***Revised*** steps to making QR codes for New Hires QR cards

(*photos attached*)

1. Open Notepad App or Microsoft Word app.
2. Type in a username for the New Hire. (normally *firstname.lastname*)
3. Select the “*Tab*” Key. (Be sure to use the Tab key and not the space bar!)
4. Enter the Password you have chosen for the New Hire. (normally *prime1, prime2, etc*.…)
5. Open the following website ( <https://qrcode.kaywa.com> )
6. Select the “*More*” tab.
7. Select the “*Text*” bubble.
8. Copy the username and password you have created in Word/Notepad
9. Paste the username and password into the text box on <https://qrcode.kaywa.com>
10. Select the “*Generate*” button.
11. When the QR code populates, right click on it, and select “*Save image as*”
12. This QR code will now have the correct format and can be used to create the New Hire’s QR card.

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