HOW TO REGISTER FOR THE PARENT PORTAL

1. Go to **www.newcollege.ac.uk**, select **Information** from the top horizontal menu

2. Scroll down the page and click on **Parents**

3. Next, click the **Register for Parent Portal Account** button
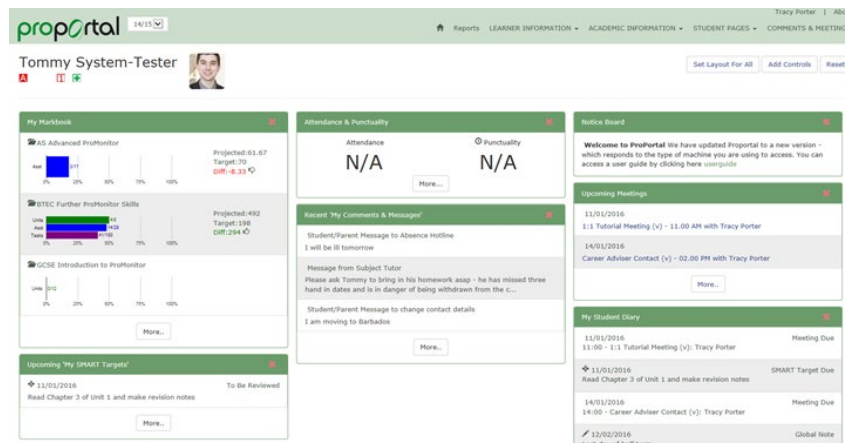

Register for an Account

4. Complete the **Registration Form**, which authenticates your registration by asking for your personal details and information to help us verify the account such as the **Student ID Number** which is printed on the Student Identity Card and your unique **Parent Portal Reference Number**, which is included on emails and communications (your young person can also provide this by visiting the Student Portal and selecting **Learner Information** from the menu and then **Contact/Further Details)**

5. Once registered, you will receive an automatic email requesting you to authenticate your email. Please check your Junk/Spam folder if it doesn't appear within 5 minutes.

6. After this, your application will be manually processed, Please note that we can only authorise parent accounts where the student has given explicit consent for us to do so. **These checks <u>may take up to three days.</u>**

   If you have not received confirmation after this time or if you did not receive the authentication email, please email proportal@newcollege.ac.uk
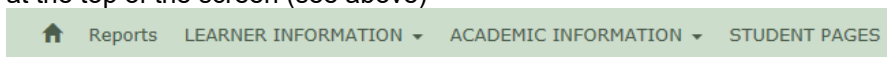
ACCESSING THE PARENT PORTAL

1. Go to **www.newcollege.ac.uk** select **Information | Parents | Parent Portal Login.** Enter your Username and Password to log in.

2. Click your young person's photo to open their account

3. NB: If you have forgotten your password, there is a link on the login page which will automatically reset your password.

VIEWING PARENT PORTAL PAGES

The Menu Bar changes depending on the size of the device you are using Mobiles and smaller tablets will display a menu button which, when clicked, will display the same menu options.

While desktop computers and large screens will display a horizontal menu at the top of the screen (see above)

Please see further guides on how to use Proportal on the Parents page.