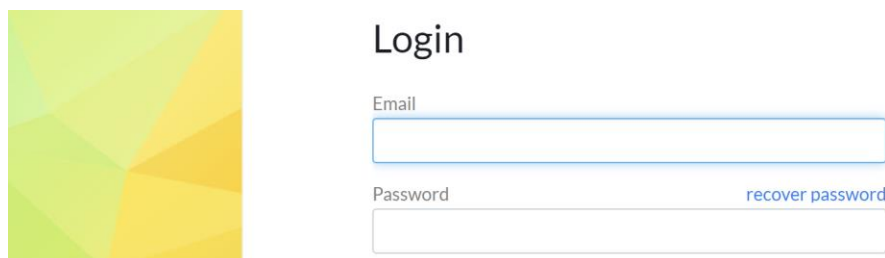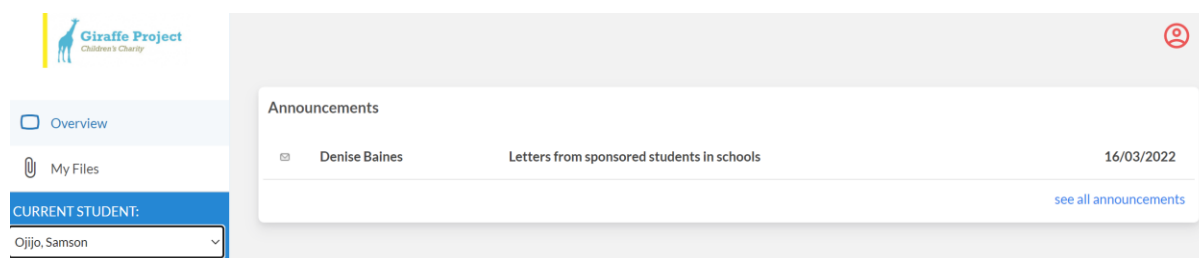# How to access students' letters in MySchool

All letters from students, school reports and photographs are now being uploaded to the **MySchool portal**. The system has been donated to us by the MySchool Management Company, and we are most grateful for their support.

Every sponsor has an **individual login and password** to access the site. You should have received this from MySchool. If you do not receive this please check your spam. If you don't find this, or if you lose it, please email me at denise@giraffeproject.org. Here is how you access the documents:

Go to https://giraffe.msm.io/ and you will land on the **login page**:

Log in with the password you received, and then change your password. You will see this screen:

You can click on the **announcement** to open it.

Go to **My Files** to open your file buckets.

Open the folder to view the files. The number of files is shown, but they may not be in date order! The date shown is the date the folder was created, not the date of the most recent file. The 'owner' is simply the person who created the folder.

Please scan all the way to the end of a document – sometimes there is a drawing or photo on a later page.

Note that if you have more than one student their names appear when you click on the arrow in the box labelled 'current student'. However, there is no information available to you there.

Email denise@giraffeproject.org if you have any questions!