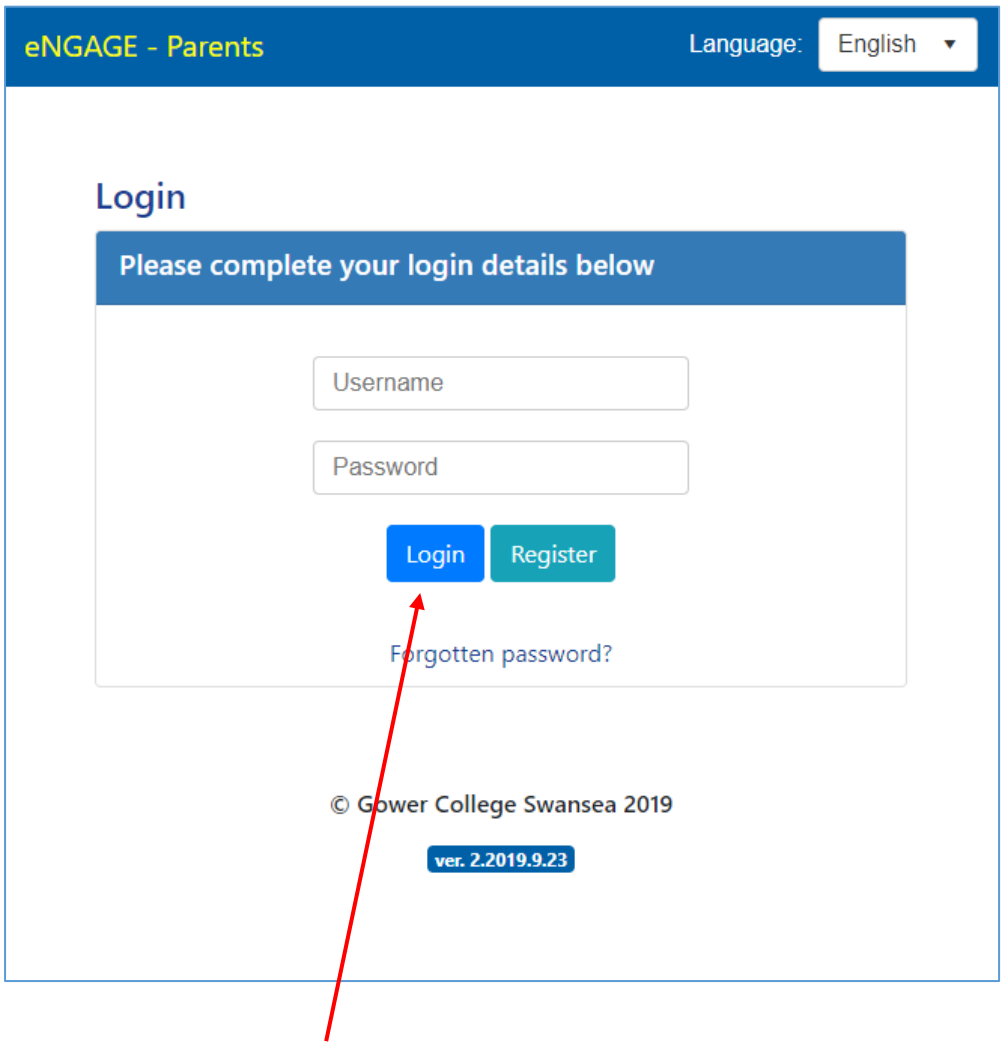
eNGAGE Parents - Instruction Guide

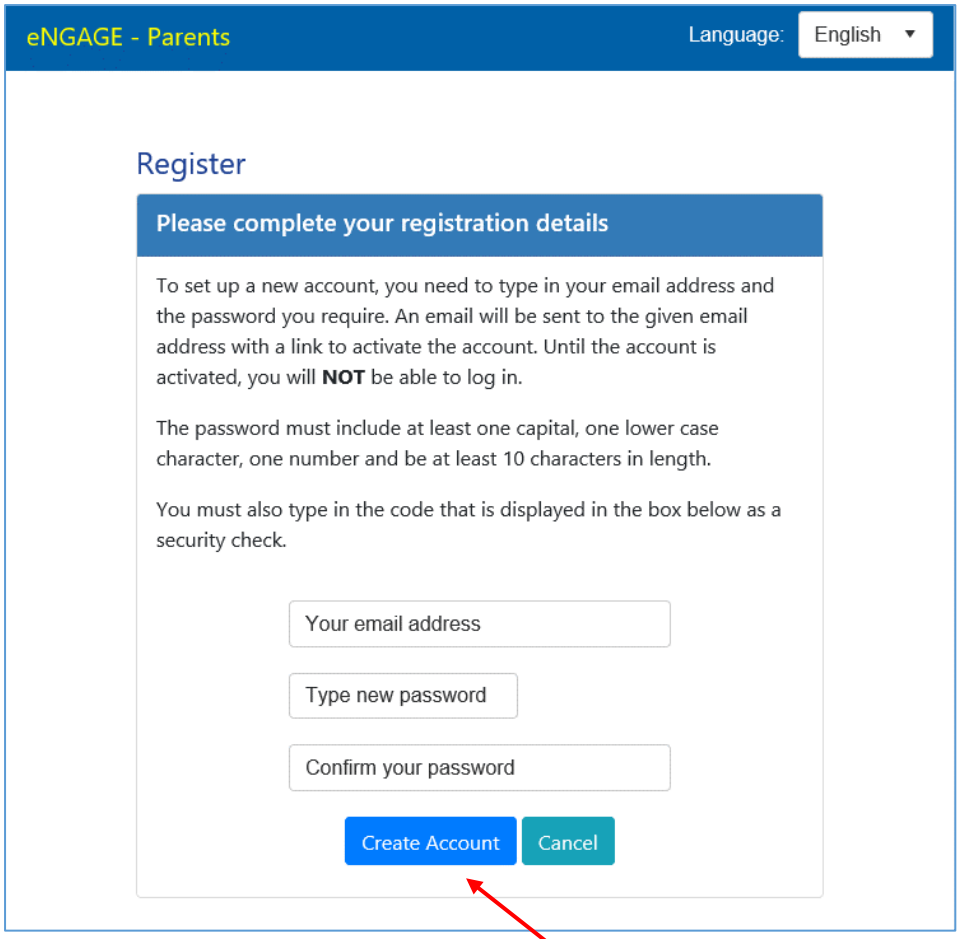
Coleg Gŵyr Abertawe
Gower College Swansea

Click on the web link / URL:
https://reports.gcs.ac.uk

If you have any queries please contact Tom Snelgrove:
tom.snelgrove@gcs.ac.uk



On first use, click the “Register” button



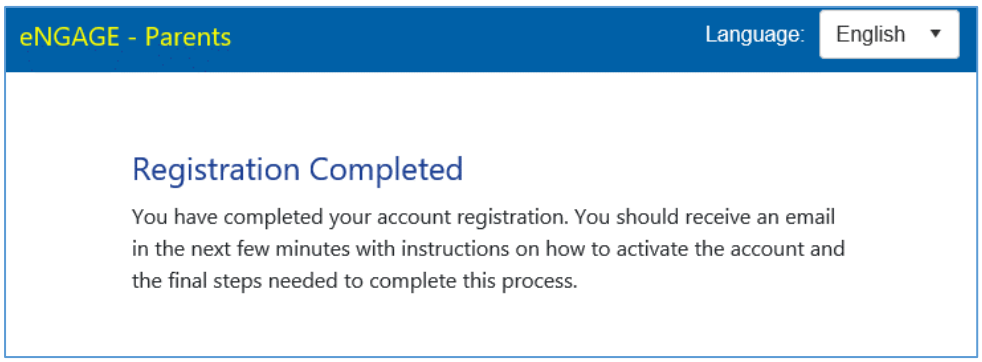
Type your personal email address

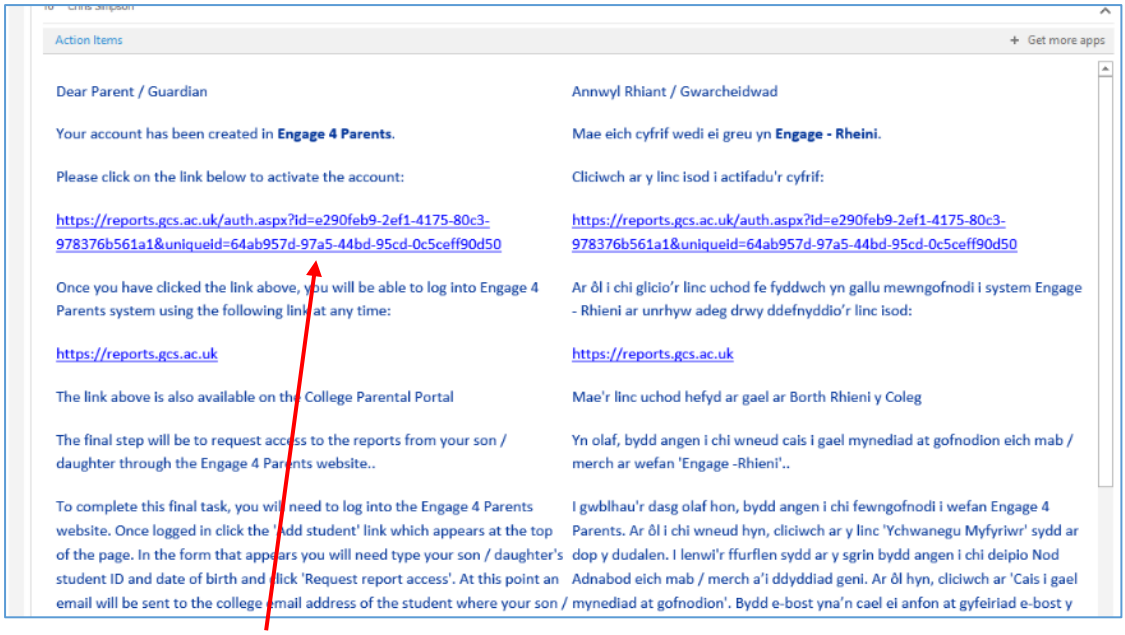
Type in a password which will be needed to access the system. Retype the password into the "confirm your password" text box.

Please **ensure** you use a strong password. A minimum of 10 characters are required. Use at least one capital letter, one lower case letter and a number.

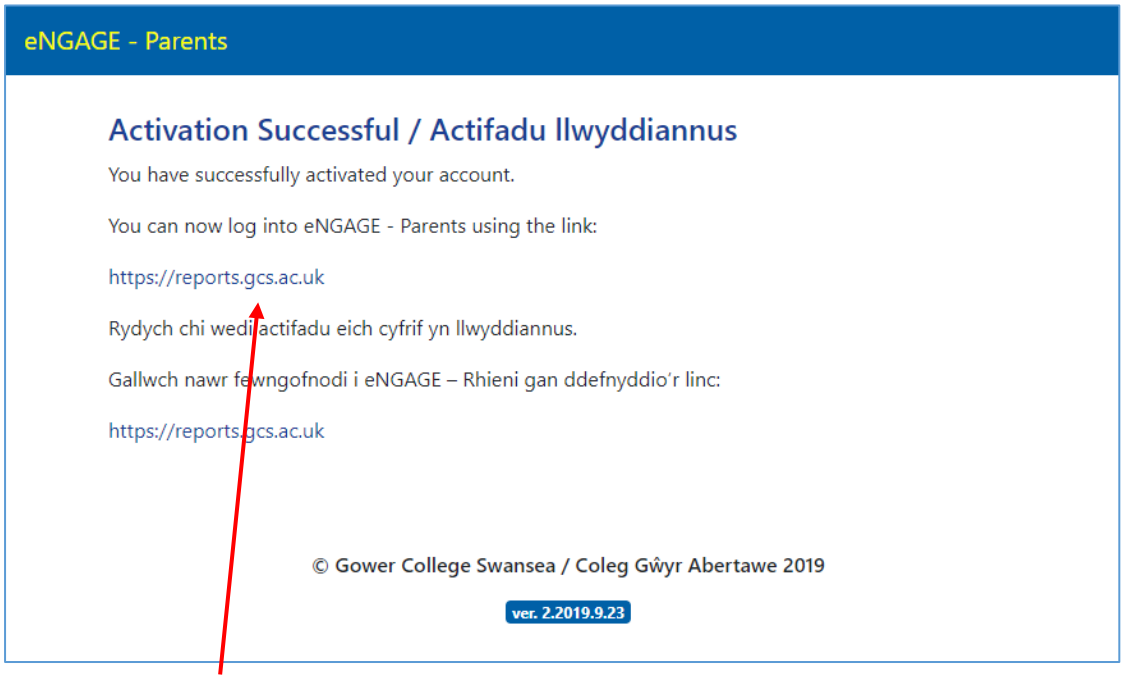
Once you have filled in the email address and passwords, click the "Create Account" button.

An email will be sent to the email address given to activate this account.

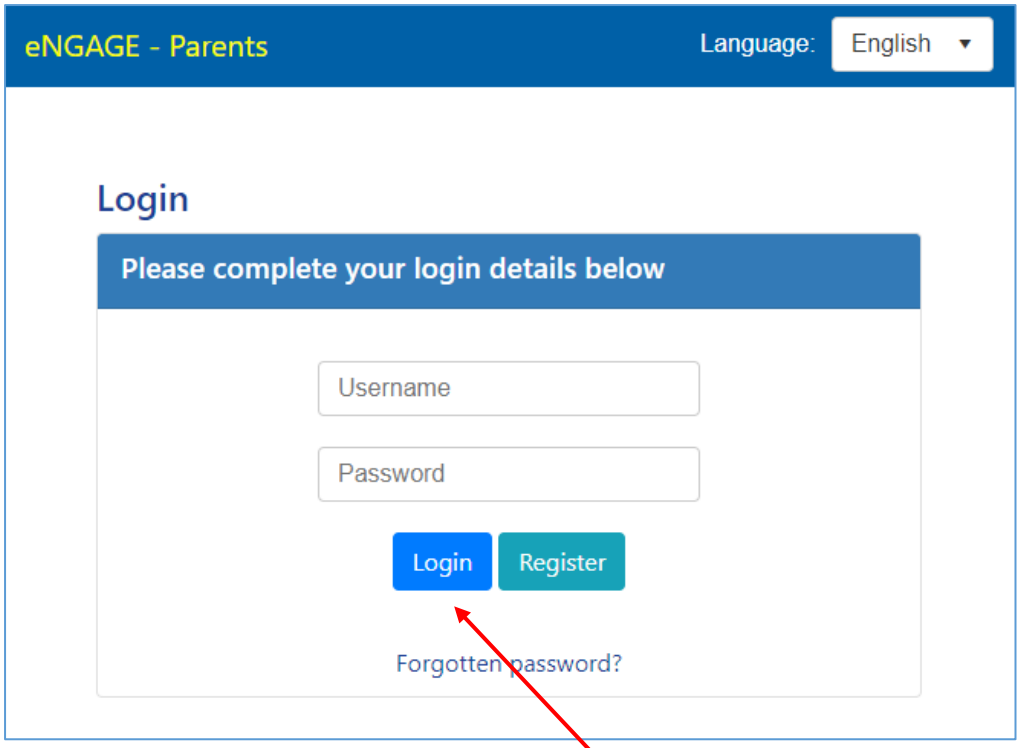




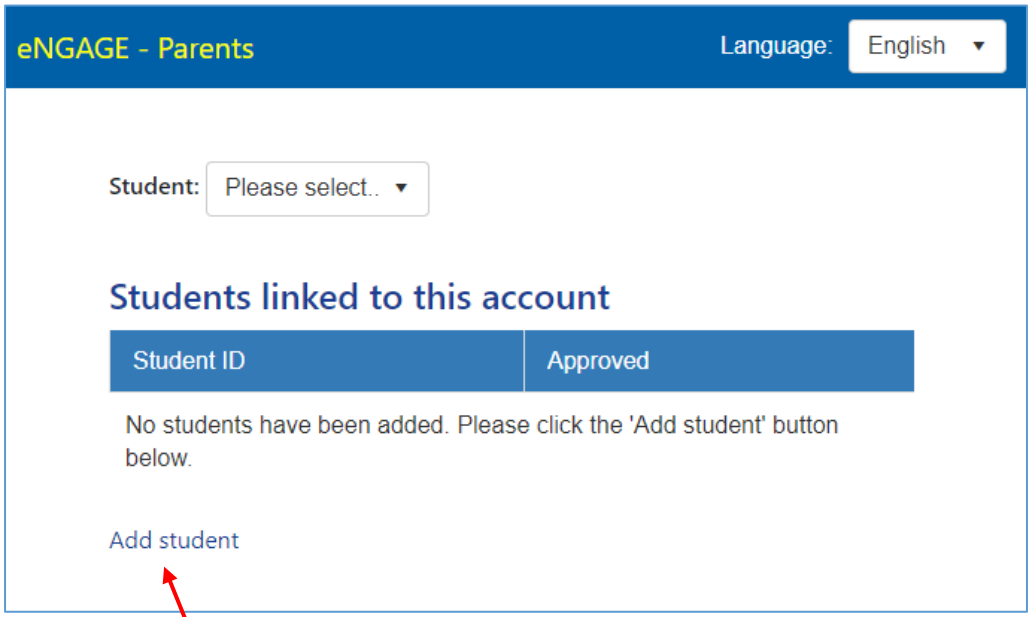
Click on the web link / URL from the email you receive to activate your account.



Click on the web link / URL from the activate page

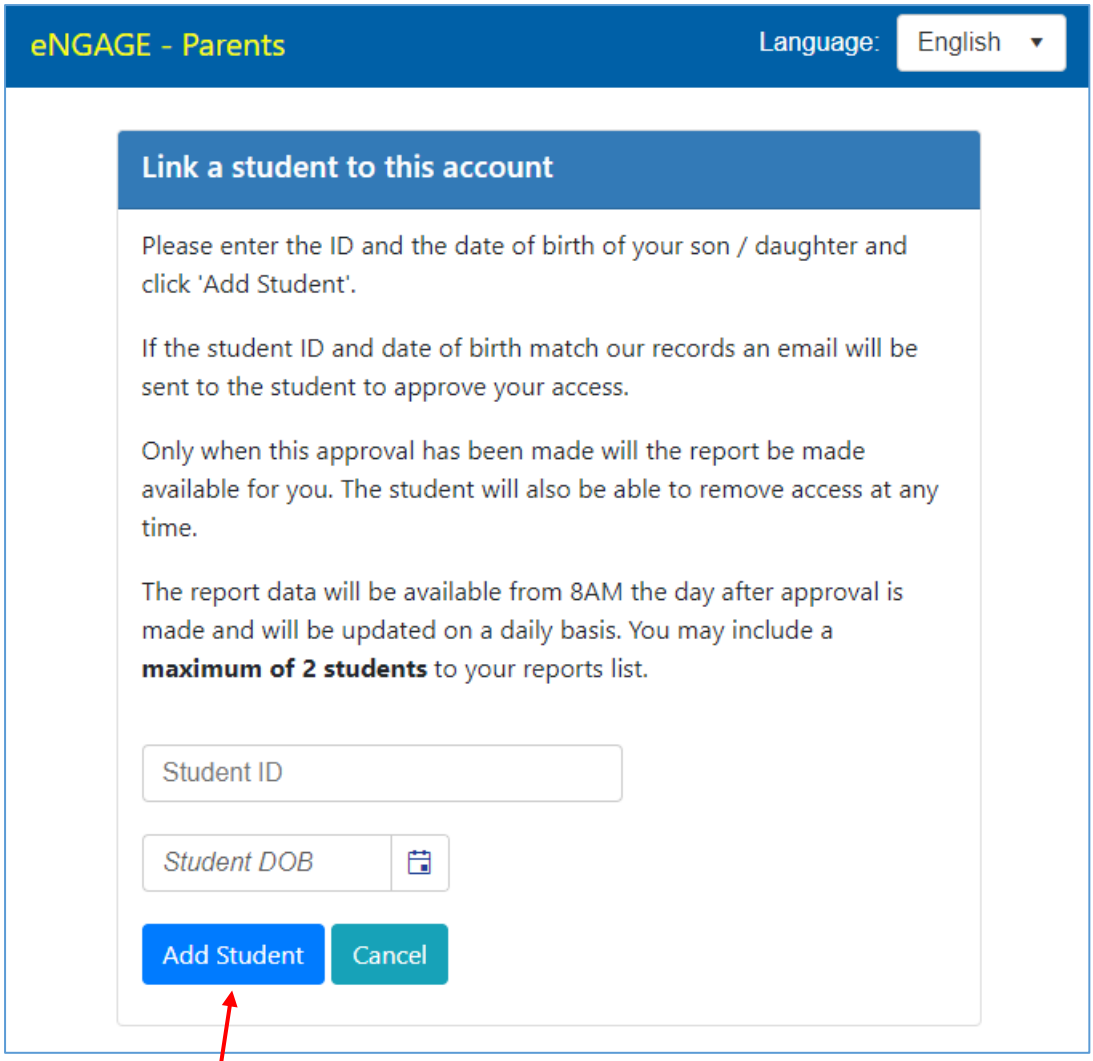


Type in your username and password and click the “Login” button



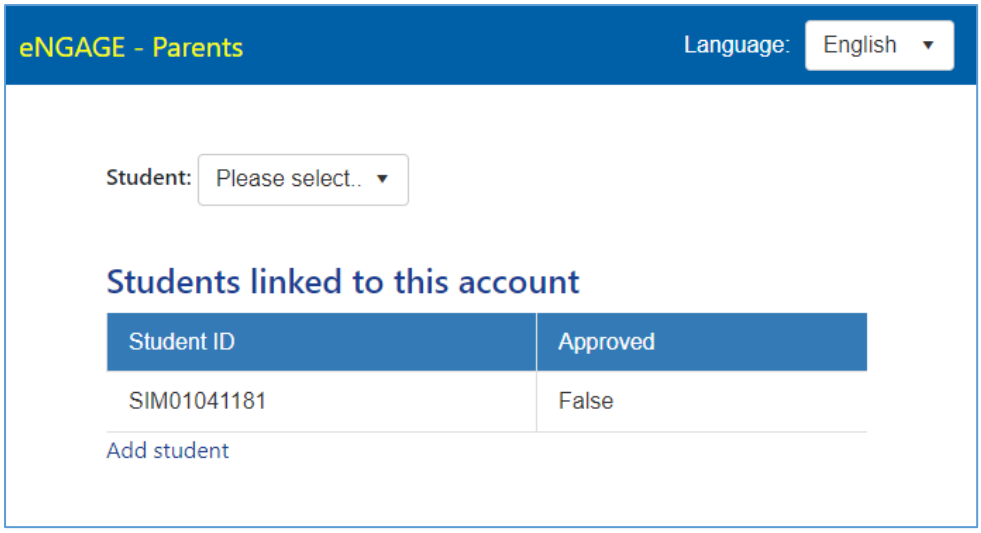
You are now logged in. You now need to request access to the reporting information from your son / daughter.

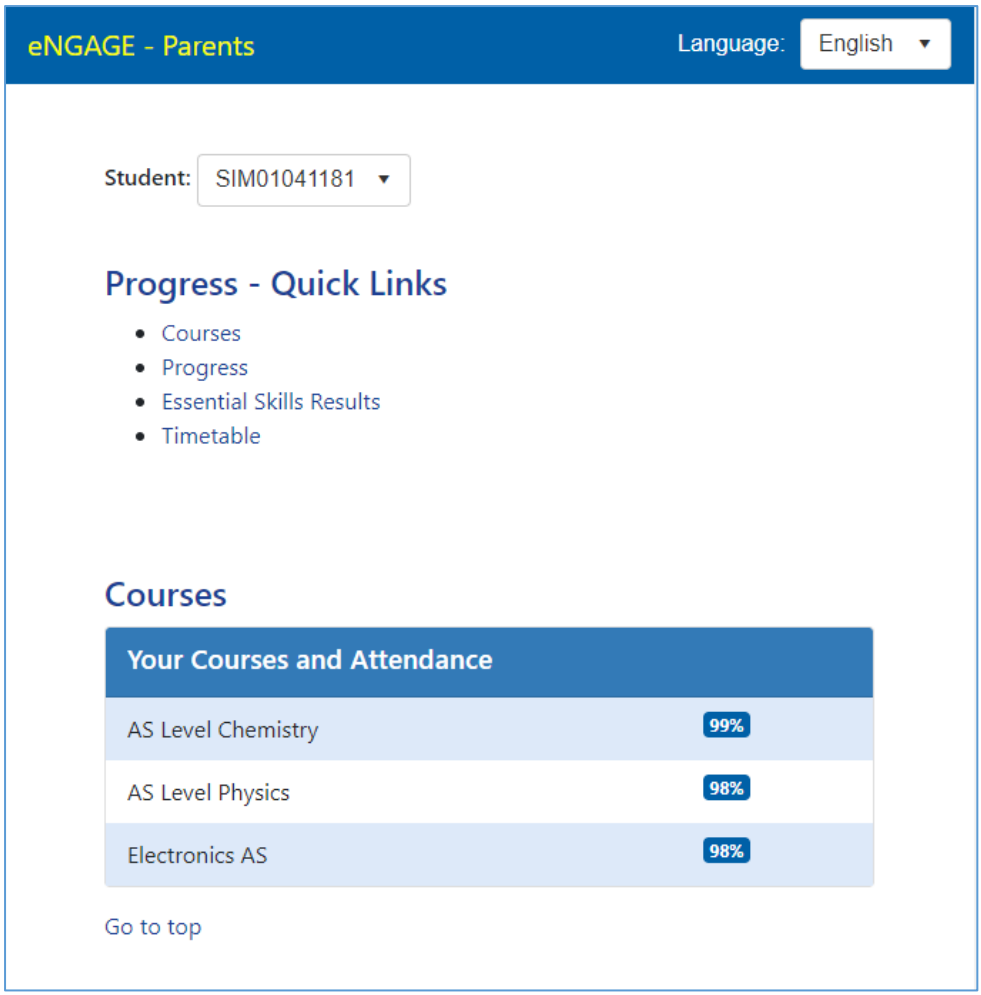
To do this click “Add student”



Type in the student ID of your son / daughter and their date of birth in the format DD/MM/YYYY. You can use the date picker to select the date also.

Click the “Add Student” button when done.



An email will be sent to your son / daughter requesting access. This will be sent to their college email address.

On approval, the approved status will be changed to “True” and the ID will appear in the student drop down list. You may add up to 2 students to your login. The report will be available at approximately 8am the morning after approval has been. This will updated on a daily basis.