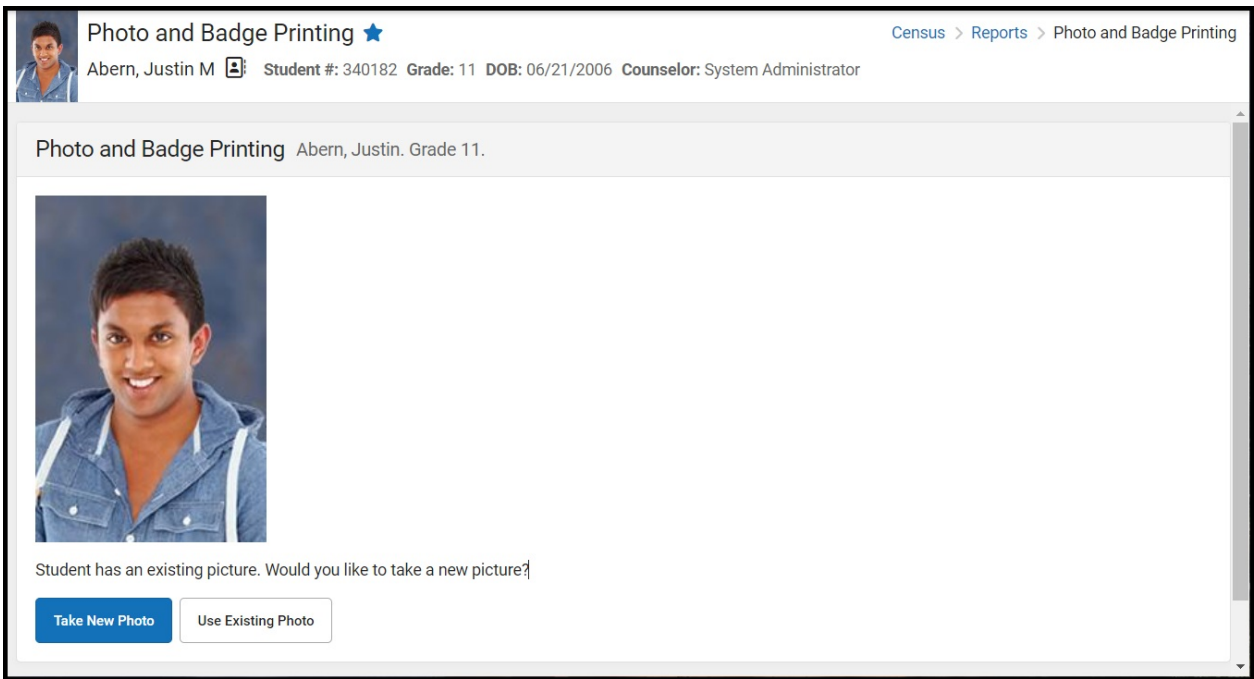# Photo and Badge Printing

Last Modified on 04/09/2024 3:56 pm CDT

Using the Photo and Badge Printing Tool

Tool Search: Photo and Badge Printing

Photo and Badge Printing streamlines the process of taking a photo and creating a badge for a newly enrolled student or existing students who have lost theirs. The student's picture will also be uploaded as their photo for their Infinite Campus SIS User Account. The camera installed or within the computer or device is used to take the badge photo. Once a photo has been taken, it can be centered or cropped. After templates for the front and back have been added, a window with the badge will appear and it can be printed. If your district uses ID cards with embedded RFID tags, the alternate identifier for this student can be added by scanning the card.

> This tool can only be used for Students. Staff needing new badges will need to use the Badge Printing tool.

Using the Photo and Badge Printing Tool

1. If you already have a photo on file, click **Use Existing Photo** and skip to step 6.
2. If you are taking a new photo, click **Take New Photo**. If this is the first time using the Photo and Badge printer, your browser will ask for Infinite Campus to have access to your camera. Select Allow.
3. When the student is positioned in front of the camera and ready, click **Take Picture**.
4. Resize and position the blue box over the student's picture. If the picture is not satisfactory,

click **Retake** to start over.

5. Click **Confirm Picture**.
6. Select the front and, if supported, back badge templates.

> A badge template for the back can only be selected if you have a printer that supports two-sided printing. If your printer does not have this feature, leave the Badge Template for Back drop-down blank.

7. Click **Generate**. A Badge Designer Report window will open with a PDF available to print.
8. Print the badge.
9. If your district uses RFID tags and scanners, scan the printed badge to register the badge as the student's Alternate ID. If your district does not, click Skip.
10. Click **Enter**.