



Department
for Education

How to access Condition Data Collection (CDC2) reports on the CDC2 portal: Guidance for responsible bodies

A CDC2 report for each school is made up of the following elements:

- CDC2 school condition word report (containing background to the programme, a summary of block information, and a summary of the 'poor' and 'bad' condition elements of your buildings, including photos)
- CDC2 school site plan
- CDC2 school photo pack (containing the full set of photos)
- CDC2 school condition spreadsheet report (which includes condition grades for all elements in an excel spreadsheet)

To access your schools' CDC2 reports responsible bodies (RBs) must register on the CDC2 portal. When school reports are ready to view RBs will be sent an email from Kykcloud (IT provider) with instructions on how to activate a CDC2 portal account. The registration email will be entitled 'Welcome to KyKcloud' and will come from the following email address: noreply@kykcloud.com. CDC2 portal accounts must be activated within 10 days of receiving Kykcloud's email.

In addition, RBs will be able to generate and view a CDC2 'RB condition summary' spreadsheet report which includes the headline data collected for all an RBs schools that have had a report released. Instructions for how to access these reports are set out below.

Instructions for accessing individual CDC2 school reports

1. Log into the portal (<https://cdc2.kykcloud.com/login>) using the email address and password you used to register.
2. Navigate to a school (called a 'site' within the portal) in order to access the reports for that school.
3. On the main portal dashboard, type in the school's URN (or name) in the 'Site Search' search box on the left hand side, and press enter. The school should appear in the 'Sites' table (left hand side).
4. Click on the school name within in the 'Sites' table (do not click the 'Document reports' hyperlink in this table)
5. In the resulting 'Site Details' page, click the 'Documents' tab. This will show a list of reports available for that school.

6. To the left of each document description is either a thumbnail image of the report or document, or a black and white 'file' icon. Clicking the thumbnail image or the icon will initiate a download of that document.

Note: For a CDC2 school photo pack, you will need to extract the file from the zip folder you downloaded by right clicking on the folder once downloaded and selecting 'Extract All'.

Instructions for generating and viewing RB condition summary report

Each responsible body is set up within the portal to be able to see all their own schools. This is called a 'portfolio'.

1. Once you have activated your CDC2 portal account, log into the portal (<https://cdc2.kykloud.com/login>) using the email address and password you used to register.
2. On the dashboard, if your responsible body name is not immediately visible in the 'Portfolios' section on the right hand side, type your responsible body name into the 'Portfolio search' box on the right hand side, and press enter. Your responsible body name should appear in the Portfolios table below the search box.
3. In the 'Portfolios' section on the right hand side of the dashboard, click on the 'Spreadsheet Reports' hyperlink (blue text)
4. In the new window that appears, click the blue 'Run' hyperlink on the 'CDC RB Condition Summary Report' row. Click OK.
5. You will be taken to the report 'task queue' and the report will be generated.
6. You can either wait in the 'task queue' screen for the report to be generated, or close the screen and wait for an email confirmation which will be sent once the report is complete (this email will include a link back to the report task queue).
7. Once the report is complete, select the blue 'Download Report' button on the right hand side.
8. At the bottom of your browser window select the drop down arrow next to 'Save' and select 'Save As'. You can name the file accordingly and it will save to your device.

Please note that the time taken to generate and download the report will increase if there are a large number of schools listed in the report, and if are significant number of portal users attempting to generate and download reports simultaneously.

In addition, please note there will be blank fields in the RB condition summary spreadsheet report. These correspond to 'ancillary blocks' for which the CDC2 does not collect detailed survey information.

If you have any feedback on school reports, the summary report or on the CDC2 programme, or have any queries, they can be submitted using the [DfE enquiry form](#).