



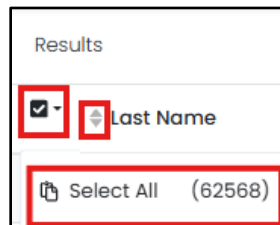
Family Portal Guidance

Audience: LEA Assessment Managers and School Test Coordinators

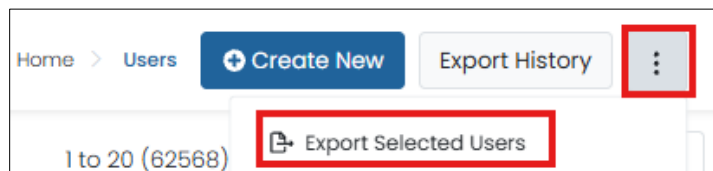
For parents and guardians to access DC CAPE results in Family Portal, they will need to request a six-digit student access code from the school.

Export a List of Access Codes

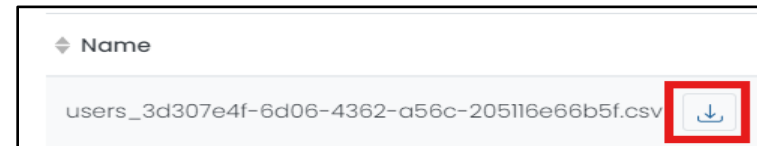
1. Navigate to **Rostering > Users**.
2. Filter for 'Students' for **Role**
3. Select all students.



5. Click the kabob menu and select in the top right corner and select **Export Selected Users**



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 the bottom of the student's profile page to view the access code.