How to Create Username & Password Field Set in MyEducation BC
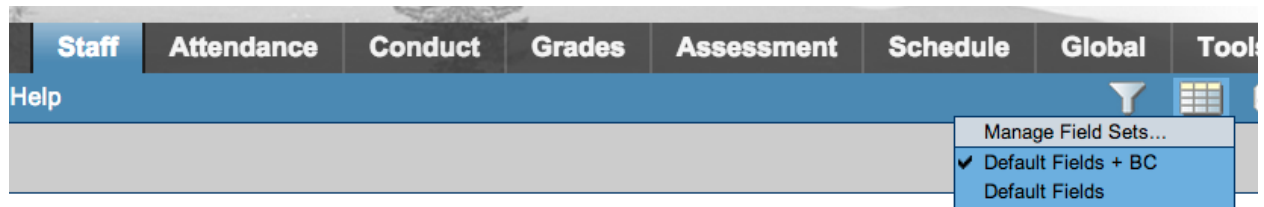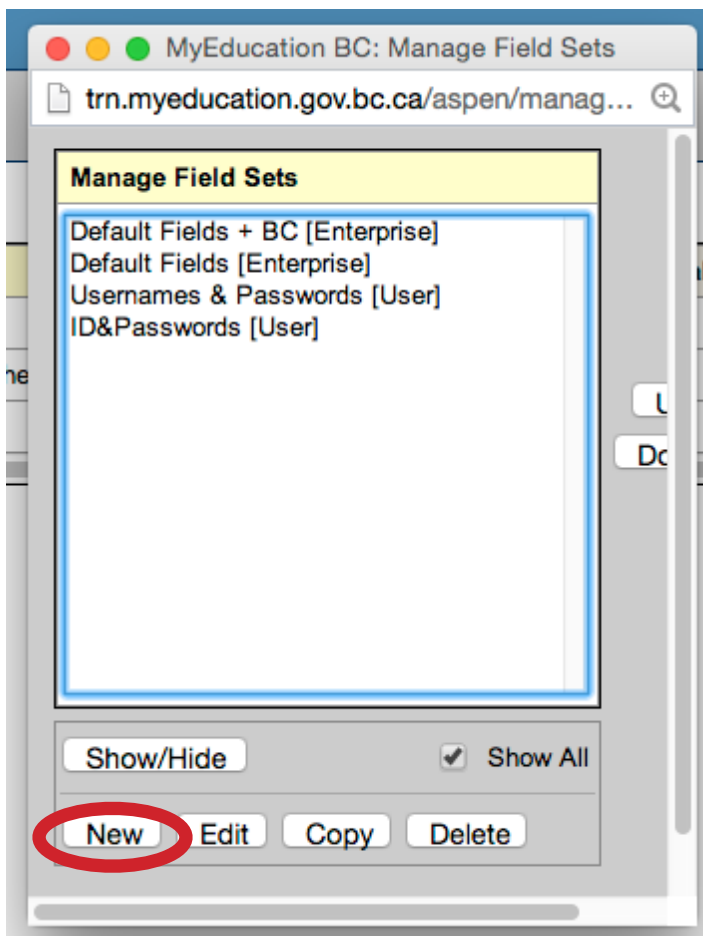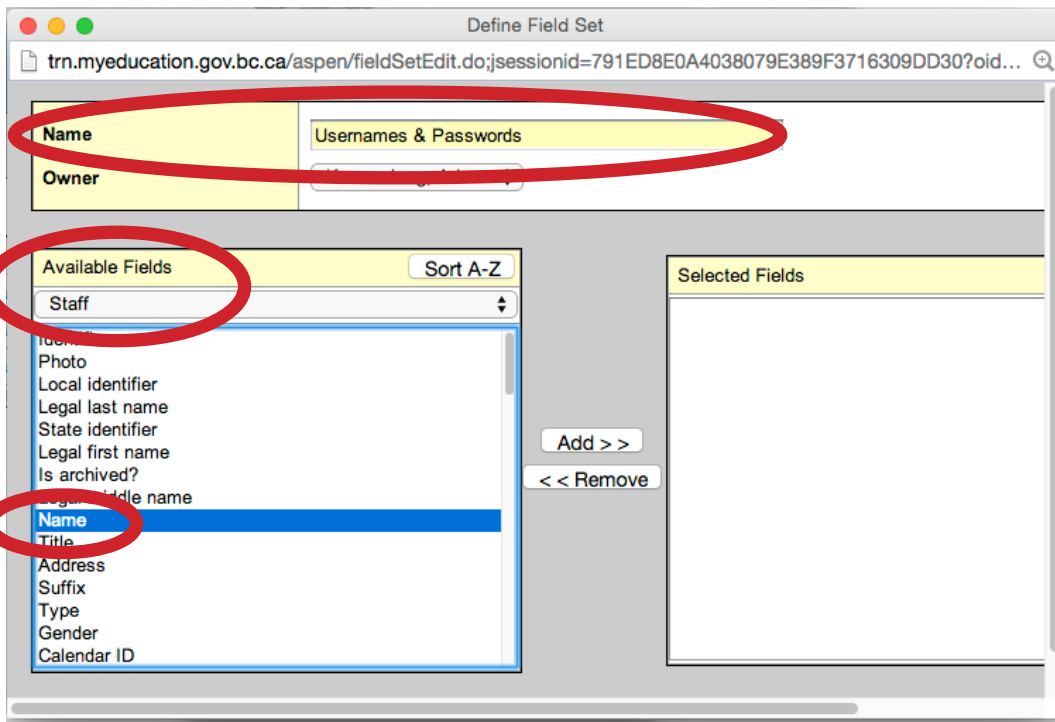

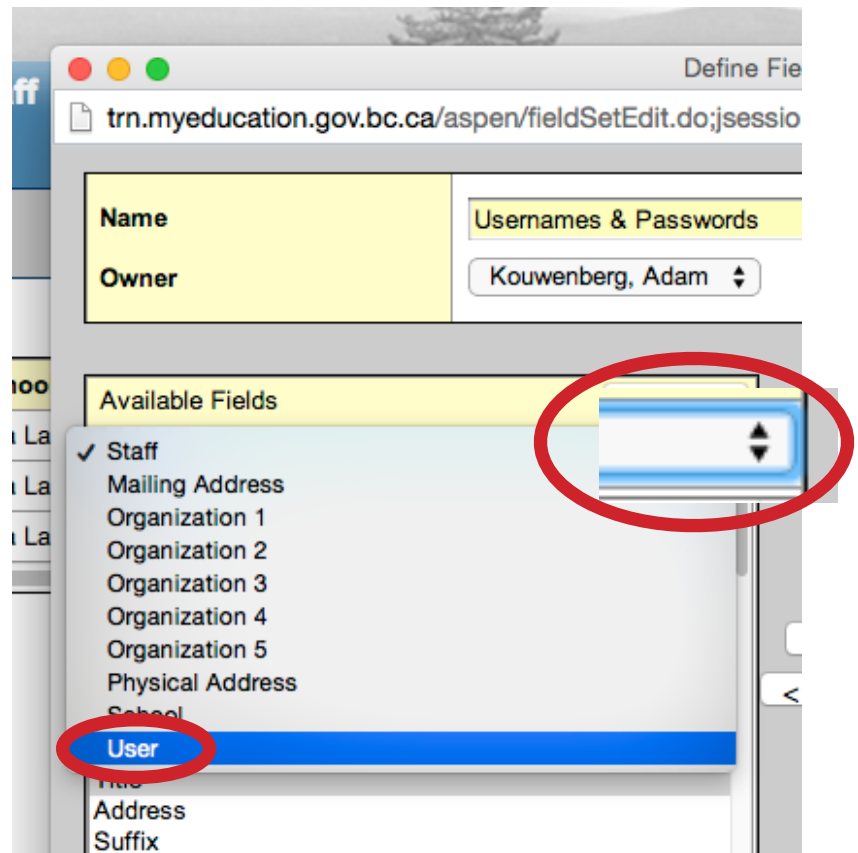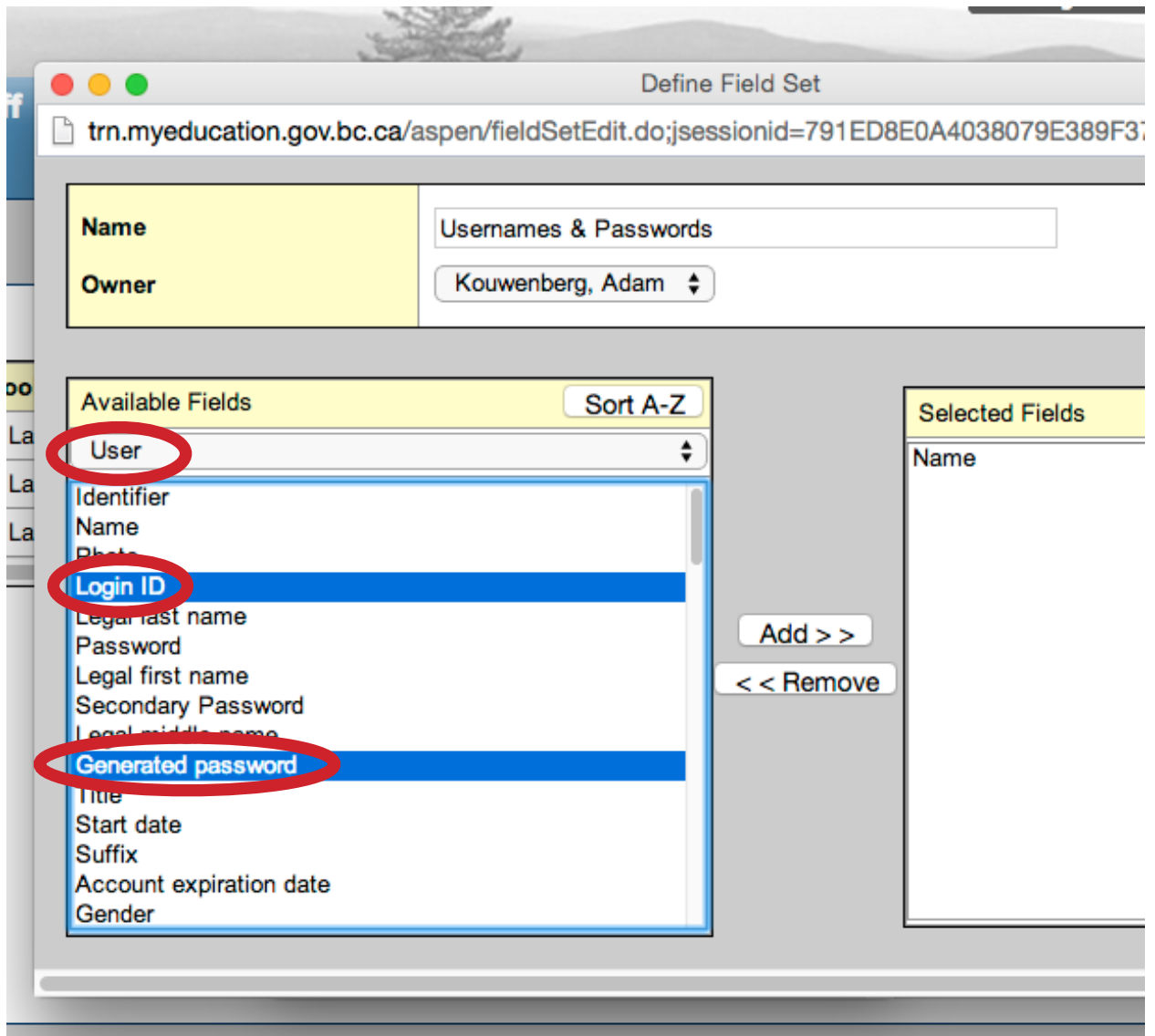**1. On the *Staff* Top Tab, Select *Manage Field Sets***
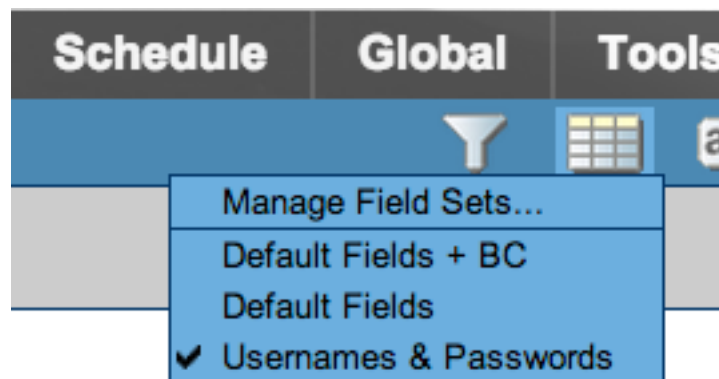

2. Choose New

3. Title your field set

4. Choose *Name* from the *Staff* table

5. Change your Available Fields from the *Staff* Table to the *User* Table (dropdown menu)

6. Choose *Login ID* **and** *Generated Password* **from the list of Available Fields - Save & Close**

You Should now be able to choose your field set