![Harris Education Solutions logo]

November 2020

ID Card Collection

After the photo is taken it will be saved in your Client Photo/ID Card Software. Student photos should be named with their Student ID # and Employee Photos should be named with their Employee ID # associated in ClassMate.

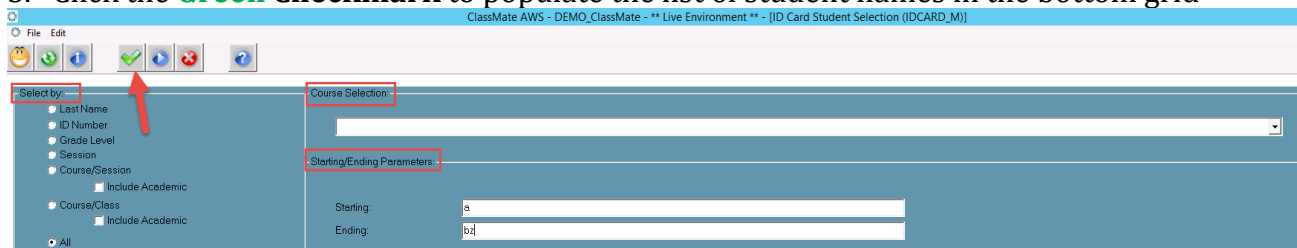1. Log into ClassMate > click on Modules > System Administrator > **ID Card Collection**
   Please Note students won't be available in this module until they have been enrolled in a course

2. Select from the following options to populate the selected student's grid:

Last name	Session
ID Number	Course/Session (option to include Academic)
Grade Level	Course /Class (Option to include Academic)
All	

   Depending upon the selection, additional fields or drop-down selections will be required

3. Click the **Green** **Checkmark** to populate the list of student names in the bottom grid

4. After the student names display in the selected student grid, users have the option to remove any students not ready to be processed by **right clicking** on the name and selecting **Delete**

5. Confirm all students listed are ready to be processed. To process the students, select the **Blue** **Process Cards** button located on the top toolbar to initiate processing
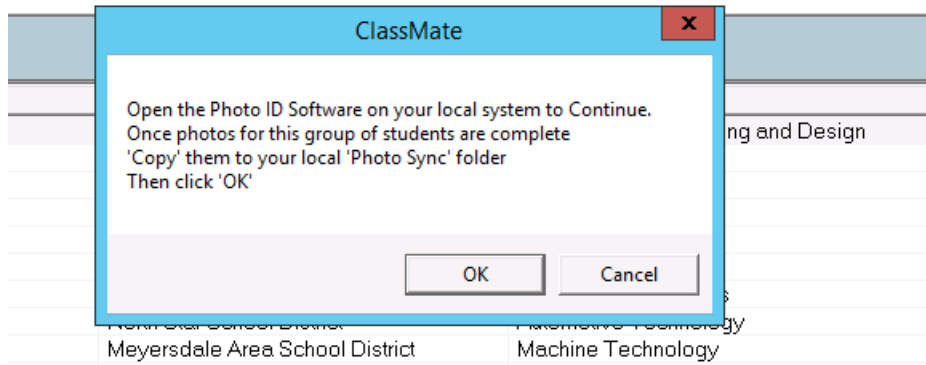
6. When the below message window appears read the displayed message **DO NOT** select **OK**.

7. Prior to opening your Photo ID Software you must **FIRST** run the **idcardimport** application you were provided that should be saved on your ID Card System – this NEEDS to be run prior to opening your Photo ID Software before continuing.

8. Once student and/or employee photos are taken you will then click **OK** on the System Displayed message in the **ID Card Collection** module in Classmate. This initiates the SQL Express process that was installed to move photos to the **M:\ClassMate\BMP\Employee or Student\UPLOAD folder** so photos display in Classmate modules and on any reports created to return photos (Classmate Photo Management module is no longer necessary to upload photos)