



Instructional Management Program
& Academic Communication Tool

Verify.net Student ID / Picture Taker
User Guide

08/24/2012
Version 1.0

Chicago public schools (CPS)

Verify.Net ID Picture Taker Guide

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1. Introduction

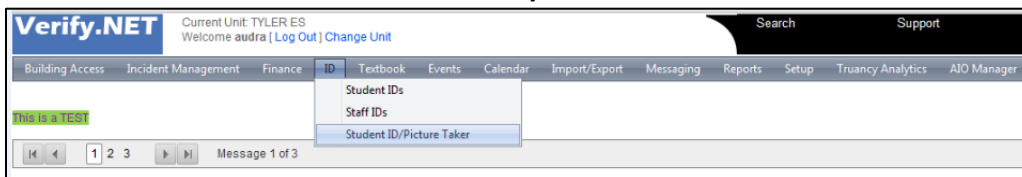
The Student ID / Picture Taker available in Verify.net allows you to take student pictures and create student IDs.

System Requirements:

- Adobe Flash 11.1 or higher (free download from www.Adobe.com)
- Webcam or video camera with Hauppauge device (Please note: Belkin cables are not supported by Windows 7)
- Windows 7 or WinXP

Accessing the Student ID / Picture Taker:

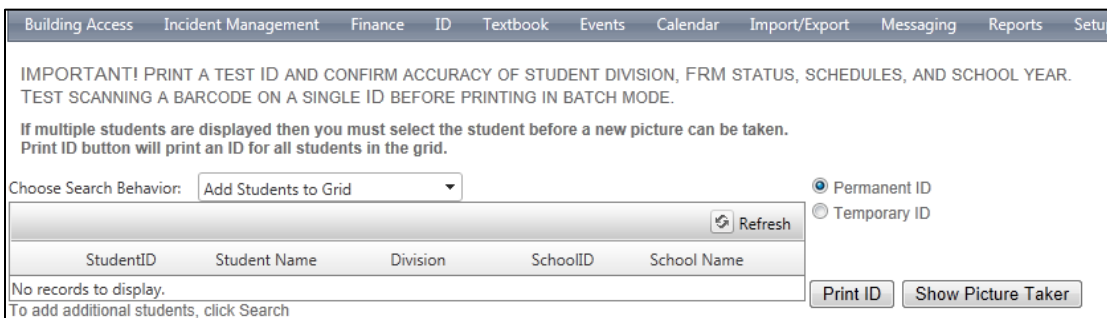
1. Log in to Verify with your CPS credentials. You need to be provisioned through ODA as a Tech Coordinator, Principal, Assistant Principal or ID Clerk to access this screen.
2. Go to **ID Menu** and select **Student ID/Picture Taker**.



2. Taking Pictures

To Take a Picture:

1. Ensure you have a webcam or a video camera with a standard video out jack and cable converter device (e.g. Hauppauge. NOTE: Belkin converters are not supported by Win7).
2. Click on the button **Show Picture Taker**.



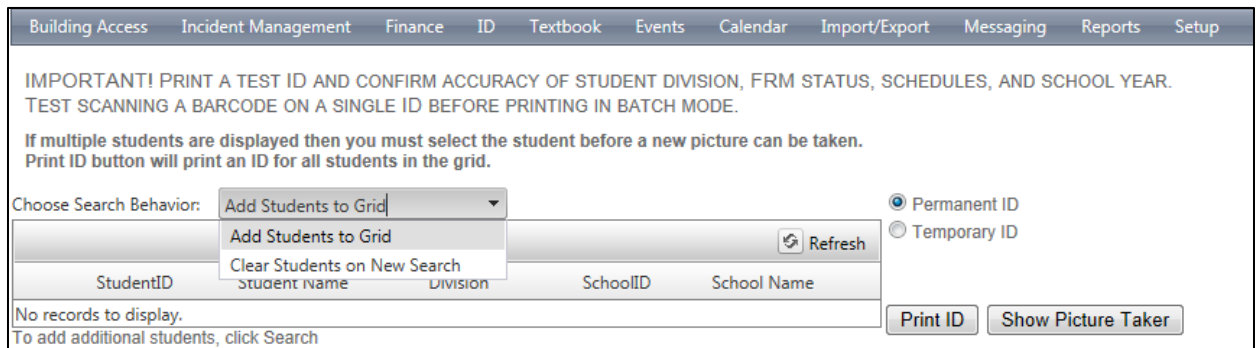
3. Note: The first time Verify photo taker is used, you will receive an Adobe Flash warning.



4. Right click on the warning, and select **Settings**.
5. Select **Allow** and check the box to tell Flash to **Remember** your setting.



6. Use the Verify **Search** tool in upper right hand corner of the screen to bring a student or group of students (e.g. a division/homeroom) into the screen.
7. You can adjust the behavior of the Search to either add new student(s) upon each new search or clear out the batch every time.

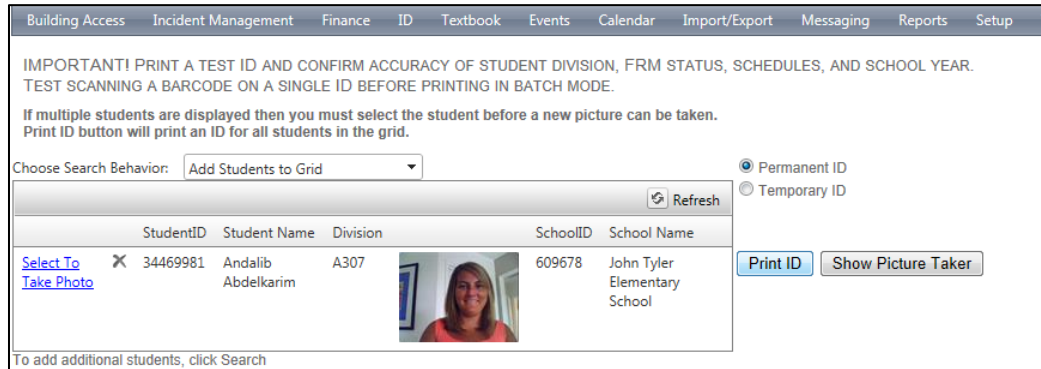


8. Click the **Select to Take Photo** button next to the student for whom you are taking a photo and adjust the camera if needed.
9. Click **Take Picture** within Verify when you are ready. You will see the student photo save to his/her record when complete.
10. Select your next student and repeat steps 8-10 as needed.

3. Printing IDs

To print IDs:

1. **Any students added to the batch will be a part of your print queue.** To print an ID for an individual student, search for that student and ensure only that student is in the main screen grid.
2. Select the radio button next to the type of ID you wish to run (Permanent ID or Temporary ID.)

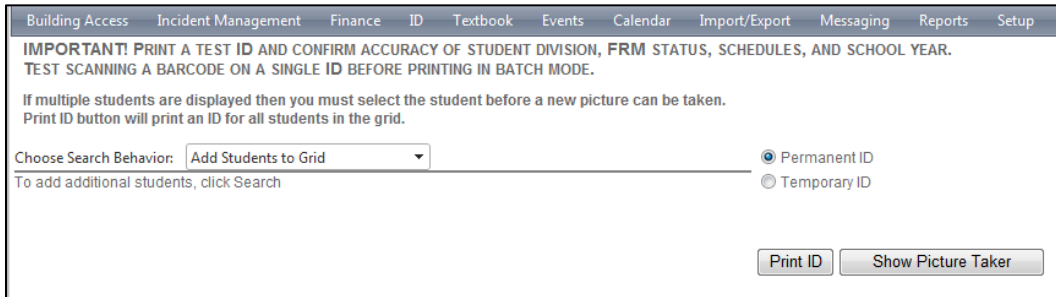


3. Click **Print ID** button. This will launch a separate PDF window with the ID or IDs you wish to print. You need to ensure you have pop-up blockers disabled and Adobe Silent Print installed to print the ID automatically to your ID printer.
4. Do not close the ID PDF window until all the IDs have printed.
5. If printing several IDs, you can leave the PDF pop up screen up and minimize it so it remains in the background.
6. If you have automatic debts set to either Permanent or Temporary ID printing, a separate Pay Debt pop up window will appear to pay the debt. Click **Cancel** (payment) if not paying at this time and unpaid debt will be assigned.

4. Printing IDs in Batch

Batch ID printing from **Student ID/Picture Taker** screen:

1. Go to the ID module and choose the option **Student ID/Picture Taker**.



Building Access Incident Management Finance ID Textbook Events Calendar Import/Export Messaging Reports Setup

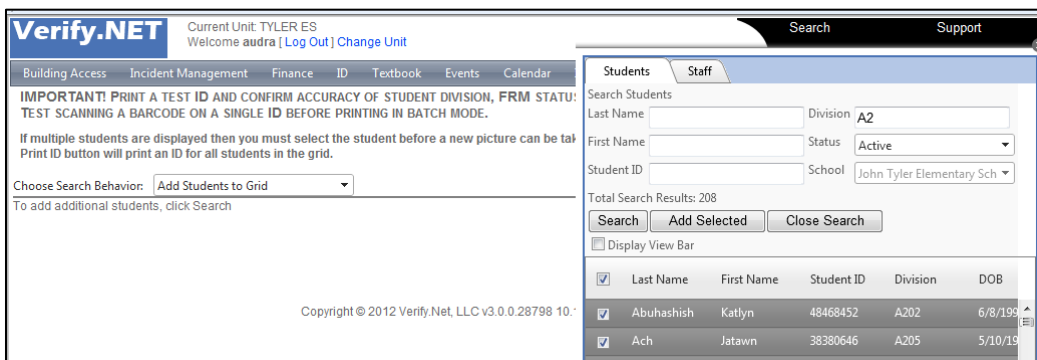
IMPORTANT! PRINT A TEST ID AND CONFIRM ACCURACY OF STUDENT DIVISION, FRM STATUS, SCHEDULES, AND SCHOOL YEAR. TEST SCANNING A BARCODE ON A SINGLE ID BEFORE PRINTING IN BATCH MODE.

If multiple students are displayed then you must select the student before a new picture can be taken. Print ID button will print an ID for all students in the grid.

Choose Search Behavior: Permanent ID Temporary ID

To add additional students, click Search

2. Click on **Search** at the top right hand corner of the screen. In the division box put in the division you want to print out the IDs for. If you want to print a whole grade level you would just put in A then the first number of that division. To select all students, check the box on the top of the column and click **Add Selected**.



Verify.NET Current Unit: TYLER ES
Welcome audra [Log Out] Change Unit

Building Access Incident Management Finance ID Textbook Events Calendar

IMPORTANT! PRINT A TEST ID AND CONFIRM ACCURACY OF STUDENT DIVISION, FRM STATUS, SCHEDULES, AND SCHOOL YEAR. TEST SCANNING A BARCODE ON A SINGLE ID BEFORE PRINTING IN BATCH MODE.

If multiple students are displayed then you must select the student before a new picture can be taken. Print ID button will print an ID for all students in the grid.

Choose Search Behavior: Permanent ID Temporary ID

To add additional students, click Search

Search Support

Students Staff

Search Students

Last Name: Division:

First Name: Status:

Student ID: School:

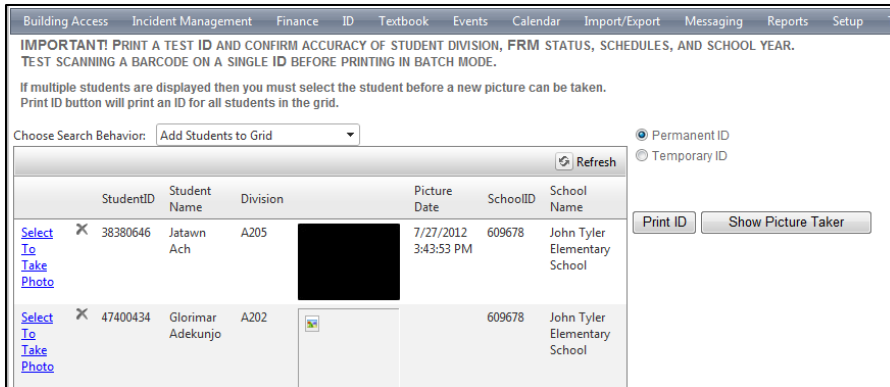
Total Search Results: 208

Display View Bar

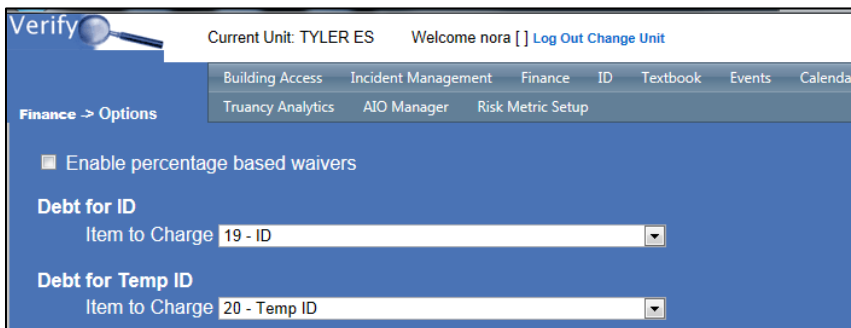
<input checked="" type="checkbox"/>	Last Name	First Name	Student ID	Division	DOB
<input checked="" type="checkbox"/>	Abuhashish	Katlyn	48468452	A202	6/8/199
<input checked="" type="checkbox"/>	Ach	Jatawn	38380646	A205	5/10/19

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3. All students should be displayed on the screen. Make sure permanent ID or Temporary ID is checked and click **Print ID**. A separate PDF pop-up window will appear with all the Student IDs selected.



7. To disable auto-debt features, go to **Finance->Options**.



8. Using the drop-down arrow, change the Item to Charge value from ID to None. You can change the value back to ID when finished with the original batch printing and you begin auto-charging for replacement IDs.