

Unionville-Chadds Ford  
Elementary Report Card System Instructions

1. Open an Internet Browser
2. Clear the address line and type in: <http://erc/>
3. Username: \_\_\_\_\_
4. Password: \_\_\_\_\_
5. A login box should appear. If it the box has 2 options – complete A, if the box has 3 options, complete B.
  - a. In the username field, type: UCF\username (Example: UCF\jdoe)  
In the password field, type: password.
  - b. In the username field, type: username (Example: jdoe)  
In the password field, type: password.  
In the domain field, type: UCF
6. A list of your students should be listed. Click on a student's name.
7. A new page should display with all the assessments you are responsible for that student. Fill in the appropriate number for the report card.
8. Once completed, click on the "Save & Return" button at the top or bottom of the page.
9. Repeat steps 6 through 9 until completed.
10. You're done. ☺

**Having a problem?**

Call or email Colleen Shearburn – 610.347.0970 ext.3307