

Parent Portal

Where you can see information about your young person's studies and attendance

This is a guide to using the Parent portal to find information about your young learner.

If you know how to log in go to the next page, if not select the step by step guide below to logging in.

There are currently two ways for Parents to access the Parent Portal.

Some parents log in using their own email address and password

Other parents have been given a username/email beginning with C and the students id number for e.g.

C123456@parents.ncclondon.ac.uk

If you have received a username in this format

[\(C123456@parents.ncclondon.ac.uk\)](mailto:C123456@parents.ncclondon.ac.uk)

Click this link for [step by step instructions](#) to log in

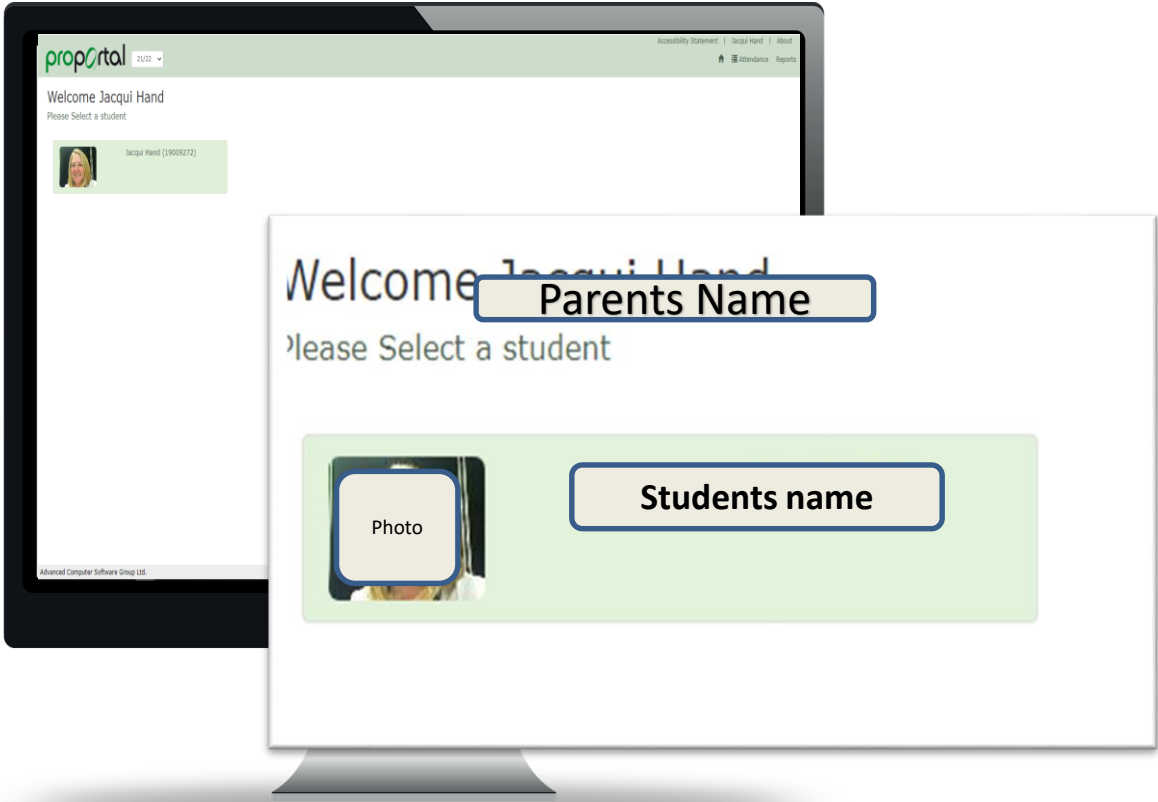
All other parents click this link and enter your personal email and password

<https://parentportal.ncclondon.ac.uk>

Click this link for [step by step instruction](#) to log in.

Parent Portal

The first time you log in you will see your young person listed on the first page.
Please select student





ProPortal

Home Page of Parent Portal

The screenshot shows the ProPortal interface with a navigation bar at the top containing links for Reports, Job Shop, Information, Learner ILP, Support, Notes, Meetings and Referrals, Reports/References, and Custom Pages. Below the navigation bar are three main columns of content:

- Notice Board:** Contains a welcome message and several informational sections: 'Applicants booking Programme Meetings', 'Accessibility option', 'Learning Agreements', 'Student Timetables', and 'Information on financial support available to students, including Bursaries, Free Meals and Childcare, can be found using the link below. CLICK HERE'.
- Recent 'My Notes':** Shows 'No Records' with a 'More..' button.
- Markbook and Progress:** Shows 'No Records' with a 'More..' button.
- My Attendance & Punctuality:** Displays 'Attendance' at 75% and 'Punctuality' at 100%, both with 'More..' buttons.
- Upcoming Meetings:** Shows 'No Records' with a 'More..' button.
- Application Status:** Shows 'No Records' with a 'More..' button.
- My Learning Diary:** Shows 'No Records' with a 'More..' button.

My Notes = (behaviour, etc)

This widget, titled 'Recent 'My Comments'', shows 'No Records' and a 'More..' button.

Markbook and progress=Units tracking

This widget, titled 'Markbook and Progress', displays progress for 'Level 3 National Extended Diploma in Business Year 2 Grp 1'. It includes a progress bar with 'Units' at 0/0, 'Asst' at 0/0, and 'Tasks' at 0/0. The progress bar shows 0% completion. A 'More..' button is located below the progress bar.

My attendance and punctuality = Register

This widget, titled 'My Attendance & Punctuality', shows 'Attendance' as 'N/A' and 'Punctuality' as 'N/A'. A 'More..' button is located below the data.



ProPortal

Student Information

Click Information to see the following
Then select your choice

Student Details
Quals
Timetable
Markbook -
Tracking
Attendance
Update parent details
Previous absence

- Information ▾
- Student Details
- Markbook and Progress
- ProSolution Details
- Qualifications on Entry
- Assessment Schedule
- Enrolments
- Application Manager
- Detailed Attendance
- Weekly Attendance
- Weekly Attendance Summary
- Notified Absence

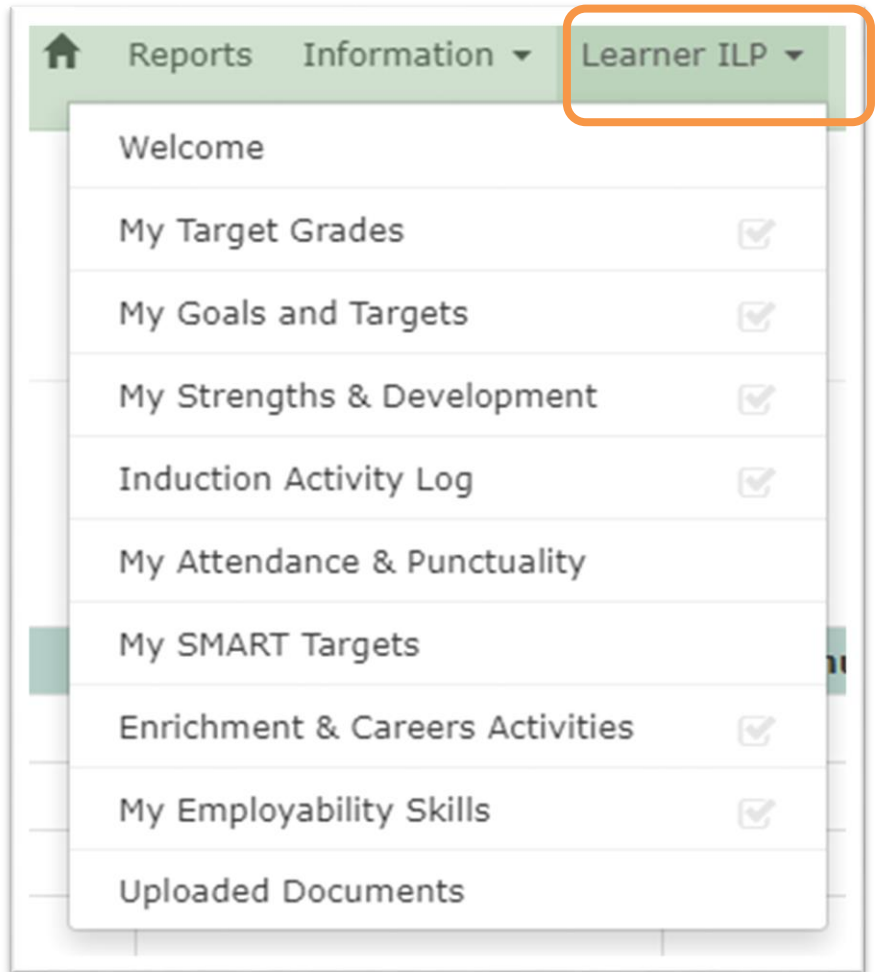
To notify an absence
Click Notify absence

- Submit Add Address Change Request
- Notify Absence
- Submit Personal Details Change Request
- Submit Add Contact Change Request

Learner ILP (Individual Learning Plan)

Click Learner ILP

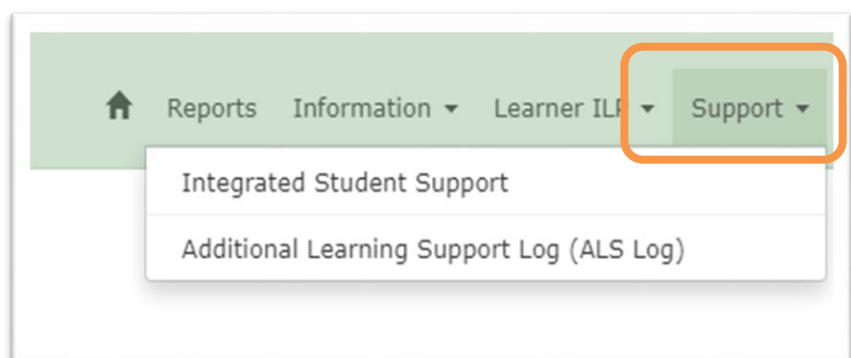
Target Grades
Goals and Strengths
Induction log should be
ticked as complete
Attendance
SMART targets
Enrichment and career
Employability skills



Support

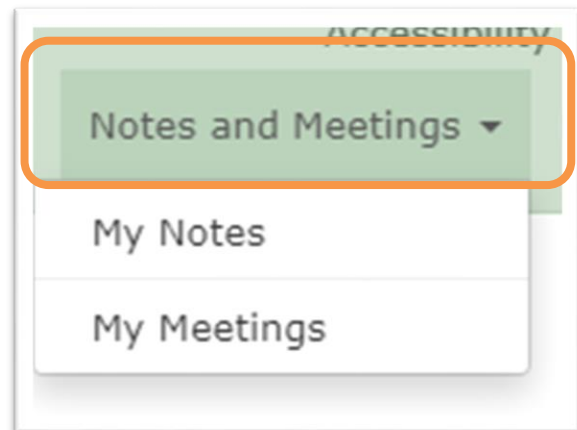
Select support

Support
ALS support



Notes and Meetings

Notes on different aspects such as Behaviour
My meetings



Reports/References

Select Reports to see:

Progress reviews
UCAS etc,



Custom Pages

Select Custom Pages-

If Learning Agreement needs signing click here under Document Approval

