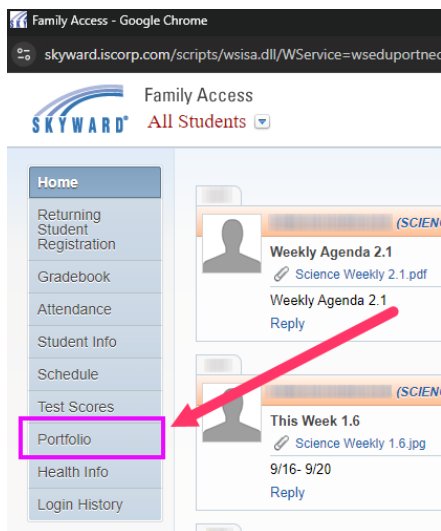


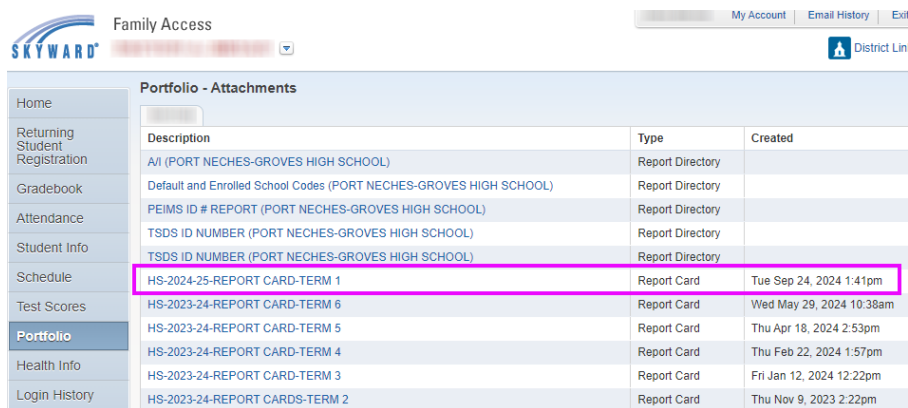
# Family Access Report Cards – Desktop

Please contact your home campus if you need assistance or have any questions.



When logging in the parent/guardian will see their student's name, or All Students if they have more than one child who is or has been enrolled. They will need to look at the left column to find the Portfolio option.

When choosing Portfolio, it will show all attachments in there listed with one to several Report Directory files before the report card files begin.



The report card documents are automatically sorted with newest at the top of the list. They will see ALL attachments that have been placed into the student's portfolio, so all previous PNG report cards are available. Files are labeled with the campus name, year, report card, and term being reported.

Once the file is selected, it will download a copy to their computer for their use.

\*Please note if more than one student is in our district and the drop-down menu under the words Family Access still says All Students, then all their students' attachments will be listed in alphabetical order by first name for each child. They can choose to only see one student's portfolio at a time by using the drop-down menu to select the specific student, but it is not required.

Please contact your home campus should you need assistance or have any additional questions.