

# HOW TO ACCESS SCHOOLDEX PARENT'S PORTAL

STEP 1

- **Submit an active email address to the School Registrar upon enrolment.** The registrar will register your email to the schooldex system

STEP 2

- **Open and check your email if schooldex sent to you your *USERNAME* and *PASSWORD*.** ( July of the current school year)
- If Yes, proceed to Step 3
- If No, contact the school registrar

STEP 3

- **Log in to *ph.schooldex.com* and enter your username and password.** Then click log in.

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# HOW TO ACCESS REPORT CARD ON SCHOOLDEX PARENT'S PORTAL

STEP 1

- Access your portal, go to your Dashboard
- click **Reports**

STEP 2

- Select report (right side) drop down the arrow, then click **Report Card STVPS**

- Select quarter (left side) drop down the arrow, then select the quarter

## Schooldex Guide

Contributed by meanne

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**Contact us at: 631-4596**

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