

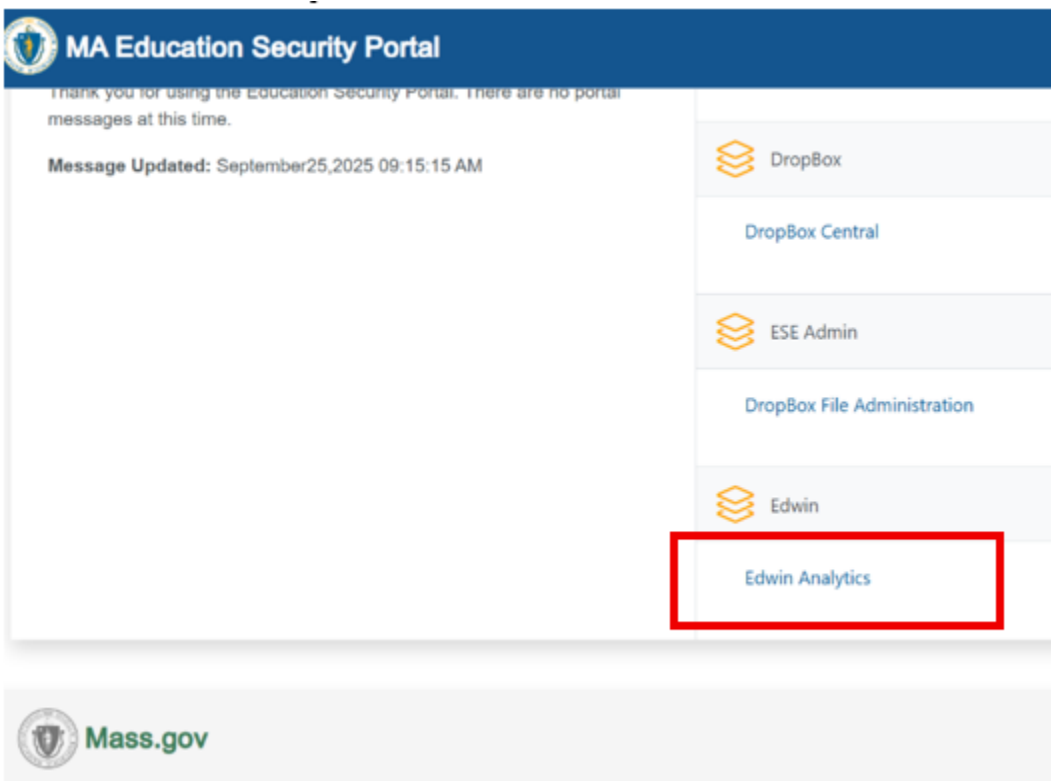
Obtaining Registration Codes for the MCAS Family Portal: Instructions for Schools and Districts

Families will need their student's unique registration code and date of birth to set up an [MCAS Family Portal](#) account or to add students to an existing account. DESE has posted registration codes in report PE622 in Edwin Analytics, accessible in [DESE's Security Portal](#). Step-by-step instructions on how to run report PE622 are below.

Staff who do not have access to Edwin Analytics may contact their district-level [Directory Administrator](#) for assistance in updating their security role.

Step-by-Step Instructions for Using Edwin Report PE622:

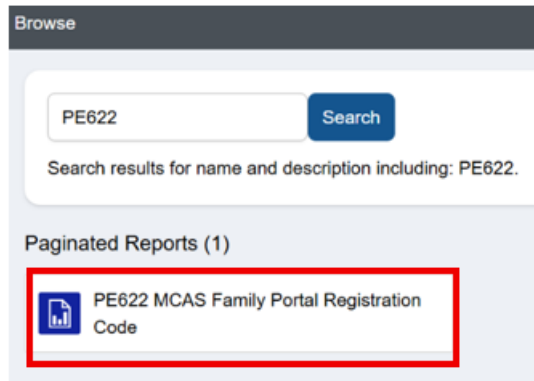
1. Log in to the [DESE Security Portal](#).
2. Select **Edwin Analytics**.



3. Enter "PE622" in the search bar in the upper right corner:



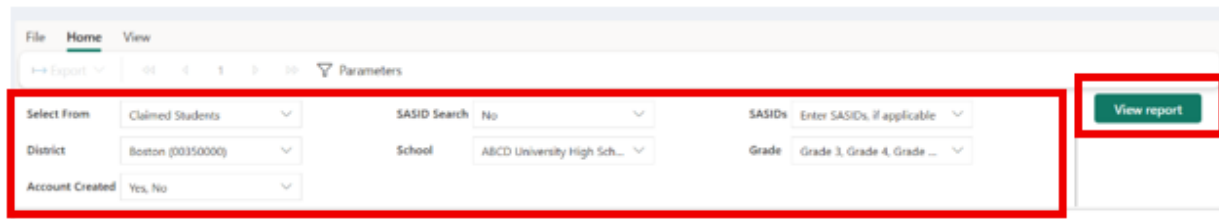
4. Select the PE622 report.



The screenshot shows a web interface with a search bar containing 'PE622' and a 'Search' button. Below the search bar, it says 'Search results for name and description including: PE622.' Underneath, there is a section titled 'Paginated Reports (1)' which contains a single report entry: 'PE622 MCAS Family Portal Registration Code'. This entry is highlighted with a red rectangular box.

5. Update the drop-down menus to select filters, if you choose. DESE recommends using the **Select From** drop-down menu to select **SIMS 25–26**. Users may instead select **Claimed Students** or **Pre-Claimed Students** once your organization has sent those data to DESE. Refer to the [Student Claiming User Guide](#) for instructions on how to claim students.

Then, select **View report**.



The screenshot shows a web interface with a navigation bar (File, Home, View) and a 'Parameters' section. The 'Parameters' section contains several filter options: 'Select From' (set to 'Claimed Students'), 'SASID Search' (set to 'No'), 'SASIDs' (set to 'Enter SASIDs, if applicable'), 'District' (set to 'Boston (00350000)'), 'School' (set to 'ABCD University High Sch...'), 'Grade' (set to 'Grade 3, Grade 4, Grade ...'), and 'Account Created' (set to 'Yes, No'). A 'View report' button is located on the right side of the parameters section. Both the parameters section and the 'View report' button are highlighted with red rectangular boxes.

6. Review the list of students in the report to make sure none are missing. Only students with MCAS results will be included in the report to receive registration codes.

7. Download the PDF version of the letters or the Excel file by selecting **Home > Export** and then choose to export by Microsoft Excel or PDF.

Schools and districts may use the PDF version if they would like to provide the letters directly as is to families. The Excel file may be useful for schools and districts who will provide registration codes to families using their own regular communication channels.

The PDF version is sorted by: School, Grade, Last name, First name.

The Excel file uses this layout: District Name, District Code, School Name, School Code, Grade, SASID, Last Name, First Name, Middle Name, DOB, Registration Code, Code Creation Date, Account Created Flag.

File

Home

View

Export

Microsoft Excel (.xlsx)

PDF (.pdf)

Accessible PDF (.pdf)

Comma Separated Values (.csv)

Microsoft PowerPoint (.pptx)

SASID Search

No

SASIDs

Enter SASIDs, if applicable

School

Adams Elementary Schoo...

Grade

Grade 3, Grade 4, Grade ...

View report

MCAS Family Portal Registration Code

District: Boston

School: Adams Elementary School