

 **Access Download Instructions**

In eSchool choose Reports – Custom

Click Access Download

Click Next Year.....

Choose open and click

Choose “I agree” and click*

Double click the export file in window that opens.

Choose group on left you want and click on it, then choose a report name, follow directions that come up. (This takes a few minutes as sometimes the files are quite large).

*If you want to save this download to your “z” (your personal files) drive at this point

Choose extract from the icons (5th from the left)

Under files and drives find the place you want to save this or make a new folder (bottom right button). Click on it and save it. You can then find the file where you saved it and double click it to open it. Follow the directions that come up.

Important: Please note

The access file is updated at night each night so changes to students’ files made during the day will not be there until the following day: for example, if you change an address for a student then use access to print labels for students that same day the new address will not be there. The new address will be in access the following day. Please plan accordingly.