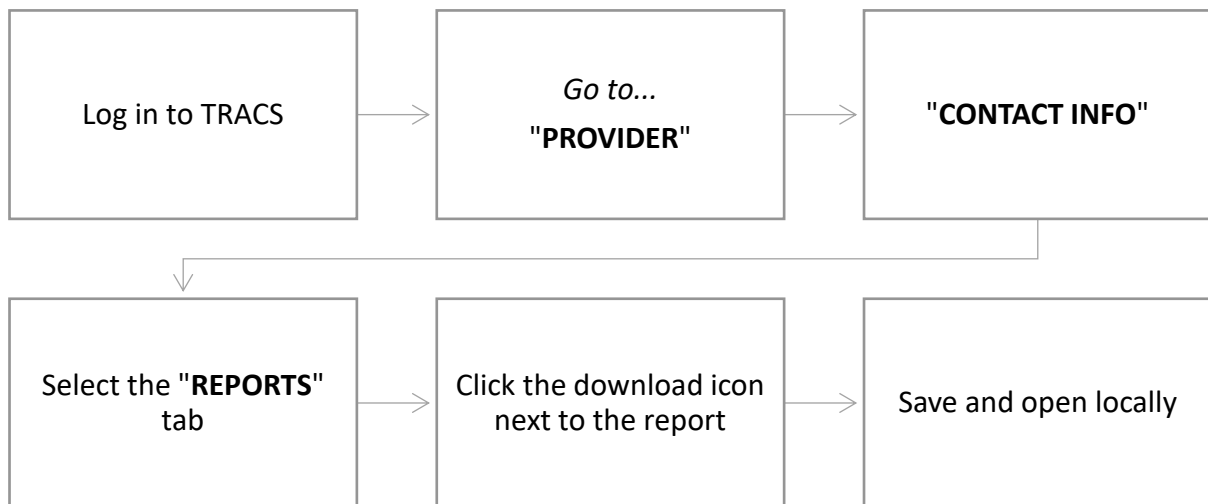




How to...access your student results

Quick version:

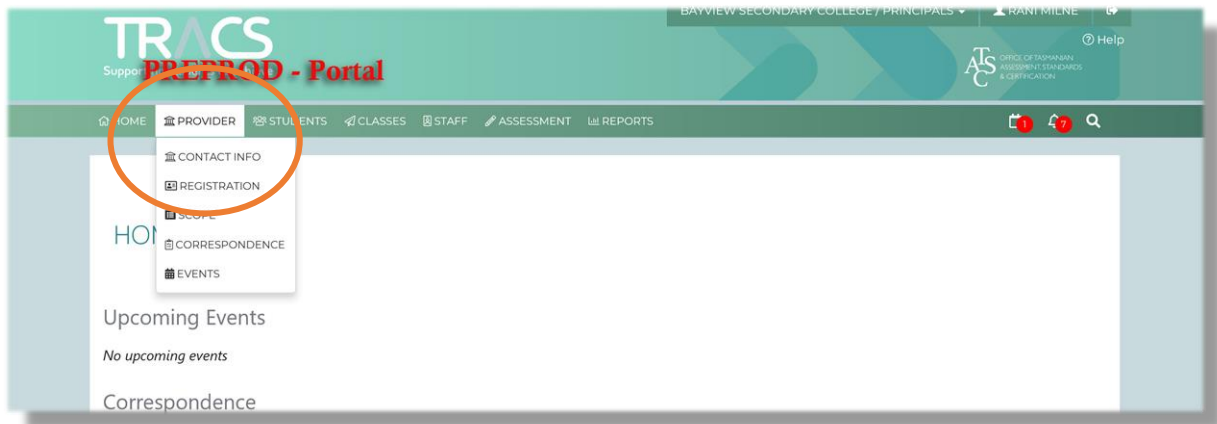


How to Log in:

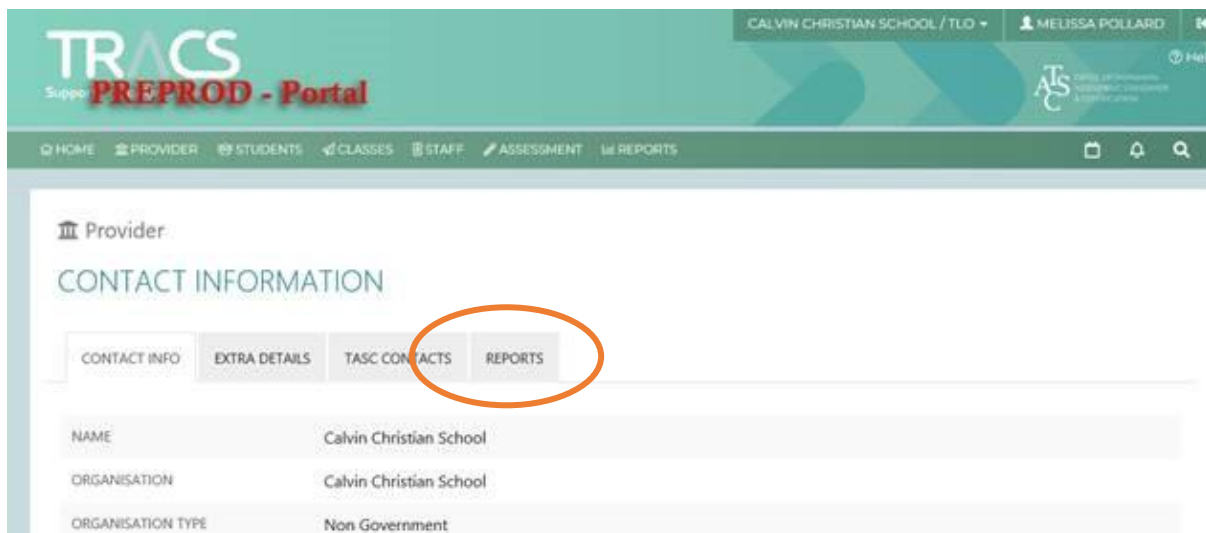
1. Open TRACS at: tracs.tasc.tas.gov.au
2. Log in with your school credentials:
 - a. Your **username**:
 - b. Your **password**.

➤➤➤ Accessing your report:

1. From the home screen of TRACS go to Contact Info:
 - a. Select "Provider" and "Contact Info" from the dropdown.




2. Select the Reports tab



3. Click on the download icon next to the report:

The screenshot shows the TRACS PREPROD - Portal interface. At the top, there is a header with the TRACS logo and 'Support PREPROD - Portal'. The user is logged in as MELISSA POLLARD at CALVIN CHRISTIAN SCHOOL / TLD. A navigation menu includes HOME, PROVIDER, STUDENTS, CLASSES, STAFF, ASSESSMENT, and REPORTS. The main content area is titled 'Provider CONTACT INFORMATION' and has tabs for CONTACT INFO, EXTRA DETAILS, TASC CONTACTS, and REPORTS. Under the REPORTS tab, there is a 'DECEMBER REPORT' section with a table:

REQUEST TYPE	FILE NAME	GENERATED DATE	
GENERATE	December Report on 08122019.xlsx	8/12/2019 11:47:40 AM	

The download icon in the last column of the table is circled in orange.

4. Save and view the report locally.

»»» END «««