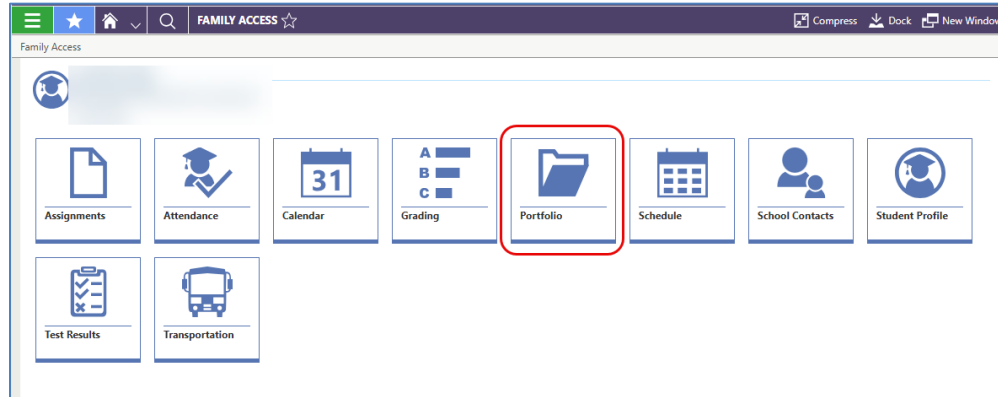


Accessing Elementary Report Cards in Family Access Tip Sheet

This is the process for accessing Elementary Report Cards in Family Access

Path: Family Access/Portfolio

1. Log into Family Access
2. Select the Portfolio Tile



3. For any report cards that have not been signed for viewing you will see this icon: 
4. Click the  icon.
5. Review the Terms of Agreement on the Electronic Signature page.
6. Check box for "I agree".
7. Press the Save icon near the top left of the screen: 
8. Once returned to your student's portfolio, you will see the down and view buttons to access your student's report card.

ATTACHMENTS			
	Created Time	Attachment Name	Type
 		Report Card	Report Card