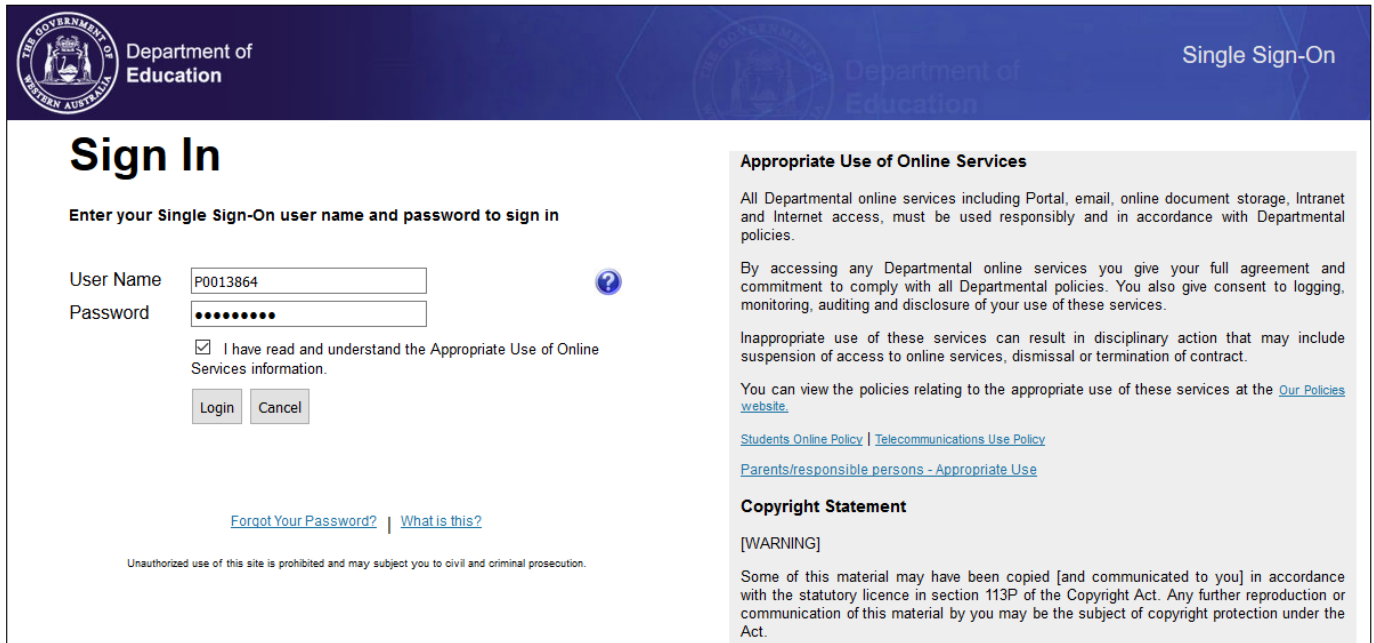# Accessing Reports Through Connect

This year, all Semester One Formal Reports will be available on Connect. This quick guide is designed to help you understand how to access them using the Connect program.

We recommend that you use a **computer** to do the following, rather than a mobile device. This will make it easier to save your child's report for the future.

1) Open Connect on your device and login using your P-Number and Password.

If you are having trouble logging in, or have not received your login details, please contact the front office. *Ensure you have read and understood the Appropriate Use of Services agreement and tick the box.*

2) On the Overview page, click on the "My Children" tab to view information about your children.
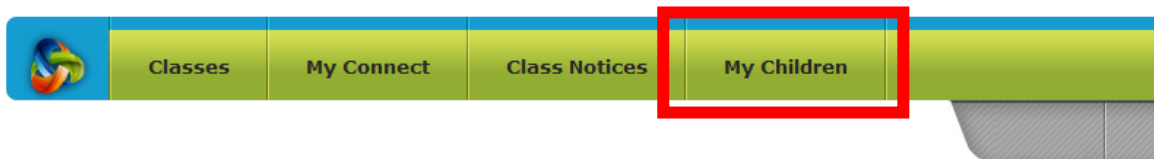
3) Click on the "Reports" button to view your child's Semester report.

If you have multiple children, you will need to complete this step for each child by clicking on the button under each of their names one at a time.
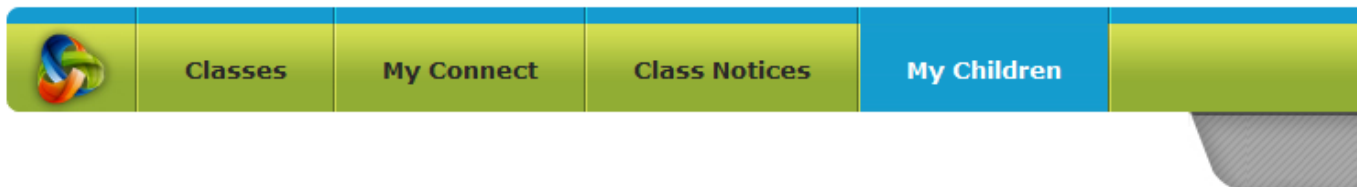
4) Click on the report that you wish to view and you will be prompted to download a PDF version of the document.

The download process will depend on your browser you are using. PDF documents are viewable on most devices. *Reports for future years, or previous reports, will be available in the same way by selecting a year on the right side.*

If you need help viewing and downloading Semester One Formal Reports for your children, please contact the front office, or Mr Copple-Smith.