

Directions for Viewing Report Cards in Family Access

1. Log into [Family Access](#).
Need help with your log in information? Please contact the registrar at your school.
2. Once logged in, select **Portfolio** from the menu on the left of the screen.



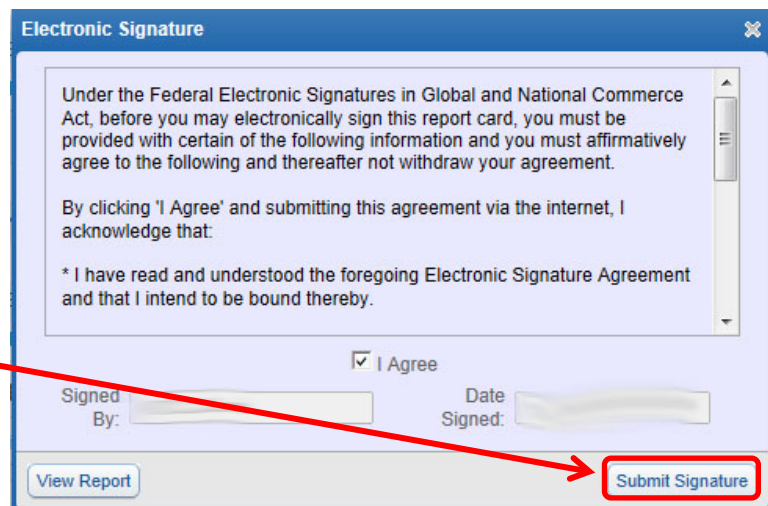
3. On the next screen, you will see your child's name listed along with siblings names (if applicable). Each child's report card will need to be downloaded individually. Select one student and select the current Report card link.



The screenshot shows a table titled 'Portfolio - Attachments'. The table has four columns: Description, eSigned, Type, and Created. The rows list various documents, including report cards for different trimesters and years.

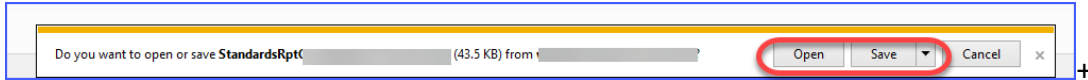
Description	eSigned	Type	Created
Student District Number ()	N/A	Report Directory	
Student Lunch # and Balance ()	N/A	Report Directory	
Student State SSID Number ()	N/A	Report Directory	
2015-16 Trimester 3 Report Card ()	Yes	Report Card	
2015-16 Trimester 2 Report Card ()	Yes	Report Card	
2015-16 Trimester 1 Report Card ()	Yes	Report Card	
2014-15 Trimester 3 Report Card ()	Yes	Report Card	
2014-15 Trimester 2 Report Card ()	Yes	Report Card	
2014-15 Trimester 1 Report Card ()	Yes	Report Card	

4. (Elementary Only) You will next be prompted for an Electronic Signature. Once you have read the user agreement, put a check in the box next to **I Agree**. Your name and date will automatically populate into the corresponding fields and you will have the ability to click **Submit Signature**.



The screenshot shows a dialog box titled 'Electronic Signature'. It contains a text area with the following text: 'Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this report card, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement. By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that: * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.' Below the text area, there is a checkbox labeled 'I Agree' which is checked. There are two input fields: 'Signed By:' and 'Date Signed:'. At the bottom, there are two buttons: 'View Report' and 'Submit Signature'. A red arrow points from the text in step 4 to the 'Submit Signature' button.

5. The report card file will then download and you will be given the choice to either **Open** the file or **Save** it to your computer. The message below may look different depending on the Internet Browser that you are using.



6. The PDF of your child's report card will then open for you to review.