VIEWING REPORT CARDS IN FAMILY ACCESS ONLINE

The portfolio tab allows you to view electronic copies of documents/attachments that the school has added to your student's records. Examples of documents that you may see in this area include Report Cards and/or Transcripts.

1. Login to your **Family Access** account.

To login go to: https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduvictorychristwi/seplog01.w

Forgot your Login ID/Password?

1. On the login page, click: *Forgot your Login/Password.*
2. Enter your email address <u>or</u> your username. An email will be sent with a reset link and the username. **(Be sure to check your SPAM folder.)**
3. Don't know either, please contact the school office.

2. Click on Portfolio from the navigation menu located on the left.

3. You will see all attachments or highlights that have been saved specifically for your student(s). Report Cards are located under **Portfolio/Report Cards - Attachments**

4. The **Description Name** of the attachments is a **hyperlink**. Click on the name to generate a PDF document. This document can be saved electronically or printed.

If you are having trouble accessing Family Access, please contact one of the school offices below.

Campus	Name	Email
VCA East	Alejandra Corona	**acorona@vcaschool.org**
VCA West	Leticia Garcia	**lgarcia@vcaschool.org**