

# Cloud School

## School Reports

Please follow the instructions on the next two pages to access your student's School Report.

The instructions on the last page are only for new accounts.

Website address: [www.progresso.net](http://www.progresso.net)

**Please have your user name and password to hand.**

Please Note;

Your username is not your email address.

### **Note.**

You will not be able to access learner reports using the mobile website.

In order to access the desktop website use a desktop device or follow the instructions on the next page to access a desktop website using a mobile device.



# Cloud School

## Accessing a desktop website using a mobile device

(using up to date operating system)

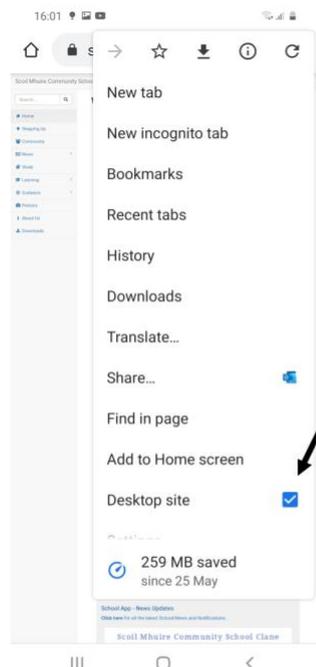


Scoil Mhuire  
Community School

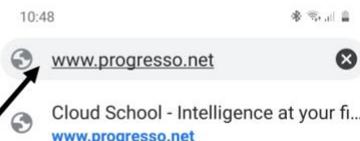
### Android Device



**Step 1.** Touch the 'ellipsis' (three dots) in the **Chrome** browser.

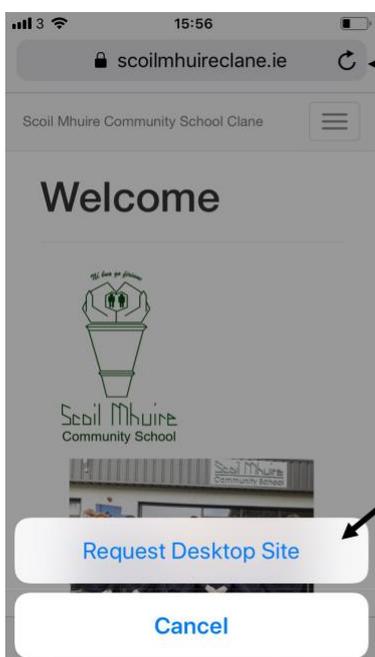


**Step 2.** Tick the 'Desktop site' box



**Step 3.** Enter the website address **www.progresso.net**

### Apple iOS Device



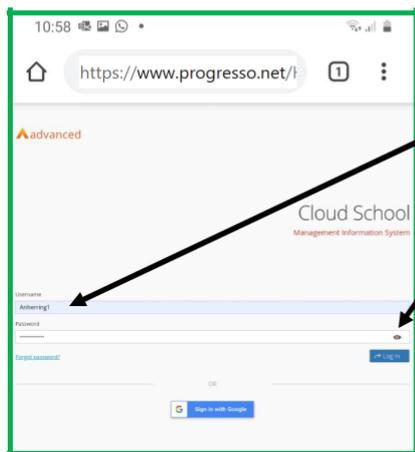
**Step 1.** Touch and hold the 'Refresh' icon

**Step 2.** Select 'Request Desktop Site'

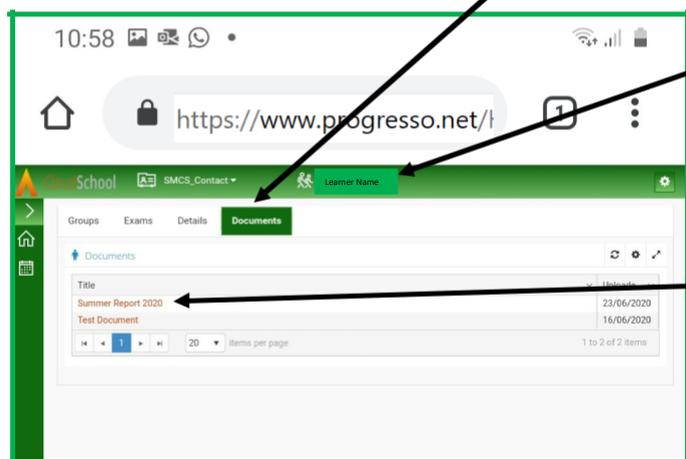
**Step 3.** Enter the website address **www.progresso.net**

# Cloud School

## Accessing the Cloud School website



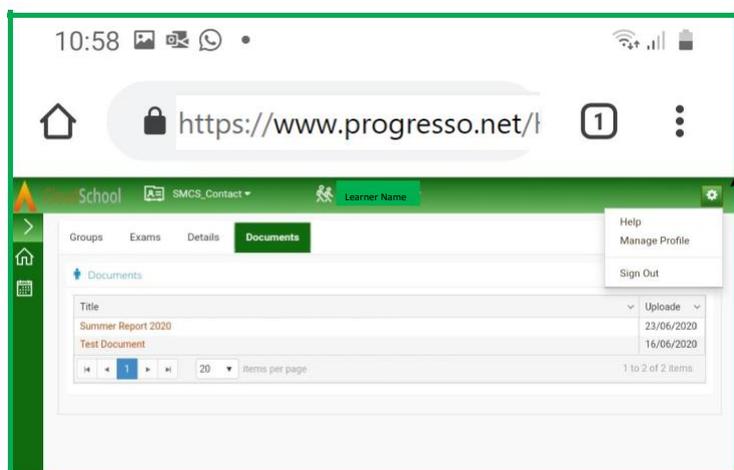
**Step 1.** Enter your Username and Password and click 'Login'



**Step 2.** Select 'Documents'

**Note.** If you have more than one student in the school you can toggle between them by clicking the Learner Name

**Step 3.** Select the report.  
This should open as a .pdf file



**Step 4.** To sign out select the settings symbol and select 'Sign Out'

# Cloud School

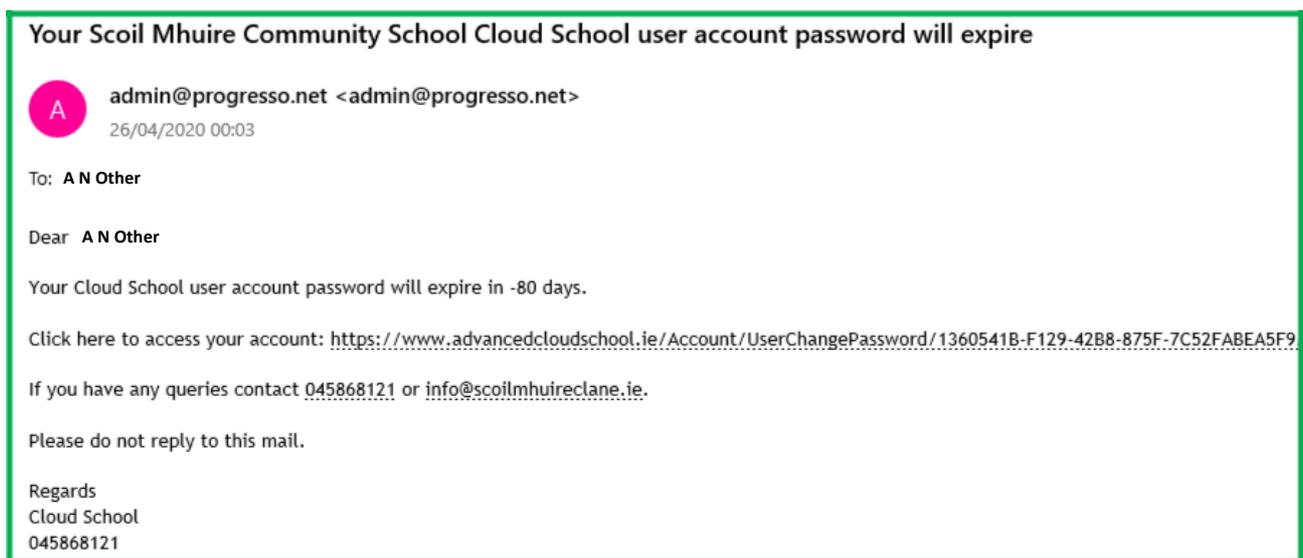
## Setting up an account

This should only apply to a new contact/parent/guardian.

This is the process you would follow if a new link has to be sent to you.

A user account has been set up for you.

An email (from Progresso) will be sent to you containing a link.



Follow the link and the instructions to set up your password.

## **User Action**

You'll be asked to enter a 'New Password'

You'll be asked to 'Confirm Password'

Once matching passwords are entered, select Save – it might be necessary to wait a while.

Once the password has been updated, you will be re-directed to the site login – you should close this and open the Desktop Website to login with the username and password you have just set up.