

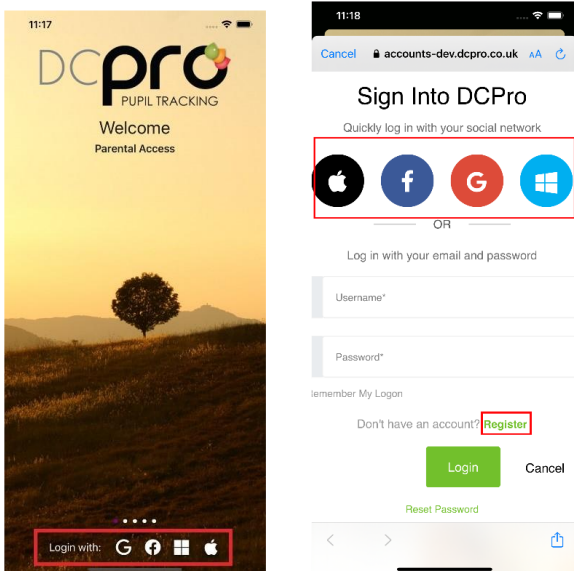


Parental Report Access

How to access your child's progress report using the DCPro app/website

Downloading the app and logging in

1. Search for DCPro Parent in the app store (iPhone or Android) and download it.
2. Login to the app (you can login with your Facebook, Google, Windows or Apple ID accounts) by tapping the area in red on the left below.



IMPORTANT NOTE

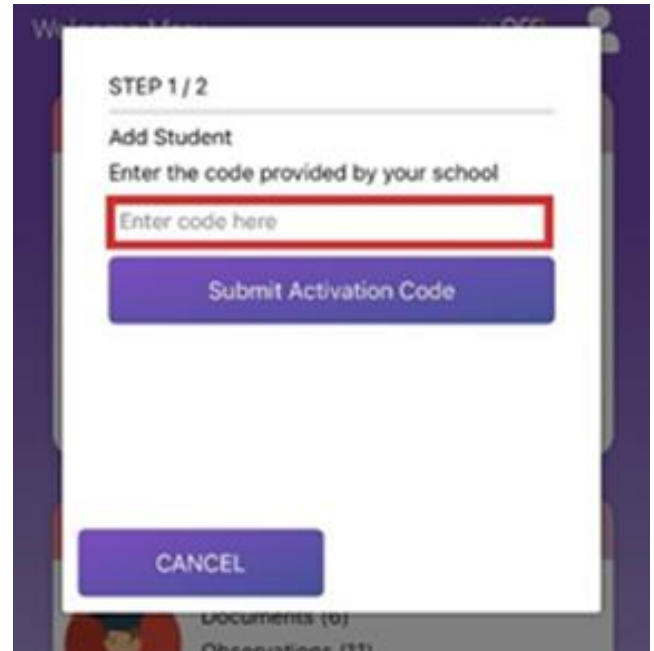
If you do not want to use a social media login portal, you must use the register button highlighted above.

Adding your son/daughter to the app

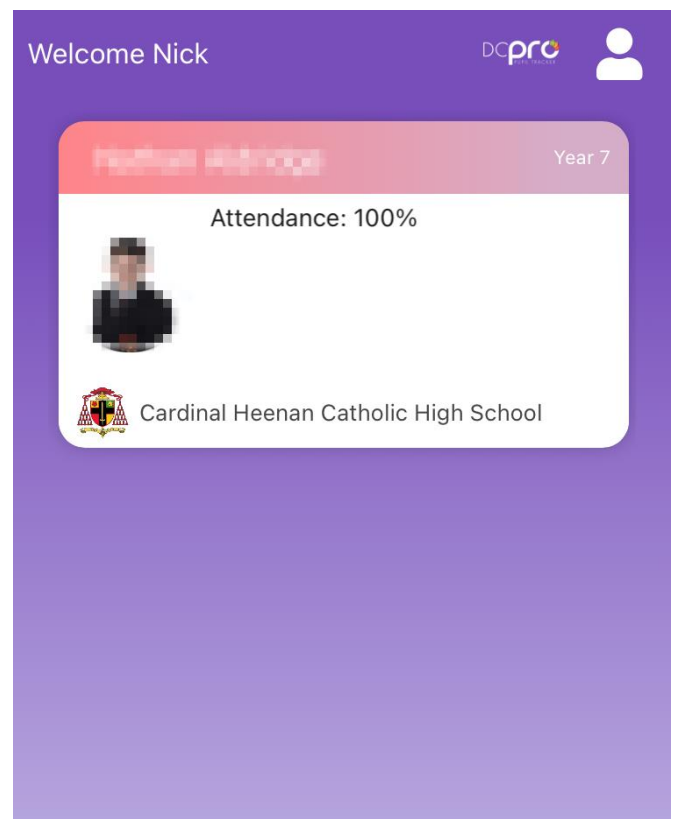
1. Once you have logged in you will need to use the registration code sent to you by the school to add your children.



2. Enter the registration/activation code. You will also be asked a security question about your child. This is likely to be your child's date of birth, which would need to match the date we have on record.



3. Your child will then be added to the home screen

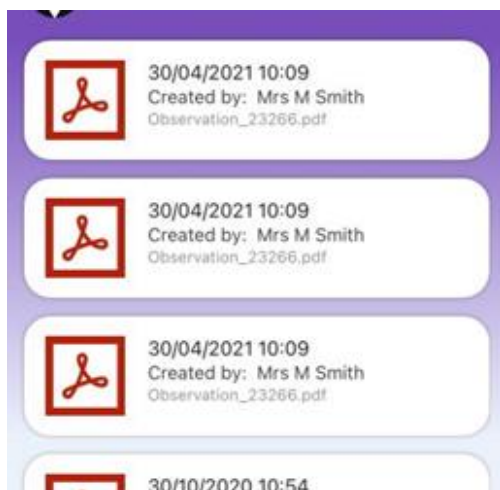


Accessing reports

1. To access a report – click on your child on the app.
2. Select “Documents” to view reports that have been shared by the school.

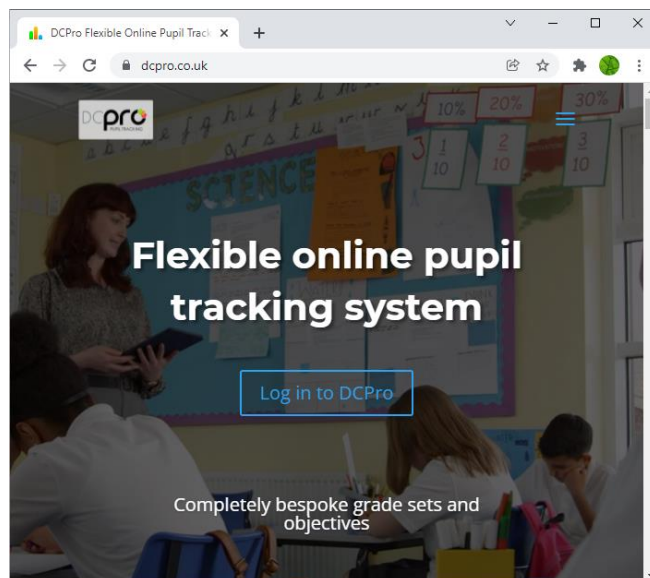


3. All reports that have been shared with you for the selected child will be listed. Click on the one you wish to view.

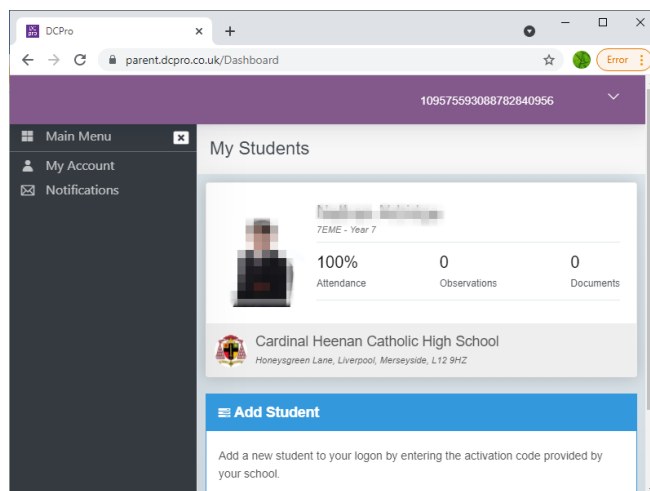


Accessing using the website

1. In any web browser, go to...
<https://parent.dcprouk/>
or Google 'Parent DC Pro' and click on the first link



2. Click on 'Log in'
3. Follow the same steps as above, using your Facebook, Google, Windows or Apple ID account, or by registering a new account. Then, use the registration code sent to you by the school to add your children to your account. Refresh the page.



4. Once logged in, you will be able to access any documents (reports) the school has made available by clicking on your child.

IMPORTANT

Remember what you used to log in the first time you use DC Pro. You will need to use the same login method each time - you only need an access code the first time. If you are being asked for an access code again, it is because you have not logged in the same way each time.