

Parent Portal Sign-up Process

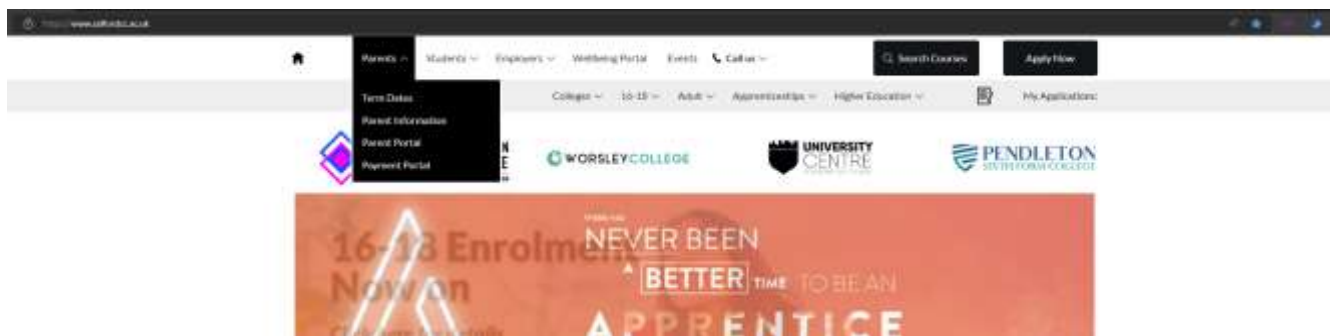
Parent Portal will give you access to your son's or daughter's information during the application process and when enrolled at the College. This information includes:

- Personal Details
- Application information
- Enrolment Details
- Attendance

The following provides an overview of how you can sign-up for an account and request access to your son's/daughter's details

Account Request

From the College website select the Parent Portal link within the "Students" menu



From the next screen select: "Submit An Account Request"



Complete the form entering your son's/daughter's Student Ref number and date of birth. The reference number will be included in all communication and commonly begins with an S or the numbers 13.

The screenshot shows a web form titled 'proportal' with the 'advanced' logo at the top left. The form contains the following fields and instructions:

- Forename:** Text input field.
- Surname:** Text input field.
- Email:** Text input field.
- Confirm Email:** Text input field.
- Password:** Text input field. Instruction: "Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers."
- Confirm Password:** Text input field.
- Student Ref:** Text input field. Instruction: "Enter the details of the student you would like an account to access."
- Date of Birth:** Text input field with a date mask "dd/mm/yyyy".
- Mobile Tel:** Text input field. Instruction: "Please provide some additional information to authenticate your request."
- What is your relationship to the student?:** Text input field.

At the bottom of the form is a green "Submit Request" button and a "Back" link.

On completion of the form you will see the following:

The screenshot shows a confirmation message on the 'proportal' page. It includes the 'advanced' logo and the 'proportal' title. The message text is:

Your account request has been submitted. To finalise your request you should click on the link that will be sent to the email address you provided.

At the bottom of the message is a "Back" link.

Confirmation email and email address authentication

An email will be sent to the address you specified in the form asking you to verify your email address. Click the link.

You submitted a request for a ProPortal account. To complete the request and show that the email you provided is valid please click on the following link to authenticate your email.

<https://cc-portal.salford.ac.uk/443/ProPortal/AccountRequest?callback=anon...> <https://cc-portal.salford.ac.uk/443/ProPortal/AccountRequest?callback=anon...>

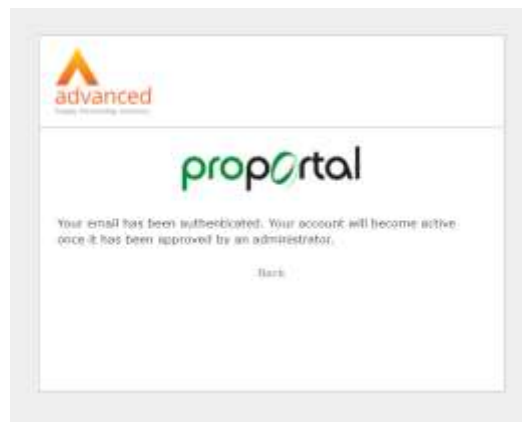
Salford City College Group

You have received this communication/message because you or your son/daughter, is enrolled or has applied to enrol, on a programme of study with the SCC Group (www.salfordcc.ac.uk). If you have any questions about why you have received this communication, please contact enquiries@salfordcc.ac.uk. Your personal information will be held in accordance with our Privacy Policy.

The information contained in this communication/message may be confidential. It is intended solely for the addressee(s). Access to this message by anyone else is unauthorised. If you are not the intended recipient, any disclosure, copying or distribution of the message, or any action or omission taken by you in reliance on it, is prohibited. Please immediately contact the sender if you have received this message in error. Thank you.

Your email provider may have moved this message to your spam folder. Be sure to add us to your safe senders list to allow further communications from us in the future.

When you click the link you will be taken to the following confirmation page



Account Activation

At this point the College admin team will check and validate your account linking it to your son/daughter.

Staff will use the information you have provided to check that you are a named contact in our system.

If you are not the request will be rejected.

If your account request is rejected you will receive an email informing you.

In order to correct this, your son or daughter will need to update their contacts using the student intranet or applicant portal. Once this is done you will need to submit a new account request.

When your account is approved you will receive the following email confirming activation.

Your account request has been approved. You can now use your login details to access the College's Parent Portal at the following address: <https://cc-portal.salfordcc.ac.uk/ProPortal>

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Account Login

You can now log-in to your account using your email and password. The login page can be accessed from the link in your activation email or the College website. Once logged in you will see the following screen. Click on the student to access their details.

