

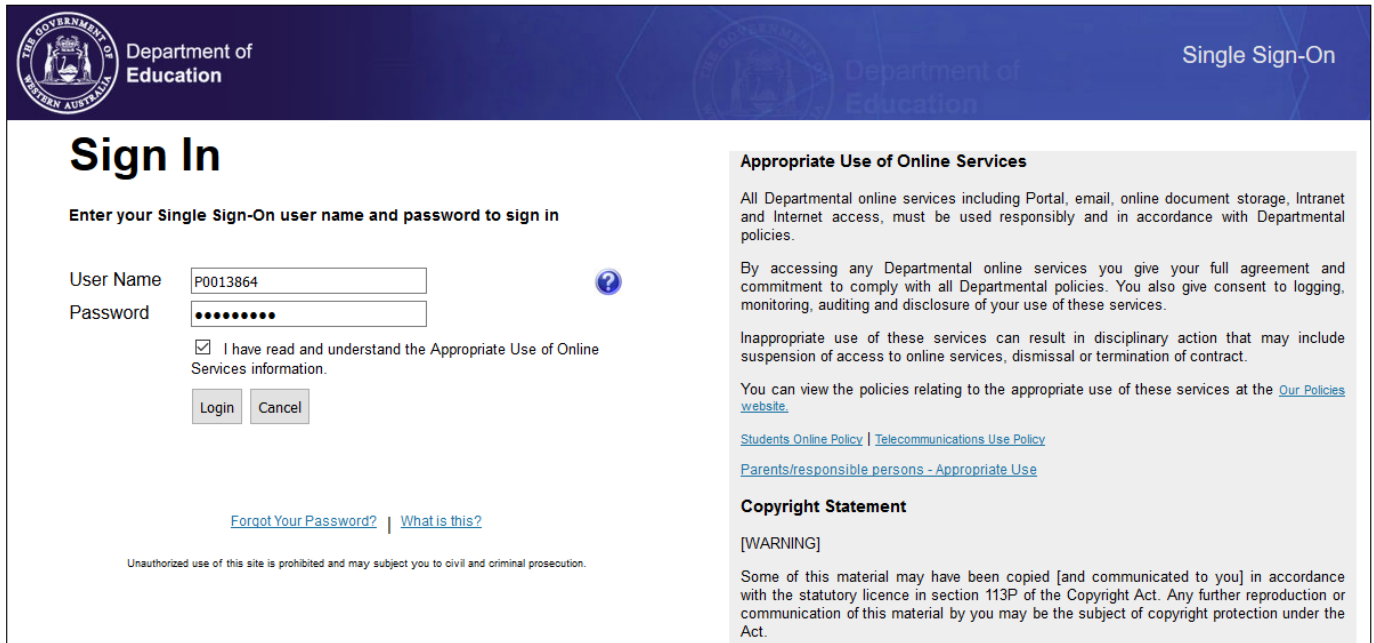
# Accessing Reports Through Connect

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.*



**Sign In**

Enter your Single Sign-On user name and password to sign in

User Name: P0013864

Password: ●●●●●●●●

I have read and understand the Appropriate Use of Online Services information.

Login Cancel

[Forgot Your Password?](#) | [What is this?](#)

Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

**Appropriate Use of Online Services**

All Departmental online services including Portal, email, online document storage, Intranet and Internet access, must be used responsibly and in accordance with Departmental policies.

By accessing any Departmental online services you give your full agreement and commitment to comply with all Departmental policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

You can view the policies relating to the appropriate use of these services at the [Our Policies website](#).

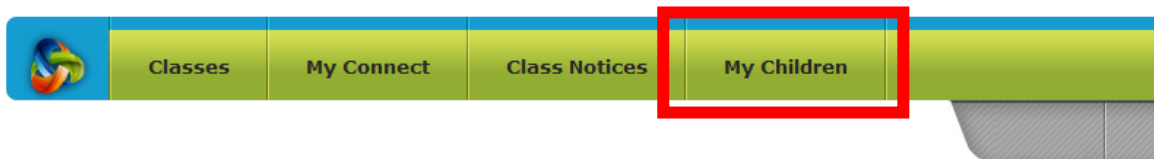
[Students Online Policy](#) | [Telecommunications Use Policy](#)  
[Parents/responsible persons - Appropriate Use](#)

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## 2) On the Overview page, click on the "My Children" tab to view information about your children.



## Connect Now

Installing Connect Now will allow you to receive push notifications and engage with Notices and Discussions on your phone or tablet. You can download Connect Now for iOS and Android mobile devices.



### My Classes



10G2  
Jane Walker, Heather Carroll



2018 AEP Year 10 English  
Leanne Longmire, Miles Nelson



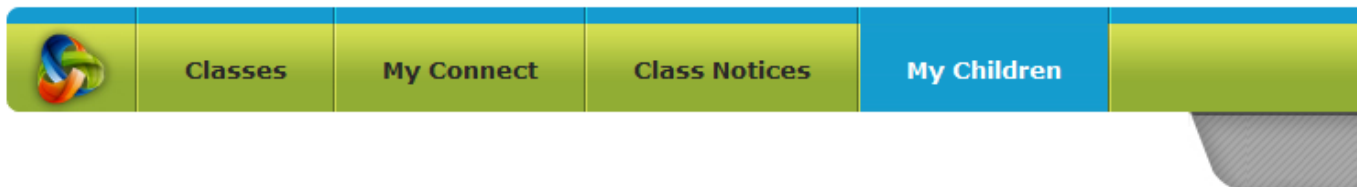
2018 Year 10 English Cohort  
Alyssa Gianquilio, Sarah Dyson, Edel Mcgill,...



Digital Media  
Darren Myer

**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.



A screenshot of a user interface. On the left is a vertical sidebar for 'Joshua Bell' with buttons for 'Overview', 'Attendance', and 'Reports'. The 'Reports' button is highlighted with a red rectangular border. To the right is a 'User Activities' section with a blue header and a refresh icon. It contains a list of three activities: 'Joshua Bell logged in.' (13 hours ago), 'Joshua Bell viewed the notice Metalurgy excursion to Murdoch University, in Year 10 STA 2018.' (2 days ago), and 'Joshua BellDownloaded the file Practice Test Answers (updated).docx from the folder 'Practice TESTS and Answers' in the Library, in Mathematics.' (3 days ago).

**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.

A screenshot of a user interface. At the top is a navigation bar with 'My Children' highlighted. Below it is a sidebar for 'Joshua Bell' with 'Reports' highlighted. The main content area shows '2017 Reports' with two sections: 'Semester 1' and 'Semester 2'. Under 'Semester 1', the report 'Leeming SHS - Secondary' is highlighted with a red rectangular border. On the right side, there is a 'Year' dropdown menu currently set to '2017'.

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