

## Conference Label Printing Instructions

### ① Navigate to the CCCCD site.

- Go to [www.sc-cccd.net](http://www.sc-cccd.net)
- Click on the "Conference Coordinators" link

### ② Login

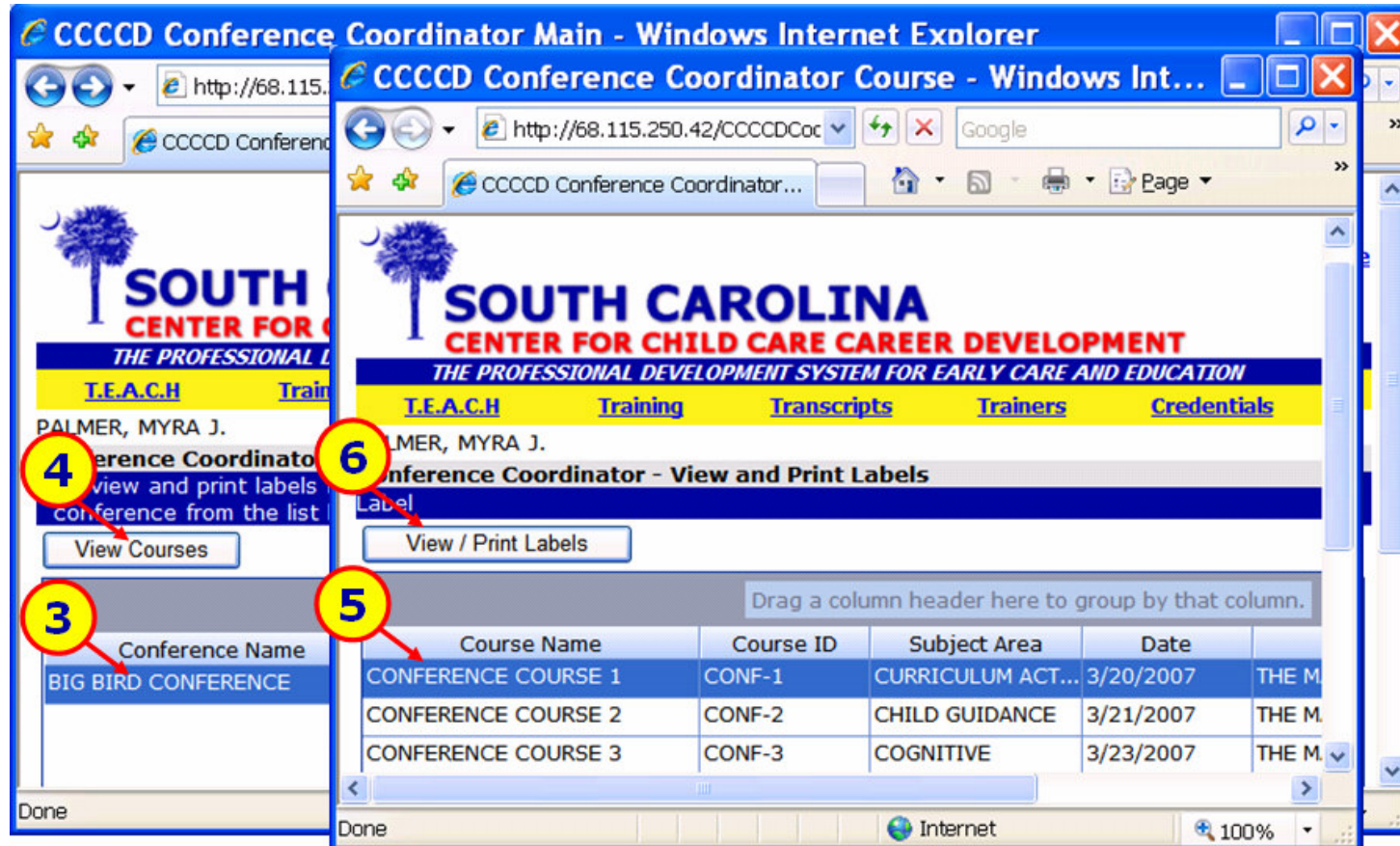
- Type your username and password in the designated spaces
- Click "Login"
- If you do not have a username and password you can request one by calling the CCCCD at: 866-845-1555 (Toll-Free) or 864-250-8581

### ③ Click on the desired conference

### ④ Click the "View Courses" button

### ⑤ Click on the desired course

### ⑥ Click the "View / Print Labels" button



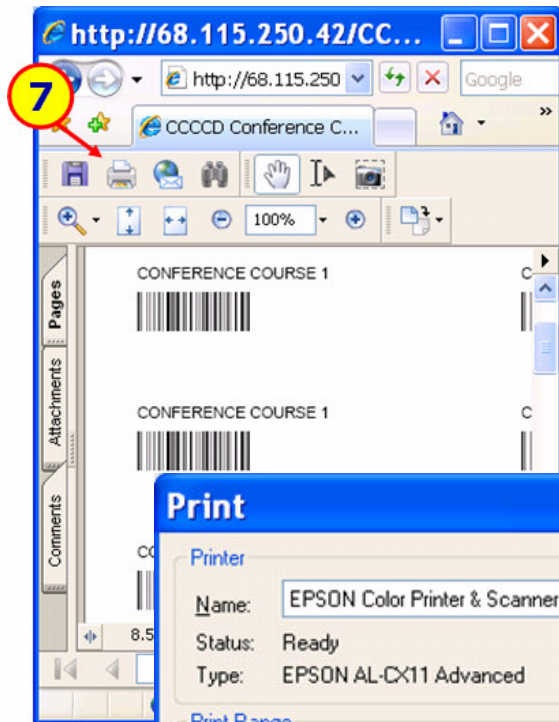
The screenshot shows two overlapping Internet Explorer windows. The left window is titled "CCCCD Conference Coordinator Main" and displays the "View Courses" button (4) and a list of conferences, including "BIG BIRD CONFERENCE" (3). The right window is titled "CCCCD Conference Coordinator Course" and displays the "View / Print Labels" button (6) and a table of conference courses (5).

Course Name	Course ID	Subject Area	Date	
CONFERENCE COURSE 1	CONF-1	CURRICULUM ACT...	3/20/2007	THE M
CONFERENCE COURSE 2	CONF-2	CHILD GUIDANCE	3/21/2007	THE M.
CONFERENCE COURSE 3	CONF-3	COGNITIVE	3/23/2007	THE M.



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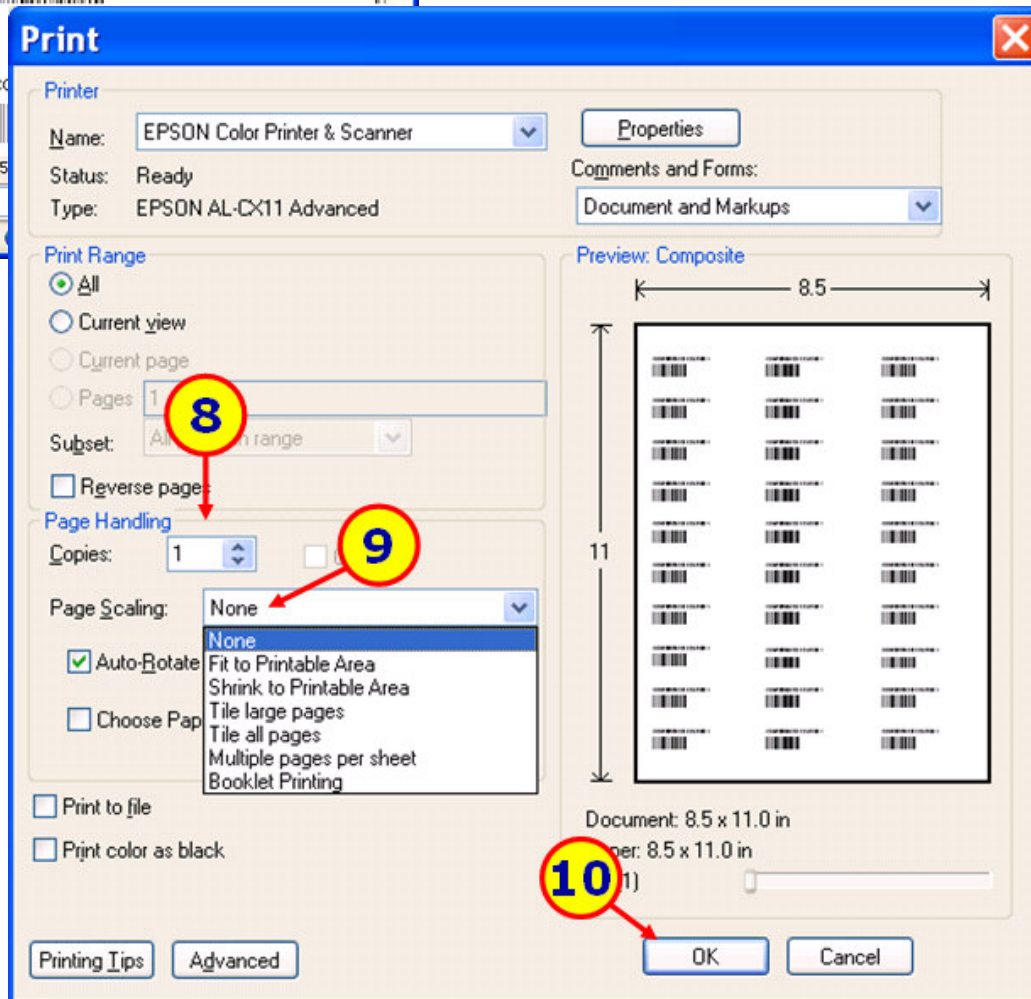




### ⑦ Click "Print"

- From the toolbar in Internet Explorer, click on the printer icon.
- In order to view or print labels you must have Adobe Acrobat reader installed on your computer. If you do not have the Acrobat reader, you can download it from: <http://www.adobe.com/products/acrobat/readstep2.html>

### ⑧ Select the desired number of label pages to be printed



### ⑨ Set Page Scaling to "None"

- (The default is "Fit to Printable Area")
- It is important to set page scaling to "None". If this is not done, the labels may not align and print properly.

### ⑩ Click "OK"

\*Note: Labels must be printed only on Laser printers to provide the quality and detail required for scanning purposes. This will ensure timely course credit for conference participants.



**SOUTH CAROLINA  
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