
Engine: com.genesis.sis.report.RWEngine
Description: Student User Text Maug
Storage: Report is stored per school

Output Format: **Excel (Legacy Format) (XLS)**

When: **Excel (XLSX)**

Select a Homeroom: **Excel (Legacy Format) (XLS)**

Sort: **CSV**

Create A Student List: A student list will only be created if student ids are detected in the report.

E-Mail report to this user: and to these users:

Message to include in e-mail:

Save current parameters as default

Schedule Report

7. Click Schedule Report

990219 - Student User Text Maug

Report: **990219 - Student User Text Maug**
Engine: com.genesis.sis.report.RWEngine
Description: Student User Text Maug
Storage: Report is stored per school

Output Format: **Adobe Reader (PDF)**

When: **Run Immediately**

Select a Homeroom:

Sort: **Homeroom, Last Name**

Create A Student List: A student list will only be created if student ids are detected in the report.

E-Mail report to this user: and to these users:

Message to include in e-mail:

Save current parameters as default

Schedule Report



8. Look to the bottom for your Excel Sheet!

Report Output

990219 - Student User Text M
application/vnd.openxmlformats-officedocument.spreadsheetml.sheet Comp

Re-run this report Modify thi

Download XLSX Report

Report Parameters

Parameter	Value
Select a Homeroom	

System Parameters:

Parameter	Value
DISTRICT_CODE:	5160
DISTRICT_NAME:	Tenafly Public Sch
LOGONID:	mlennett
NEXT_SCHOOL_YEAR:	2019-20
PREVIOUS_SCHOOL_YEAR:	2017-18
REPORT_CODE:	990219
REPORT_PARM1:	
REPORT_PARM2:	
REPORT_PARM3:	
REPORT_PARM4:	
SCHOOL_CODE:	MAC
SCHOOL_END_DATE:	06/20/2019
SCHOOL_NAME:	Mackay Elementar
SCHOOL_START_DATE:	09/04/2018
SCHOOL_YEAR:	2018-19
USER_OID:	319

StudentUserTextM...xlsx

8. Scroll to find your class listed. Copy and Paste for use!