

Accessing Exam Results on MyPT

Go to MyPT and log in with your College username and password.

Go to the **Academic Year** drop down and make sure the academic year for the results you are expecting is selected. This should default to the current academic year throughout the year, but you may need to switch it to the previous year for Summer Series results.



Go to the **Reports** menu

Select the **Student Statement of Results** report and click the PDF button to run.

This will generate a report which will appear at the bottom of the screen. Select Open.

The screenshot shows the 'proportal' interface. At the top, there is a navigation bar with 'Reports' selected. Below this, the 'Central Reports' section is visible. A table lists reports, with 'Student Statement of Results' highlighted. To the right, a 'Criteria' table shows 'Academic Year ID' set to '19/20' and 'Student ID (1) - Readonly'. A blue callout bubble labeled 'Run Report' points to a button. Below the main content, a file dialog box is open, showing the file 'Student Confirmation of 2020-21 Enrolments.pdf' and a blue callout bubble labeled 'Open' pointing to the 'Open' button. A small PDF icon is also visible in the top right corner of the interface.

This will open a report with your Exam results, which you can print if necessary as proof of results.