



Generate the Family Portal Access Code

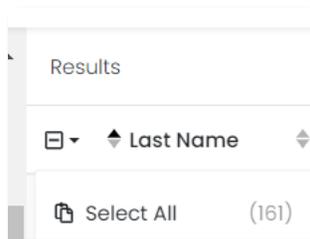
Audience: School and LEA Test Coordinators

Family Portal gives parents and guardians access to their student's achievement results, including high-level student performance by test and a downloadable PDF of the Individual Student Report.

For parents and guardians to access DC CAPE results in Family Portal, they will need to request a six-digit student access code from the school.

Export a List of Access Codes

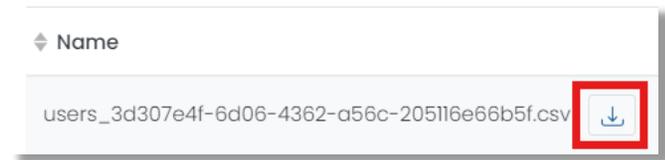
1. Navigate to **Rostering > Users**.
2. Filter on Role = Students.
3. Click the Last Name column header to alphabetize.
4. Select all students.



5. Select **Export Selected Students** in the kabob menu (top-right)



6. Click **Export History** (top right)
7. Download the report.



8. Open the downloaded file. The access code appears in the last column. For ease of use, delete all columns except for the access code, Identifier and student given and family names.

Locate the Access Code for One Student

1. Navigate to **Rostering > Users**.
2. Search for a student.
3. In the Actions column, click the **Edit** icon.
4. Scroll down to view the access code.