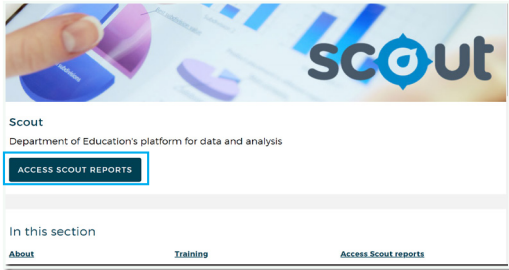


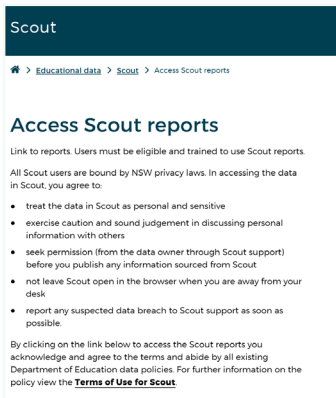
Quick Reference Guide

1 Access the Scout website through <https://education.nsw.gov.au/scout>

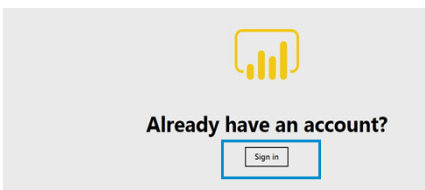
2 Click on the **Access Scout reports** button.



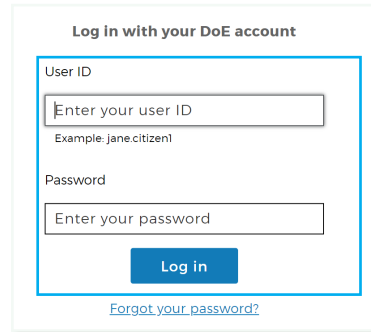
3 Click on **Access your Scout Reports**.



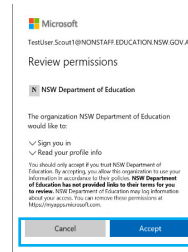
4 Click on the **Sign in** button.



5 Log in using your department extranet username and password.

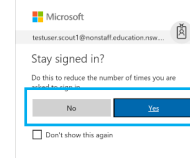


6 When prompted, click **'Accept'** to activate your account.



Please note: After Scout activation and initial access, steps 4, 6 and 7 are not required. ✓

7 If you are using your own computer, click **'Yes'**, otherwise click **'No'**.



8 Success! Click on the app to view the reports.

