

## Student Logins Template Instructions

1. After receiving your excel spreadsheet with Student Logins (Voter ID and Passwords) from the State Program, paste the three columns from the downloaded file into the respective fields on the template.
  - a. Copy column A “Login” from the downloaded file and paste into column D “stuid” (student ID) of the Student Logins Template
  - b. Copy column B “pass” from the downloaded file and paste into column F “pass” (password) of the Student Logins Template
2. You may save the template on your local computer if you wish
3. Print the template on a standard 8 ½ x 11-inch paper and distribute the correct number of student login IDs and passwords to teachers at your school who are participating.
  - a. Be sure to print ONLY the pages you need, not all 118 pages of the template.
4. For assistance with more logins, please contact us at [MockElection@sos.nv.gov](mailto:MockElection@sos.nv.gov).