

Enrich: How to Print Individual Student Test Score Reports for Parents

Logging into Enrich:

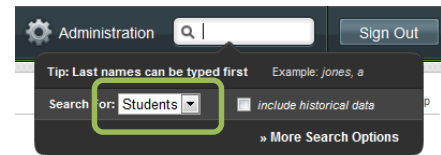
1. Type or copy & paste the site into your browser: <https://richland1.enrichcloudsc.com>
2. Choose your location from the **School** drop-down menu.
3. Use your Microsoft Active Directory username (generally firstname.lastname) and the associated password. These are the same username and password you use to login to your district computer.
4. Click "I Agree" to complete login.

New Users: *The first time you login, you will be denied access. The system will automatically generate an email to alert the AARE Office to set up your account. Please allow up to 2 business days for your account to be set up. You will receive an email when your account has been updated.*



***Do not share your password or allow other staff to use your account.** Make sure to sign out when you are done using Enrich.

Searching for Students

1. In the top right corner of your Enrich homepage, you will see a search box.
2. When you type into the box, make sure that **Students** is selected from the drop-down.
3. Type the student's name into the box.
4. Click the student's name when it appears.



Pulling Individual Student Data

1. Follow the steps above to search for the student and navigate to his/her profile.
2. Click on the **Tests** or **Test Scores** tab at the top of the screen. 
3. You can print directly from this screen by clicking the **Print** icon in the top right corner.  Print
You may need to change the page layout to "Landscape" or change the scaling to fit the information on the page.

*The guardian of record may have scores for their student only. They may not see scores of other students.