ACRE – Online Report Access Instructions

1. Go to: nceaifg.com
- **Click** the Login button in the top right corner to login into your account.
  - o **Click** the Forgot Password link if you do not remember your password.

LOGIN

2. Verify that you are in the correct school/parish group, not your Diocese group or the NCEA group.
- Change your group by clicking the blue Change button next to the group name.

Dashboard

Group: St. Mary's School Demo Change ✎

3. Click the green View Report button on your Dashboard**.**

Click the button below to view your NCEA-IFG report(s).

VIEW REPORT

4. Select from the drop-down menu which report you would like to view.

- Download each report by clicking the Save File button to download the report as a PDF.
- Review, print, and distribute at your convenience.
- Please contact us with any questions at help@nceaifg.com or call at 1-800-707-NCEA.

Group: St. Mary's School Demo Change ✎

Reports:

Level 1 ▾

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word