

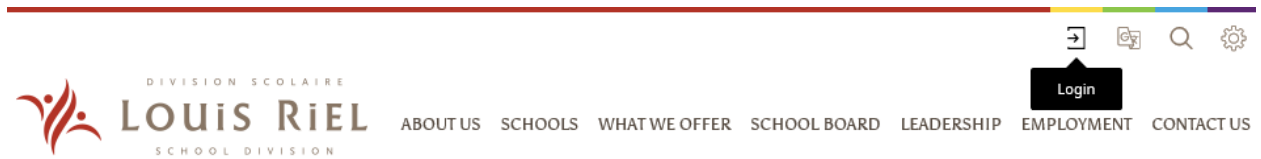
## How to access your child's report card information on a computer (not a phone or a tablet)

Before you begin, you should know that there are two distinct portal sections that parents can access:

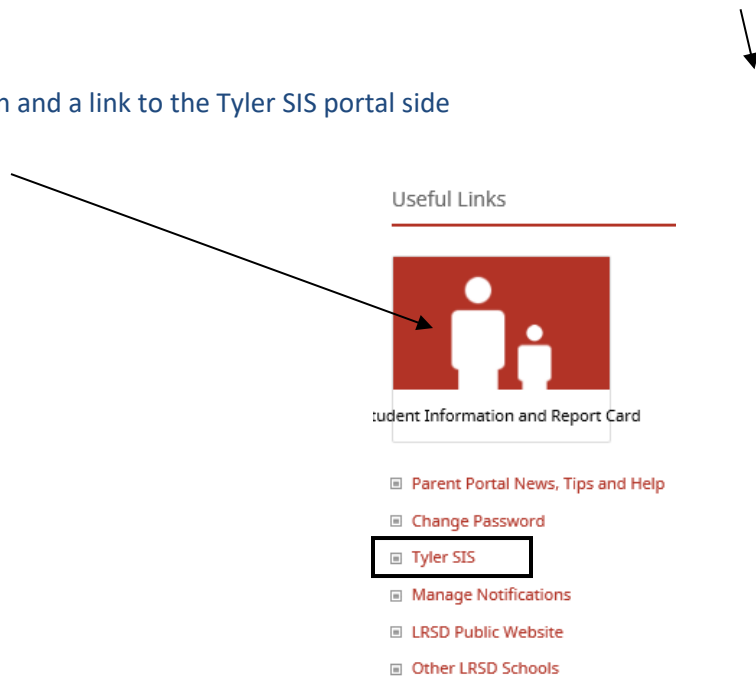
- The Tyler SIS side – with student information such as report cards and as we move forward, attendance, fee statements, tax receipts and more
- The LRSD side – with division news and school announcements in addition to class news and information

**Please note that parents and guardians who are also LRSD employees** need to enter your Parent Portal user name and password (**not** computer network account info) when accessing the Tyler SIS side outside of the LRSD network.

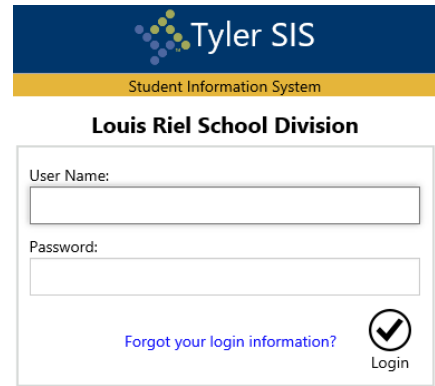
1. Login as a parent to the LRSD side of the Parent Portal from a computer



2. You will find a button and a link to the Tyler SIS portal side under Useful Links.

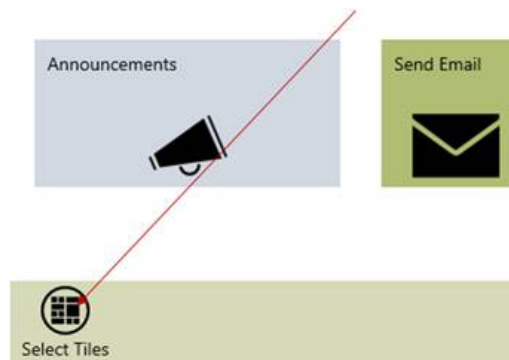


3. Login with the User Name supplied to you by your student’s school and the password that you have created – or click “Forgot your login information” to create your password.



4. You can see all the student info accessible to you by clicking on the “Select Tiles” icon.

Student **report cards** are found in the **Student Portfolio** tile.



5. Check all the available boxes (click Save) to display all the student data that is currently available for viewing. This data comes from the Tyler student information system (Tyler SIS) which is the program that the Louis Riel School Division uses to store all student information.

To select a different student, click on the “Student” icon and select another student. Click on “Select Tiles” to see if more tiles are available for the selected student.

Available tiles are school-based, so if you have children attending different schools, you should click on “Select Tiles” for each child to see which tiles are available at each school.

### Select Tiles

- Announcements
- Attendance
- LRSD News: Divisional, School & Class \*
- My Blueprint \*
- Notification Preferences
- Send Email
- Student Portfolio

\* District-Created



6. Click on "Student Portfolio" to view report cards.
7. Click on LRSD News tile to get back to the LRSD side of the Parent Portal.

The screenshot displays the Tyler SIS Parent Portal interface. At the top is a dark blue navigation bar with icons for Back, Home, Menu, Student, Year, Links, Sarah Smith (user name), Print, and Help. Below the navigation bar, the user's name 'Sam Smith' and 'Jane Smith' are shown, along with 'Grade 01 - Fr'. To the right, the 'Student Summary' section indicates 'Academic Year - 1718'. The main content area features several tiles: 'Announcements' (megaphone icon), 'Attendance' (checkbox icon), 'LRSD News: Divisional, School & Class' (flame icon), 'Student Portfolio' (briefcase icon), 'Notification Preferences' (warning triangle icon), and 'Send Email' (envelope icon). A 'My Blueprint' tile is also present. At the bottom, a green bar contains a grid icon and the text 'Select Tiles'. Red arrows point from the instructions above to the 'Student' menu item, the 'LRSD News' tile, and the 'Student Portfolio' tile.