

Instruction Guide

Click on the web link / URL:

<https://reports.gcs.ac.uk>

eNGAGE - Parents Language: English

Login

Please complete your login details below

Username

Password

Login Register

[Forgotten password?](#)

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On first use, click the “Register” button

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Register

Please complete your registration details

To set up a new account, you need to type in your email address and the password you require. An email will be sent to the given email address with a link to activate the account. Until the account is activated, you will **NOT** be able to log in.

The password must include at least one capital, one lower case character, one number and be at least 10 characters in length.

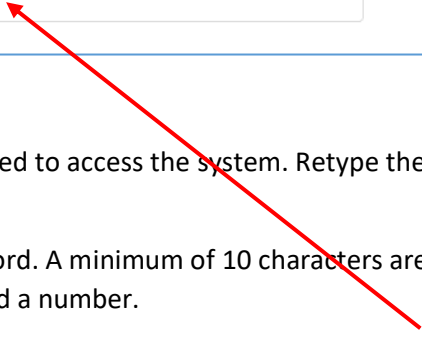
You must also type in the code that is displayed in the box below as a security check.

Your email address

Type new password

Confirm your password

Create Account Cancel



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.

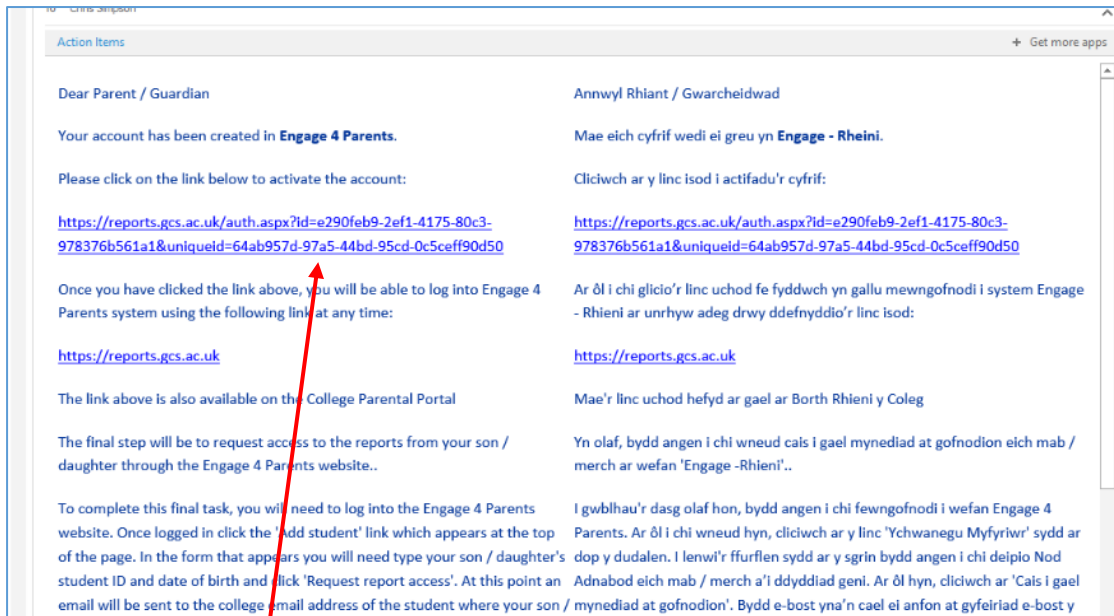
Once you have filled in the email address and passwords, click the “Create Account” button.

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

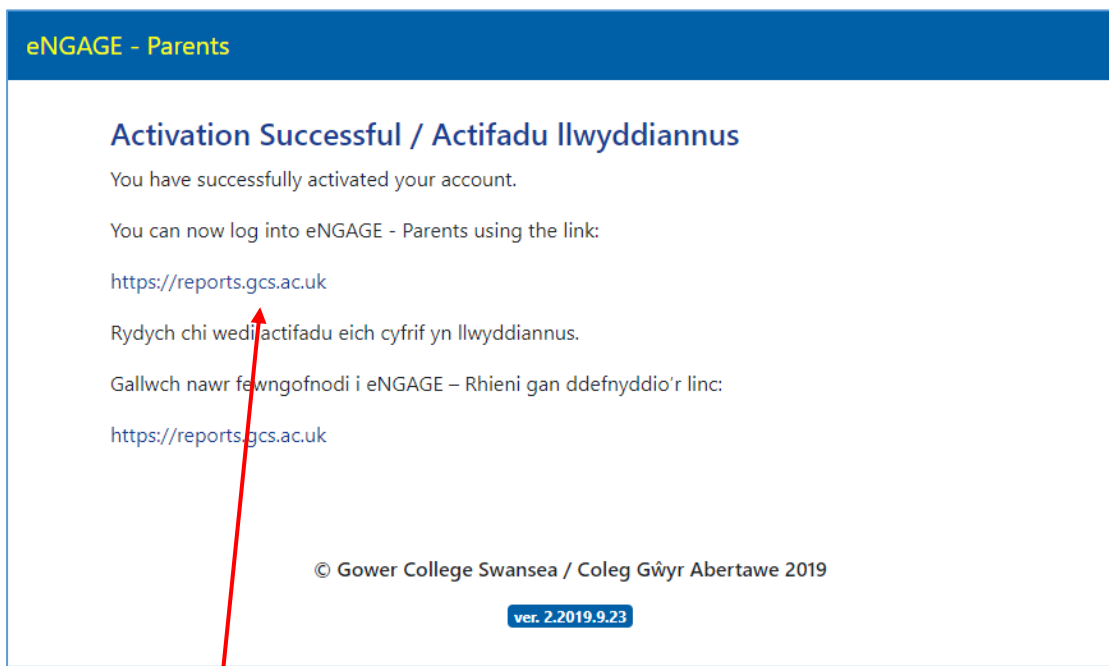
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Registration Completed

You have completed your account registration. You should receive an email in the next few minutes with instructions on how to activate the account and the final steps needed to complete this process.



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

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Login

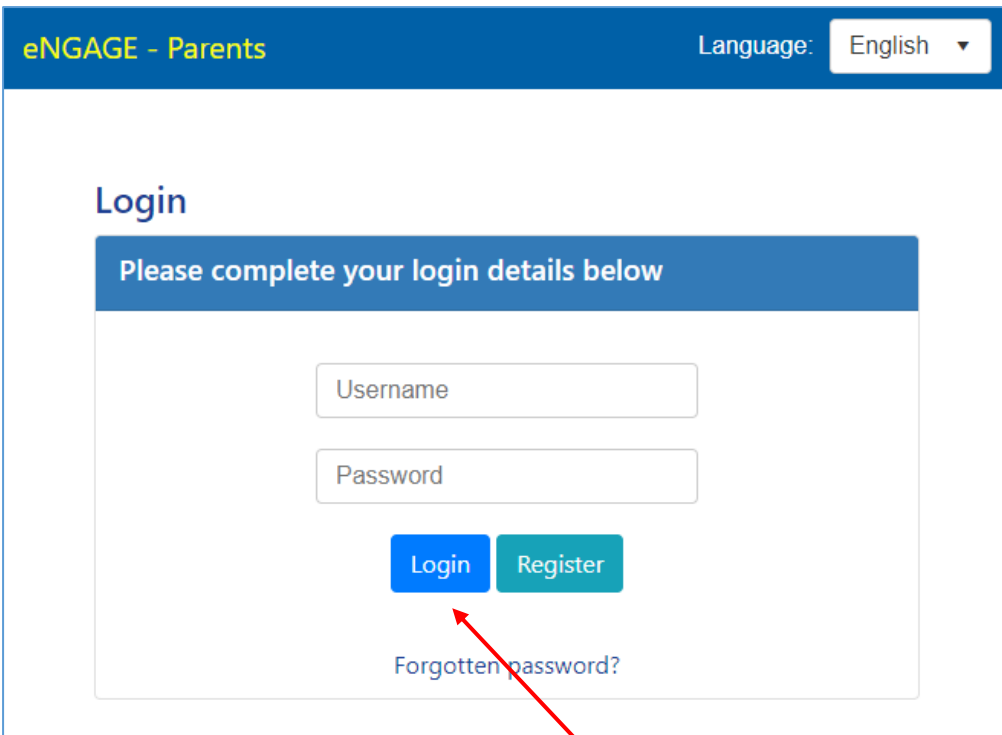
Please complete your login details below

Username

Password

[Login](#) [Register](#)

[Forgotten password?](#)



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

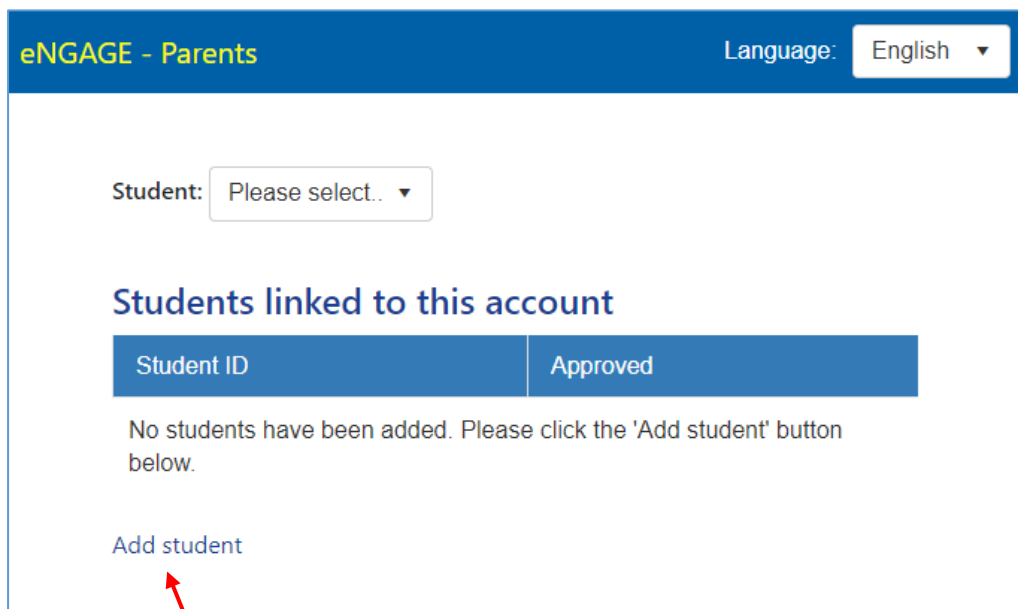
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Student:

Students linked to this account

Student ID	Approved
No students have been added. Please click the 'Add student' button below.	

[Add student](#)



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”

Link a student to this account

Please enter the ID and the date of birth of your son / daughter and click 'Add Student'.

If the student ID and date of birth match our records an email will be sent to the student to approve your access.

Only when this approval has been made will the report be made available for you. The student will also be able to remove access at any time.

The report data will be available from 8AM the day after approval is made and will be updated on a daily basis. You may include a **maximum of 2 students** to your reports list.



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.

Student: Please select.. ▼

Students linked to this account

Student ID	Approved
SIM01041181	False

[Add student](#)

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.

Student: SIM01041181 ▼

Progress - Quick Links

- Courses
- Progress
- Essential Skills Results
- Timetable

Courses

Your Courses and Attendance	
AS Level Chemistry	99%
AS Level Physics	98%
Electronics AS	98%

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