

# How to access the Parent Portal



## Enquiries

[learningtech@buckscollegelgroup.ac.uk](mailto:learningtech@buckscollegelgroup.ac.uk)

## Introducing the Parent Portal

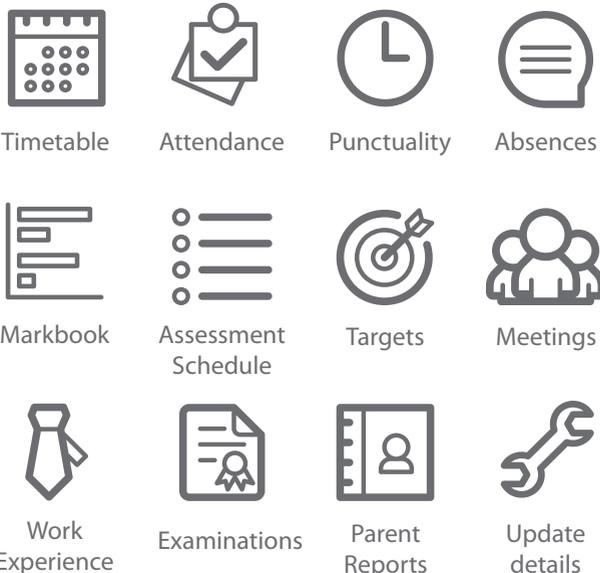
Buckinghamshire College Group's Parent Portal has been designed to enable parents and carers to monitor a student's progress at College.

The Parent Portal is updated every day and allows for a current view of progress to be seen on demand.

The portal displays a student's attendance, academic progress, targets and meeting records. The portal can be used to view a copy of a student's timetable and examination results.

Attendance and punctuality is updated daily following the marking of registers. Academic Progress (Markbook) is updated in line with the Assessment Schedule as course work is received and marked by tutors.

Parents and carers can update their own data using the portal such as change of address or contact details.



## How to Register for the Parent Portal

### Prior to registering

Parents or carers need to obtain a student's Parent Portal PIN. The PIN is shown only to the student on their ProPortal EILP which is part of 'Cloud' (the student portal). Students can access their ProPortal EILP from the start of term and will be shown how to, during one of their "Tutorial" sessions in the first few weeks of term. The Parent Portal PIN is a six character code which is unique to each student. Only the student can choose provide the PIN, but we encourage every student to share it with their parents or carers to allow them to register.

### Registration process for Parents and Carers

1. Visit the parent portal home page found at <https://www.buckscollegegroup.ac.uk/parentportal>
2. Click 'Register'
3. Enter your details, the student's details, the Parent Portal PIN and submit your request.
4. You will then receive an email within 5 working days approving your account. Every request is checked and if there is a problem with your registration we will contact you via email.

Once your account has been approved you can return to the same website and log in using your email address and the password you gave during the registration process. We provide a 'Parent Portal User Guide' on the home page of the portal with more detail on how to make use of the system.