

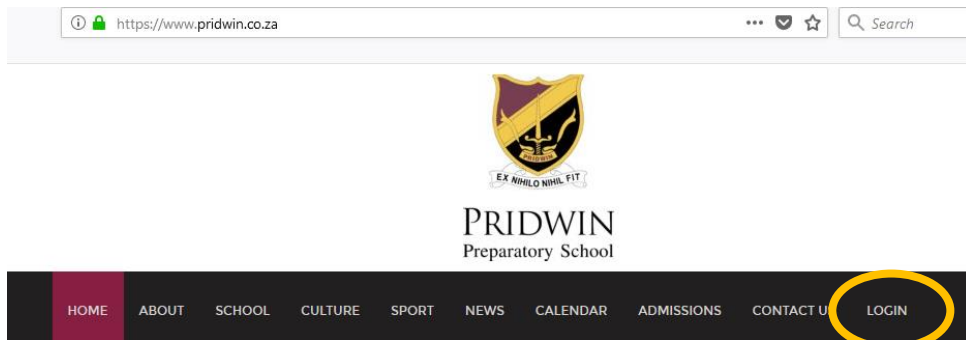
ACCESSING REPORTS

PRIDWIN
Preparatory School

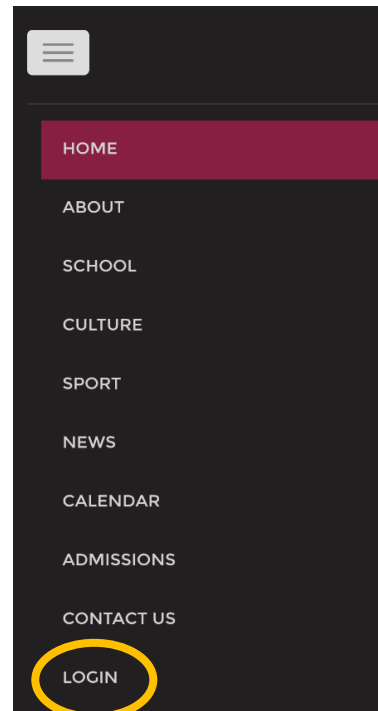
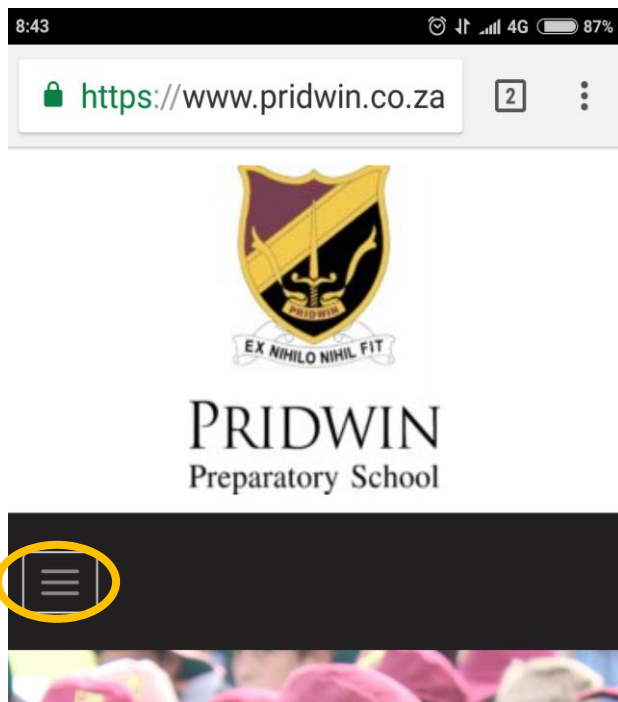
THROUGH ENGAGE WEB PORTAL

1. Navigate to <https://www.pridwin.co.za> and click on **LOGIN**

On Desktop



On Mobile Device

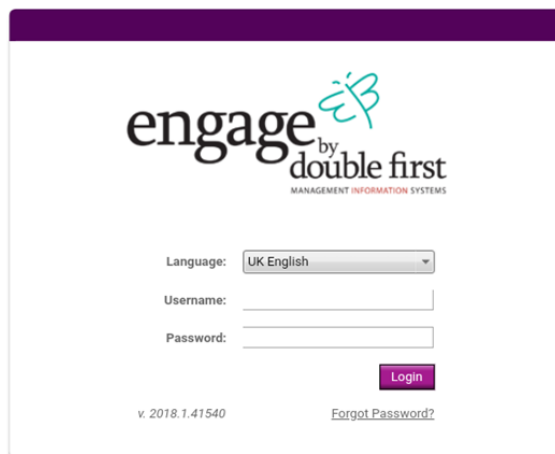


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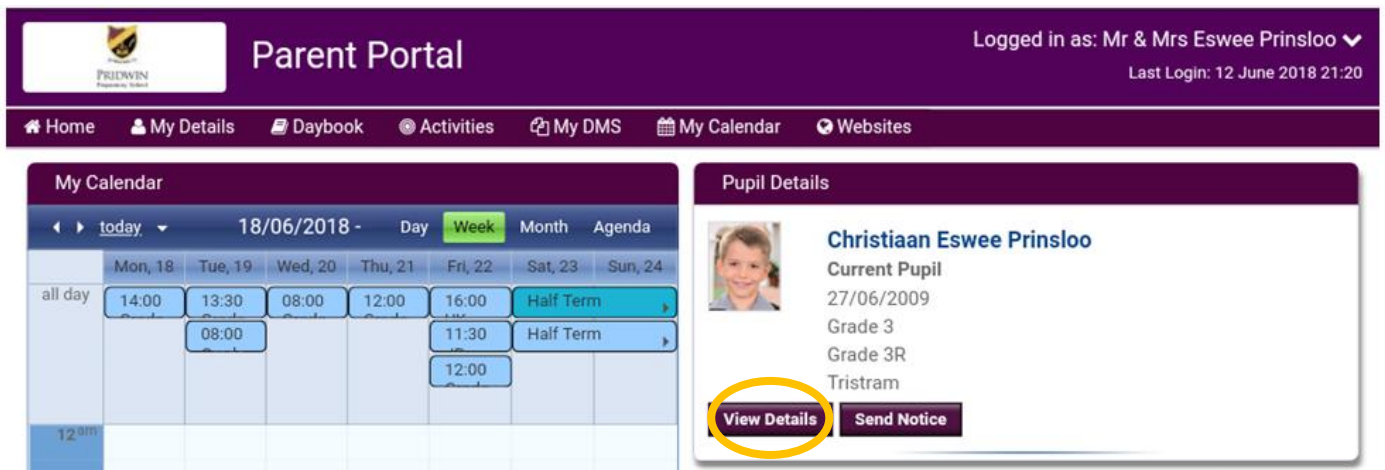
THROUGH ENGAGE WEB PORTAL

2. Login with your Username & Password



The login page features the 'engage by double first' logo at the top, with 'MANAGEMENT INFORMATION SYSTEMS' written below it. Below the logo, there is a language dropdown menu set to 'UK English'. Underneath are input fields for 'Username:' and 'Password:'. A purple 'Login' button is positioned to the right of the password field. At the bottom left, the version number 'v. 2018.1.41540' is displayed, and at the bottom right, there is a link for 'Forgot Password?'.

3. Click on the View Details button beneath the boy whose report you wish to view.



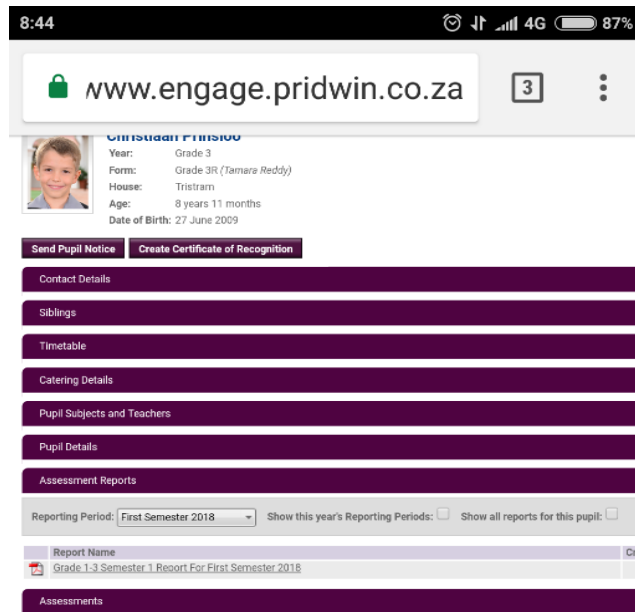
The dashboard is titled 'Parent Portal' and shows the user is logged in as 'Mr & Mrs Eswee Prinsloo' with a last login of '12 June 2018 21:20'. A navigation bar includes links for Home, My Details, Daybook, Activities, My DMS, My Calendar, and Websites. The 'My Calendar' section shows a weekly view for 18/06/2018 with various time slots and 'Half Term' events. The 'Pupil Details' section for 'Christiaan Eswee Prinsloo' (Current Pupil, 27/06/2009, Grade 3, Grade 3R, Tristram) has a 'View Details' button circled in yellow.

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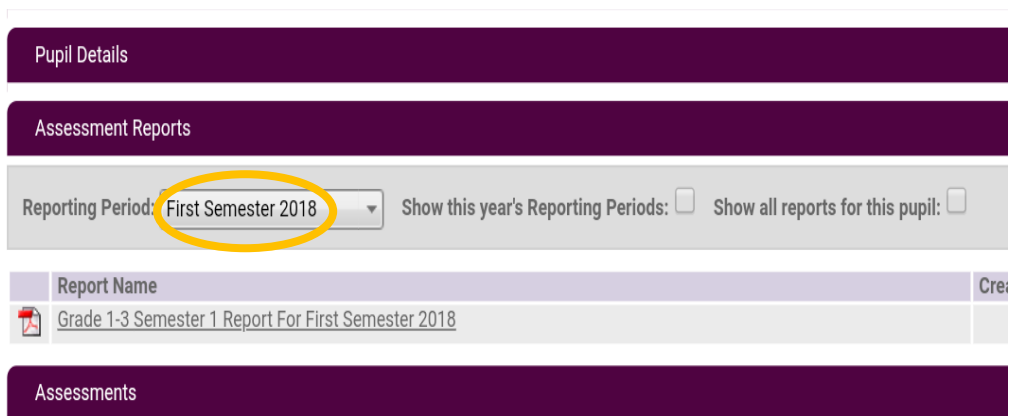
THROUGH ENGAGE WEB PORTAL

4. In the list click on and expand the Assessment Reports tab. (shown below)



5. Ensure that the Reporting Period is correct. Click on the Report that you wish to view.

*Reports require a PDF viewer.



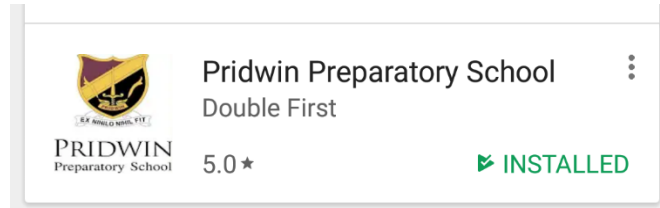


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THROUGH ENGAGE MOBILE APP

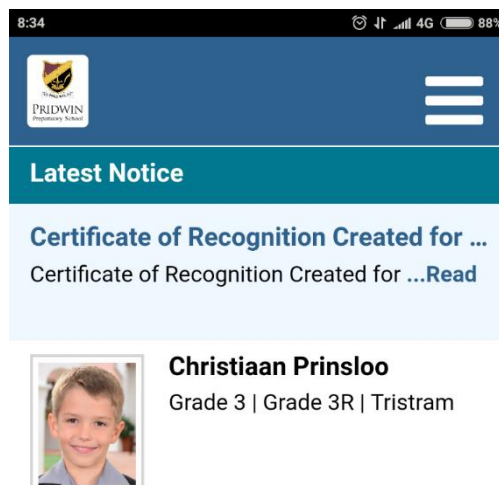
1. Open your App Store and search for **Pridwin Preparatory School**:



2. Download and install the **Pridwin Preparatory School** app as shown here:



3. Launch the app on your screen and login using your portal credentials (username and password):
4. Tap on the picture of your son:





ACCESSING REPORTS

PRIDWIN
Preparatory School

THROUGH ENGAGE MOBILE APP

5. Tap on the Documents icon:



6. Tap on the Report that you wish to view:

