SWEETWATER UNION HIGH SCHOOL DISTRICT
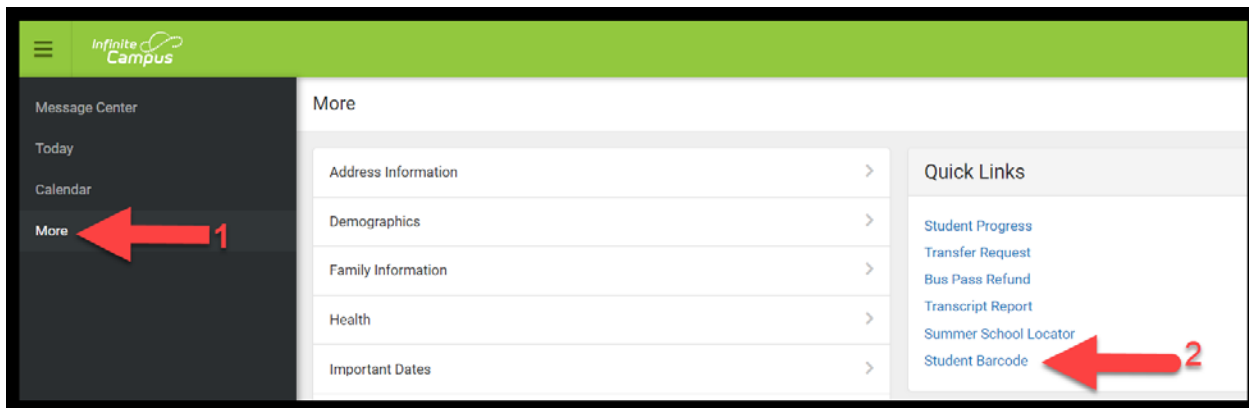## Information Technology Department

HOW PARENT / STUDENT CAN ACCESS STUDENT BARCODE IN PARENT/STUDENT PORTALS
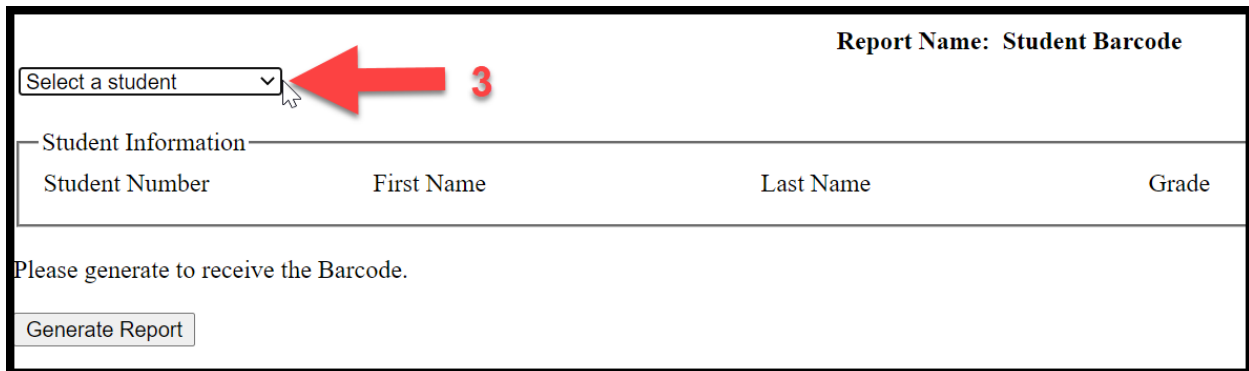
Student barcode is being used as the student ID for the time being. Picking up a mobile device, meal benefits, library books, etc. will require this barcode, which was emailed to each student and parent one time but can also be accessed via student and parent portals. Below are the steps to access it in portals.

STEP 1. Once logged in the parent portal, click on **More** under the Index on the left.

STEP 2. Click on **Student Barcode** under Quick Links.

STEP 3. Click on drop-down menu to **select a student**.

STEP 4. Select Student.

STEP 5. Click on Generate Report.

STEP 6. Barcode display sample. You may print, download and save or get screenshot of student's barcode.