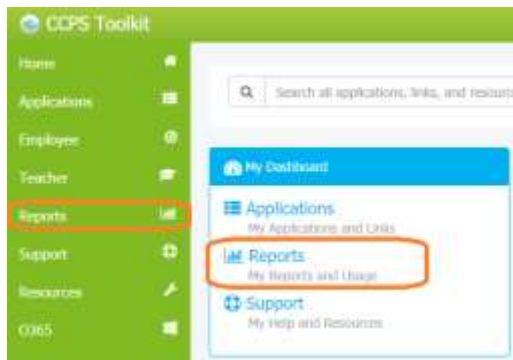


CCPS Toolkit – Reports Access

- 1) To access your customized reports, first login to the CCPS Toolkit. Use the link below to access.
<https://tools.collierschools.com>
- 2) Next click on the Reports on the left side menu or under your Dashboard to go to the reports section.



- 3) Reports are dynamically shown based on roles and access rights. To access a report, example Guest Wifi, click on the “Guest Access Wifi Wireless Password” report to open.



- 4) Some reports have search options and you will need to select your criteria before clicking on the Run button. Others reports will run automatically and display the results. Below shows the report for guest wifi access, you will see the Username and Password in the Records returned.

Records (1)			
GuestAccessId	Username	Password	
145	ccpsguest	sskw	4/29/20

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