



## Accessing *SuccessMaker at Home*

1. Open Internet Explorer
2. Access the *SuccessMaker* website  
([www.cedar-hill.org](http://www.cedar-hill.org) > Sites on the Hill > *SuccessMaker at Home*)  
OR  
(<http://sme.gwinnett.k12.ga.us>)
3. At the “Welcome to SuccessMaker Enterprise” page, click Start
4. A login window will appear.  
In the Site Name field, click on the pull-down arrow and select Cedar Hill Elementary School.



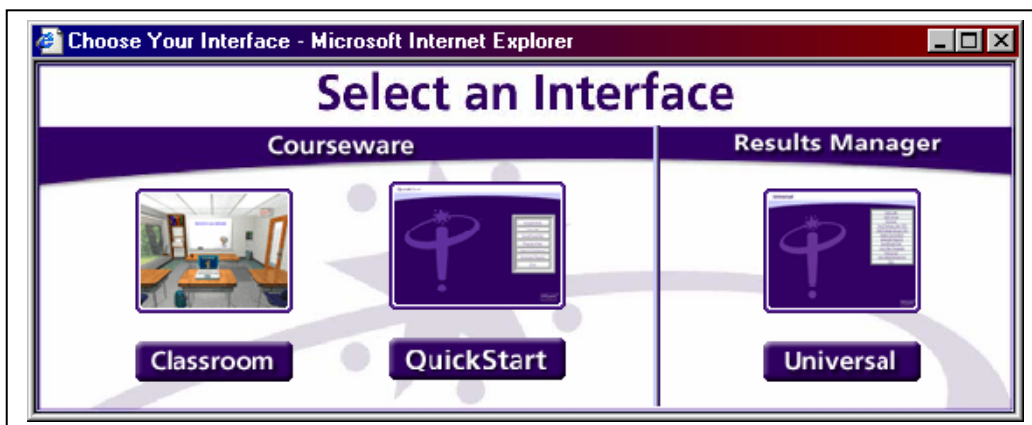
Please Log In

Site:

User Name:

Password:

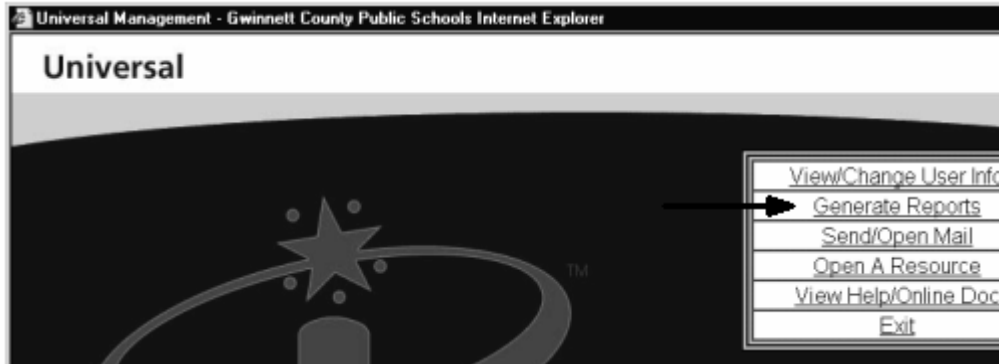
5. In the User Name field, enter your PARENT user name then press the Tab key.
6. In the Password field, enter your PARENT password.
7. Click the Log In button or press the Enter key.
8. The “Select an Interface” window will appear.



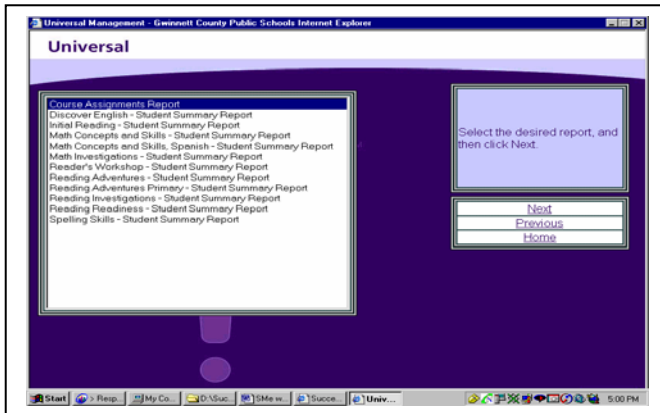
9. Select the Results Manager Universal interface.

## Accessing and Viewing Reports:

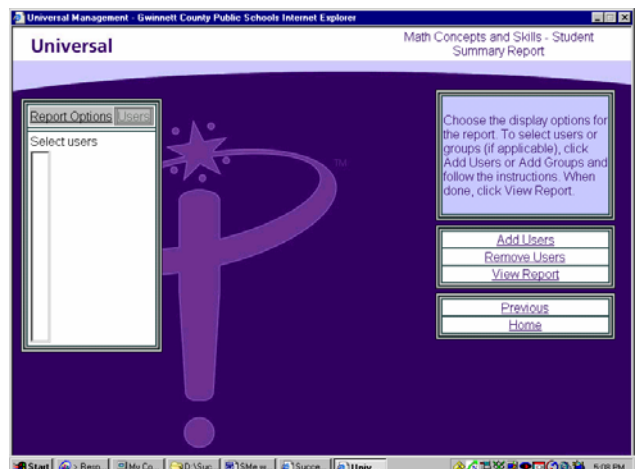
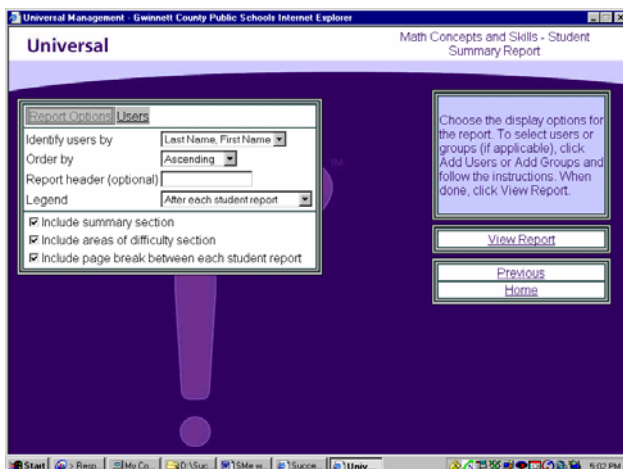
1. From the Results Manger Universal Interface main menu, click Generate Reports.



2. Parent Reports are available for your viewing.
3. Click Next and you will see the list of course reports available.



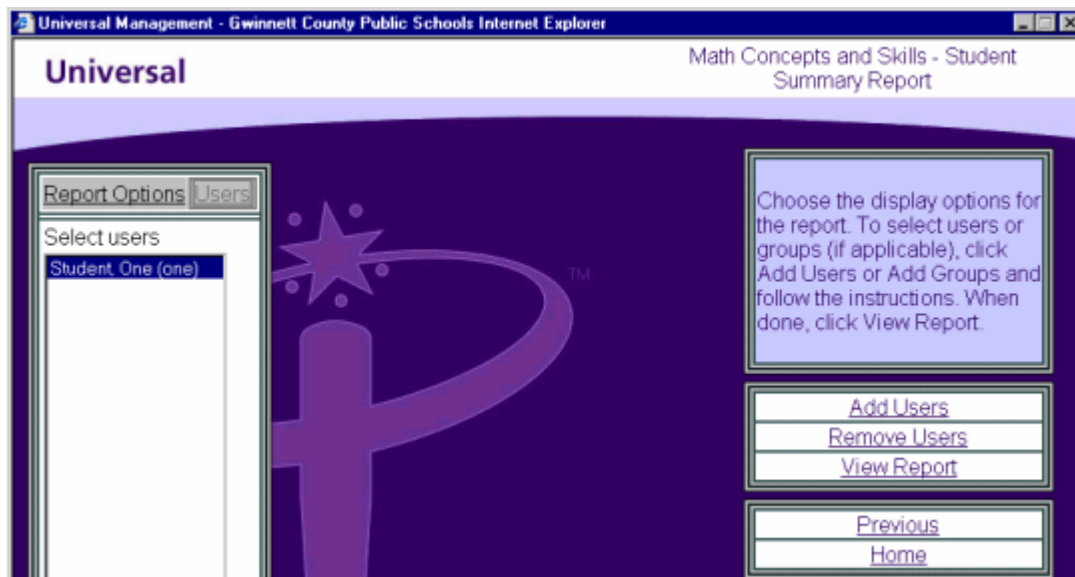
4. Click the SM Courses report for the course(s) that your child is using.
5. Click USERS on the left. Then Click ADD USERS on the right.



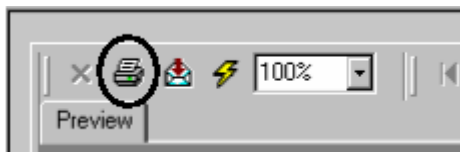
6. Click Next on when All Users or group(s) is selected on the left.



7. The next window should have the name(s) of your child (children)- students whose information you have "rights" to view. Click NEXT then click View Report.



8. To view the report, special software must be installed on your computer. The first time you try to view a SuccessMaker report, a window appears and asks if you want to install and run "Crystal Smart Viewer of ActiveX." Click Next to install the viewer and view the report.
9. To print the report, click the Print Report icon in the upper left corner of the report window. (If you use your browser's Print icon, you will generate a blank page)



10. When you have finished viewing and/or printing the report, close the report window and click Done Viewing Report.
11. Click Home to return to the main menu.