



Department  
for Education

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

A CDC2 report 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 (includes condition grades for all elements in an excel spreadsheet)

To access your CDC2 report, schools must register on the CDC2 portal. When a school report is ready to view schools 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](mailto:noreply@kykcloud.com). CDC2 portal accounts must be activated within 10 days of receiving Kykcloud's email.

Instructions on how to access your CDC2 school report are as follows:

1. Once you have activated your CDC2 portal account, log into the portal (<https://dfecdc.kykcloud.com/login>) using the email address and password you used to register.
2. On the dashboard, if your school is not immediately visible, type in your URN in the 'Site Search' search box on the left hand side, and press enter. Your school name should automatically appear.
3. Click on your school name within in the 'Sites' box on the dashboard.
4. In the resulting 'Site Details' page, click the 'Documents' tab. This will show a list of documents that make up your school report as listed above.
5. 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 on the thumbnail image or the icon will initiate a download of that document.

Note: For your 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'.

We welcome your feedback on the content of your condition report and your experience of the CDC2 programme. You can provide feedback by accessing our online [survey](#).

Queries on CDC2 school report access can be submitted using the [DfE enquiry form](#).