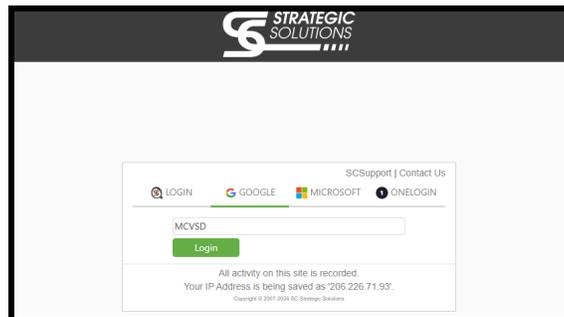# Moline-Coal Valley Guide to
Document Viewing in

Step 1: Find SC View access on the District website, under the Staff Tab, then Student Records

Step 2: Login using Google, making sure the bar above the green Login button says MCVSD.

Step 3: In the top left corner of the window, select "Board of Education" for Department, and usually "Student Records" for Document Type. (If looking for SpEd/504 records, select accordingly)
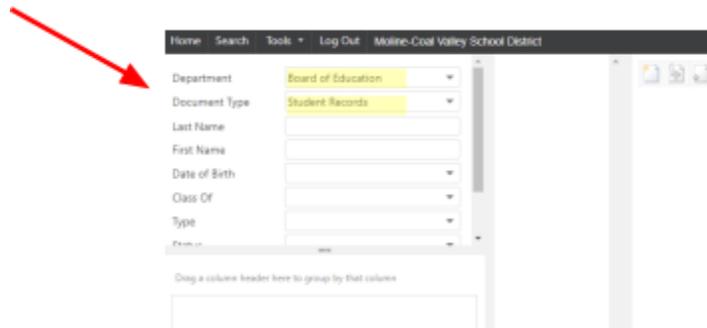
Step 4: Type in a portion or all of the student identification information, like Last Name, First Name, Student ID, etc. Less is sometimes better here.

Step 5: Click on the appropriate student record in the list, and then on the specific document thumbnail you wish to view.