

Printing Mailing Labels from the Data Warehouse

INTRODUCTION

This guide will assist you in printing mailing labels from the Data Warehouse. The labels are formatted for **Avery 5160/8160 labels**, which can be found at most office supply stores.

INSTRUCTIONS

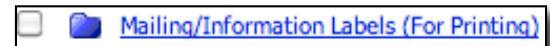
1 Navigate to bpsdepot.mybps.org from Internet Explorer or Firefox.

2 Enter your BPS username and password.

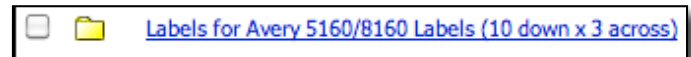


3 Select **“My Home”**

4 Click on the **Mailing/Information Labels (For Printing)** folder. If you do not see this folder, send an email to datawarehouse@boston.k12.ma.us and we will make sure you have access!

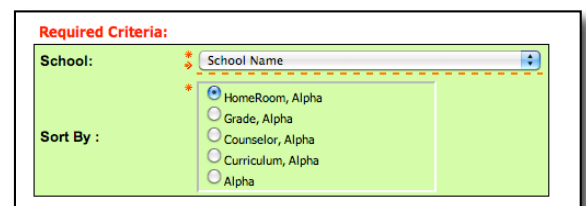


5 Select the **Avery 5160/8160** labels.



6 Choose the type of labels that you would like to print. The next screen will allow you to customize the content.

7 Select your school and how you want the labels to be sorted. “Alpha” will give you the entire school in alphabetical order. The optional criteria on the right will allow you to filter the records.



8 To print to the labels, click the small icon in the top-right that looks like a globe on a piece of paper, then choose **View in PDF**. This will open the labels in PDF format so that they will fit correctly on your labels.

