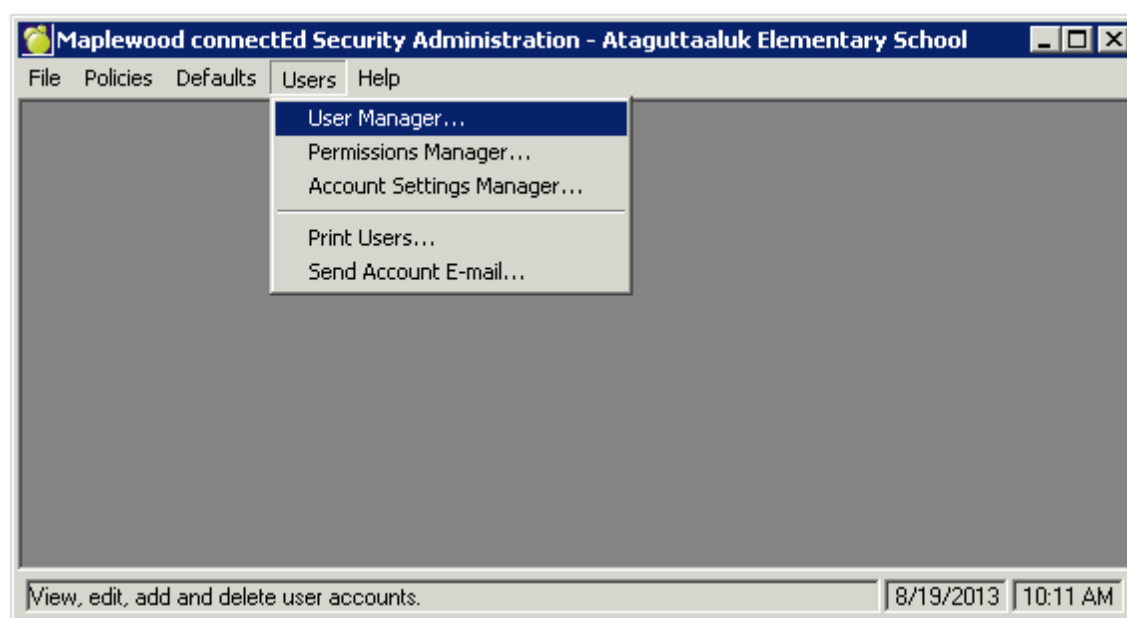


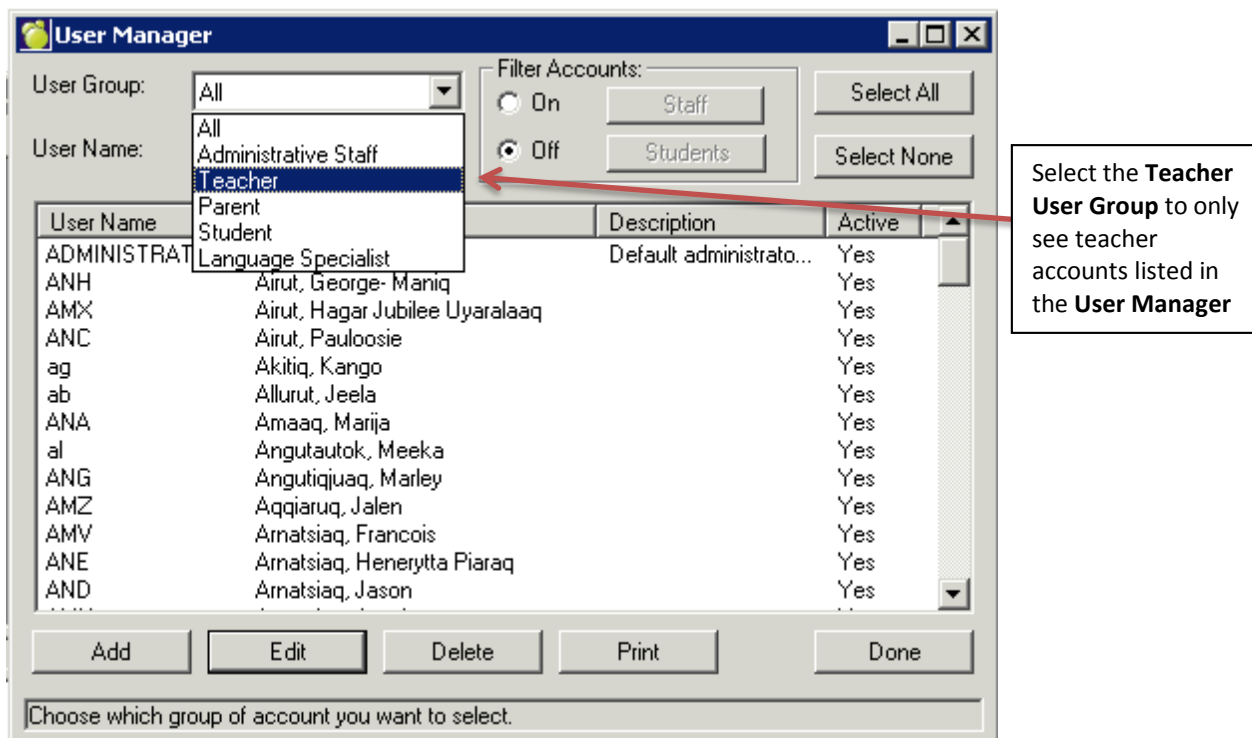
HOW TO PRINT A LIST OF CONNECTED TEACHER ACCOUNTS

This document explains how to print a list of ConnectEd usernames and passwords, for teacher accounts in Maplewood Student Information System (SIS). A user can do this as security is turned on in Maplewood. You should be able to see the **File - Change Security - Maplewood connectEd Security** menu items. If you cannot see these contact SIS Coordinators to fix the issue.

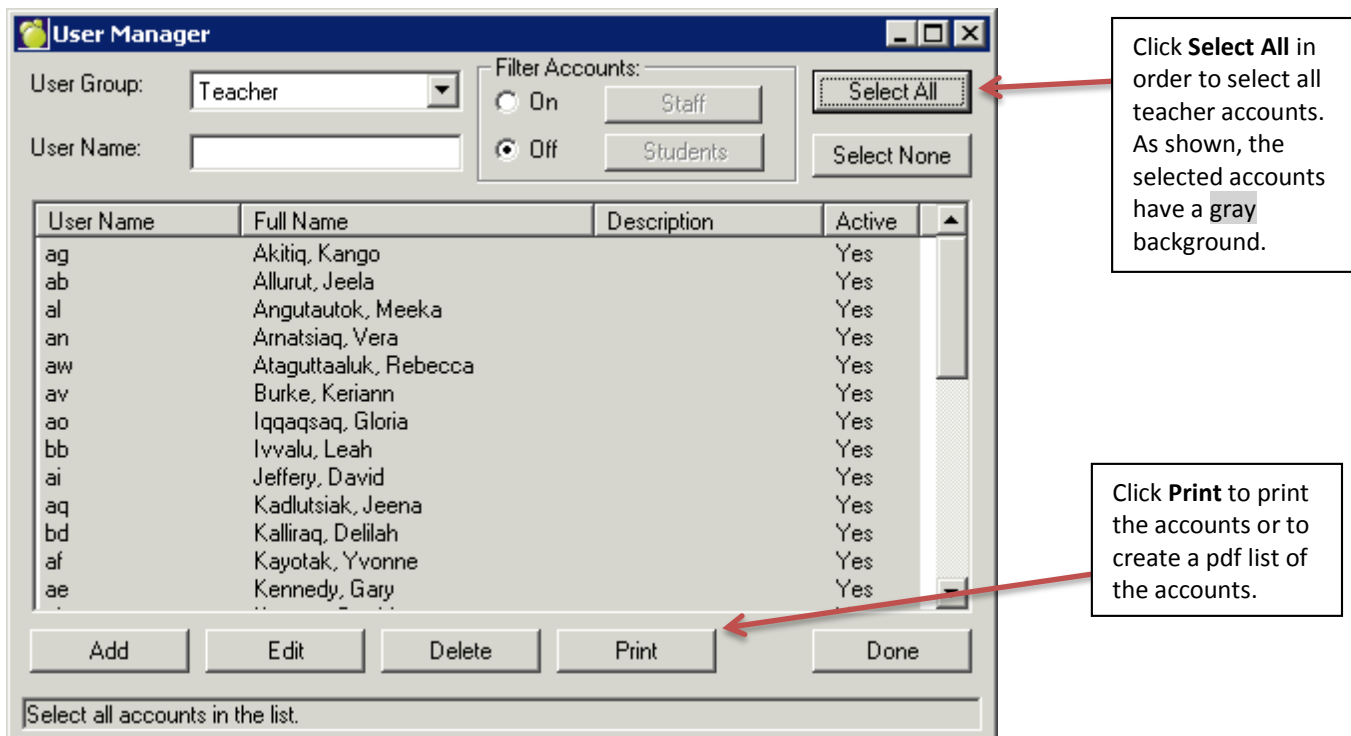
1. Go to File, Change Security, Maplewood connectEd Security
2. Open User Manager by going to Users, User Manager:



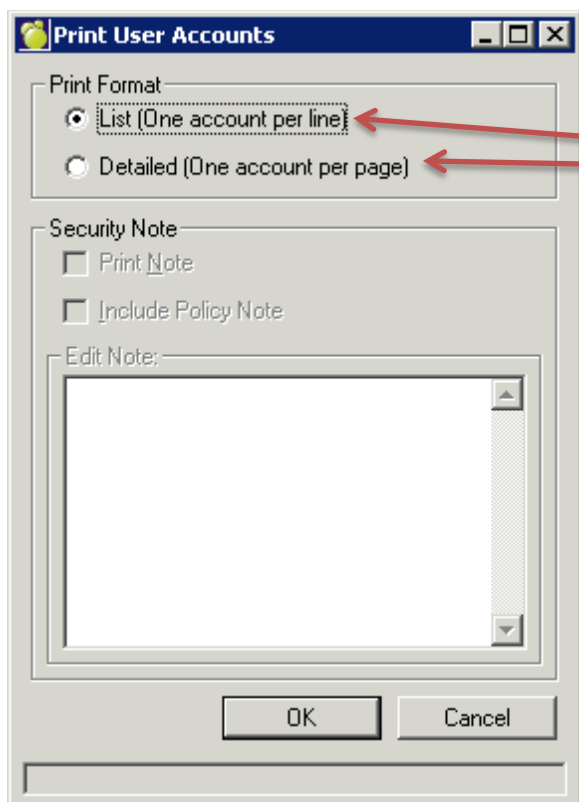
3. Once the **User Manager** opens, select **User Group** of **Teacher** at the top to display the teacher user accounts only:



4. Click **Select All** on top-right to select all teacher accounts. Then click **Print** at the bottom.



5. In the following Print User Accounts dialog, select List (One account per line) under Print Format



Select **List (One account per line)** as the Print Format. Choose Detailed (One Account per page) if you are printing to distribute to each staff member.

Once the report opens, click Print to send it to your printer or click the little arrow next to the Print button and select Save to PDF to save the report in PDF format. Save the PDF to the remote Desktop so you can easily find it.

