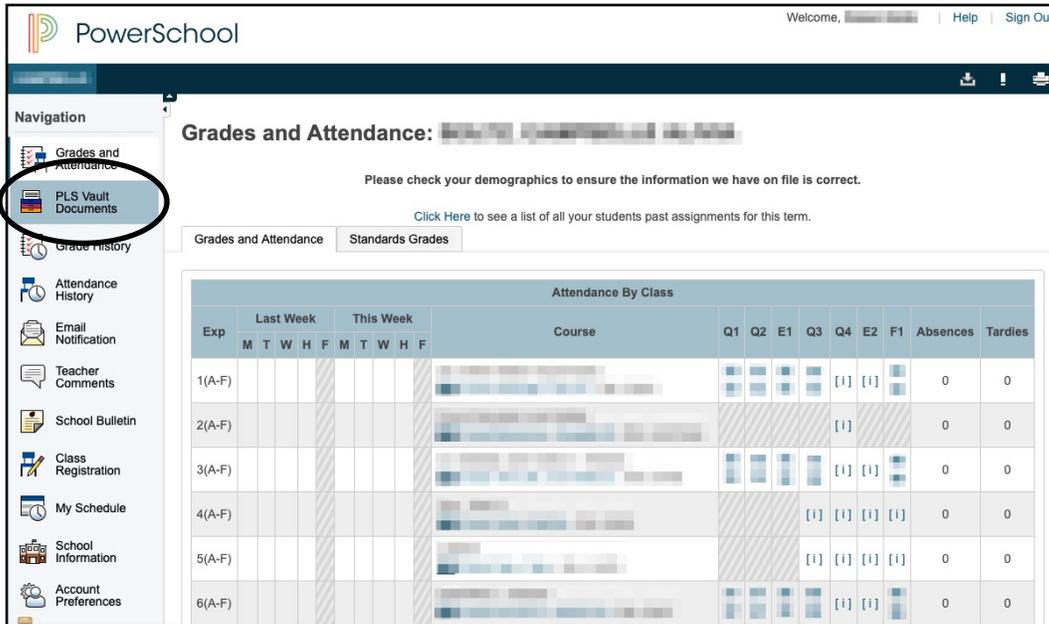


Accessing Documents in PowerSchool VAULT

****IMPORTANT - The only method of accessing documents in the VAULT is to log into PowerSchool through a web browser, the VAULT is not accessible through the PowerSchool App!****

1. Log into your parent or student account at <https://powerschool.elcosd.org/public/>
2. Along the left Navigation Bar, click on PLS Vault Documents.



3. Choose the Folder of the document you want to download (i.e. 2019-2020 Report Cards), highlight the file you wish to download (i.e. Q3 Report Card.pdf), and then click Download.

