SAVING REPORT CARDS SUMMARY
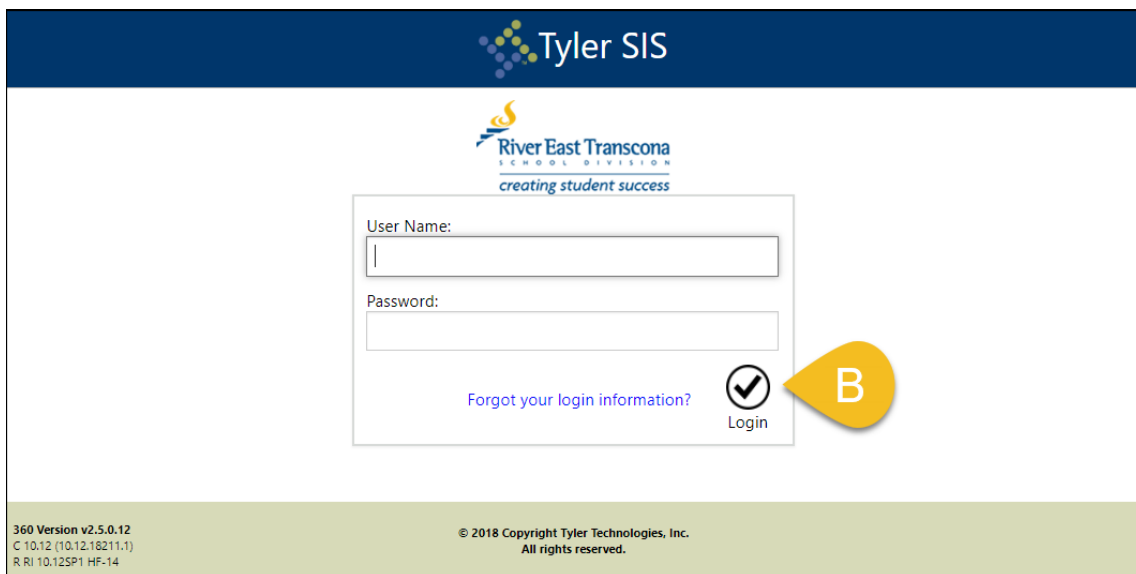
Step 1: Log in to the RETSD Parent Portal

A. On your home computer, go to the division website (**https://www.retsd.mb.ca)** and click on the **Parent Portal** link located at the top of the screen.
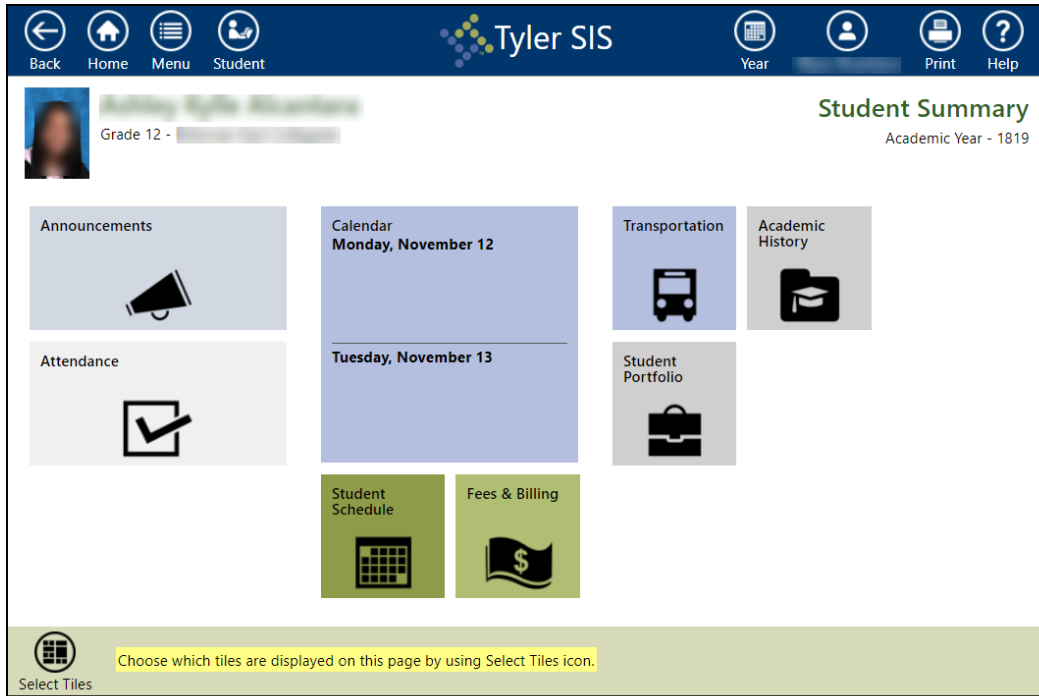

B. Enter the **User Name** and **Password** your child's school has provided you. Use the self-service **Forgot your login information** link or contact the school if you need assistance with this step.
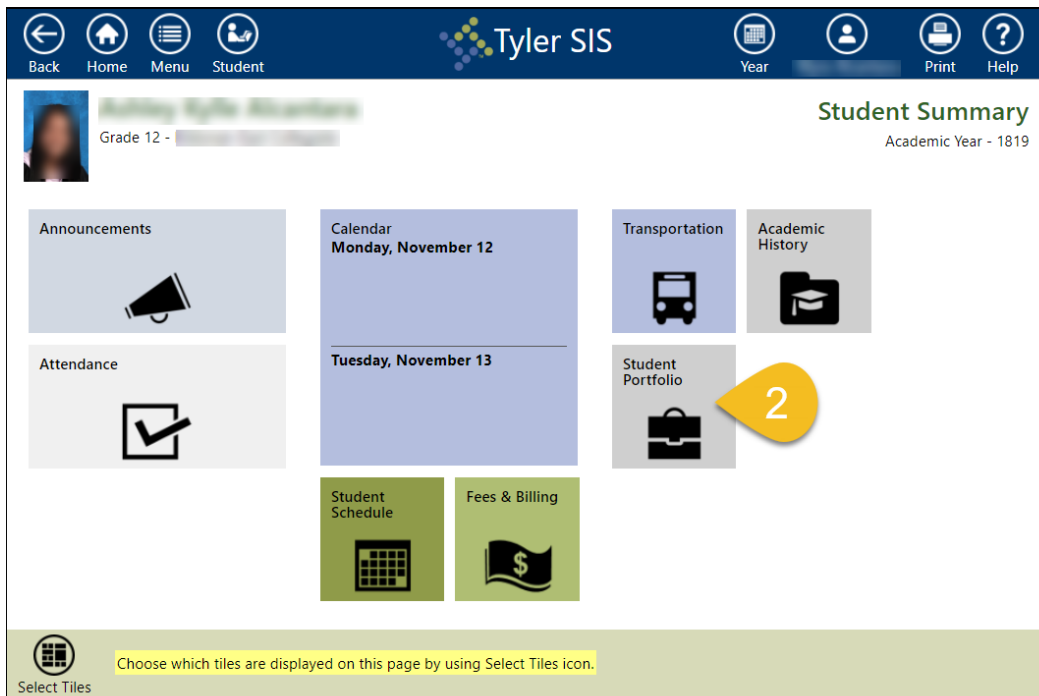
SAVING REPORT CARDS SUMMARY

C. Sample Grade 12 student portfolio contents

Step 2: Open the Student Portfolio Tile

Click on the **Student Portfolio** tile to open it.

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Step 3: Select the Academic Year

Click on the **Year** icon located on the top ribbon and select the **Academic Year** required.

Step 4: Open a Report Card

Click on a report card **File Name** to open and view it.

- Report card file names normally contain the academic year and the associated term or quarter.

- The report card is a PDF document and is displayed differently on individual computers based on the type of web browser used and the PDF viewing setup.


Step 5: Save the PDF Report Card

Download and save this PDF document to your computer—this process is different depending on the browser and computer setup.

When Using Google Chrome

A. Click on the download ⬇ icon.

B. Navigate to the location on your computer where you want to save the document.

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C. Rename the file an appropriate name.

D. Click the **Save** button.
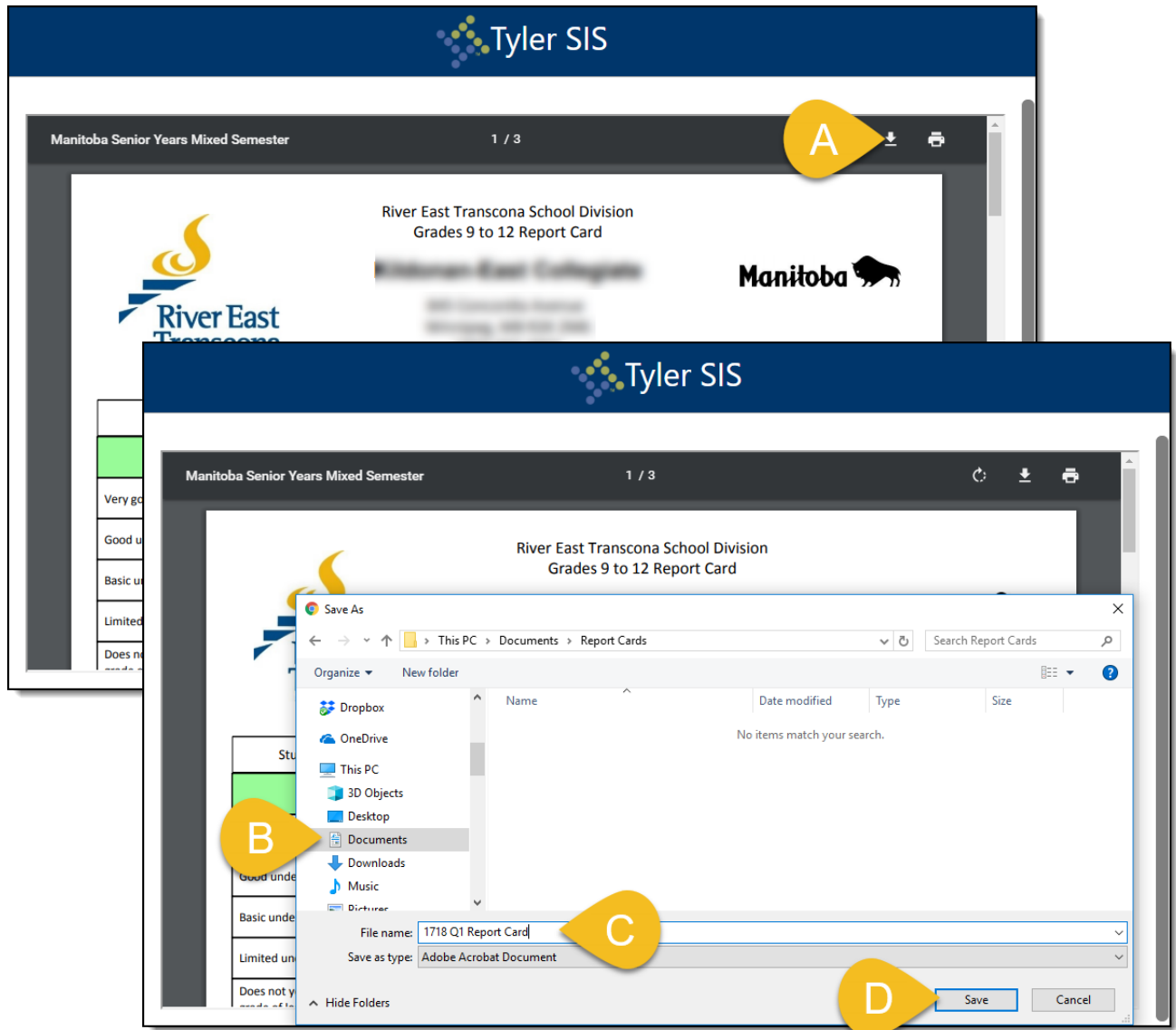
When Using MS Edge

A. Click on the chevron [^] icon and then click on **Save As**.

B. Navigate to the location on your computer where you want to save the document.

C. Rename the file an appropriate name.

D. Click the **Save** button.

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E. Close the browser notification by clicking the × icon

F. Close the browser tab by clicking the × icon. This should return you to the list or report cards.

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