



Accessing Electronic Report Cards

To access electronic report cards, a parent or student may login to Skyward Student and look for the Portfolio feature. *Parents* use Skyward *Family Access*. More information on Skyward Family Access can be found at <http://desotoschools.com/familyinfo/>. *Students* use Skyward *Student Access*, via the <https://my.desotoschools.com/> portal.

Instructions for **Parents**: Skyward *Family Access*

1. Browse to <http://desotoschools.com/familyaccess/>
2. Login with the username and password provided to you through your student's school. (See above for more information.)
3. Click the [**Sign In**] button.

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Instructions for **Students**: Skyward *Student Access*

1. Browse to <https://my.desotoschools.com/>
2. Login with your student username and password provided to you by your school.
3. Click the [**Log In**] button.

4. Click the **Skyward Student** tile. If it's not on your portal home screen, click **Apps** at the bottom of the screen to find the tile.



- Once you're logged in to Skyward Family or Student Access, click the **Portfolio** option in the toolbar.



- From the **Portfolio – Attachments** index, click the document you wish to view. Depending on your computer or device's operating system and web browser, the document should either download or open. The documents are PDFs, so you may need Adobe's Acrobat Reader software to view them. You may visit <https://get.adobe.com/reader/> to learn more.

Description	Type	Created
DHS 1718 Q3 Report Card	Report Cards	Mon Mar 26, 2018 9:17am
DHS 1718 Q2 Report Card	Report Cards	Fri Jan 12, 2018 4:48pm
DHS 1718 Q1 Report Card	Report Cards	Tue Oct 24, 2017 3:16pm