

YOUR NAME AND STUDENT ID NUMBER ARE REQUIRED ON ALL SAPR'S WHEN VISITING YOUR ADVISOR. YOU MAY BE ASKED TO RETURN WITH AN IDENTIFIED SAPR. THE STEPS LISTED BELOW SHOULD HELP YOU IN PRINTING YOUR SAPR WITH YOUR NAME AND STUDENT ID NUMBER:

STEPS TO PRINT NAME AND STUDENT ID (SID) ON SAPRs

1. Log in your student link with SID and Password.
2. Click on **Preferences**.
3. Click on **Display Settings**.
 - Check the **BOX** to DISPLAY NAME and SID on your printouts.
 - Click the **UPDATE** box.
4. Go to **Select Link** (drop-down menu).
 - Select **SAPR**
5. Click **Request a SAPR**.
 - Check "yes" to **Generate SAPR**.
6. Click **View** when SAPR is ready.
7. Click the **Print-View ICON** on the **top** of the student link page.
 - The page that will be printed will come up with Name and SID on it.
8. Print, using the **Printer Icon** on **top** of the print view page.

NOTE: If you already have checked a box to display Name and SID and have updated, you can skip steps 2 and 3. If you recently (within past 6 days) have generated a SAPR, you can skip step 5.