



ProPortal Login Instructions

ProPortal is a system that allows parents of Year 1 students at SSFC to view attendance and curriculum data.

First time users will need to submit a secure request for an account from the college. This is a one-off process and your account will then be active for as long as your son/daughter is enrolled in the college.

Click [here](#) to be redirected or go to the Parent Communications page on ssfc.ac.uk.

Following the link, you are directed to an external page as shown below



Click 'submit an account request'.

When you submit a secure request for an account you need to complete the information in the screen

Your submission will be validated and an email sent for you to complete the registration process.

Once you complete the registration process, you will receive an email confirming that you have an approved account with ProPortal.

Things to note:

- Please use the name that your son/daughter applied to the college with ie. Rebecca not Becki – unless formal notification of a change of name has been given to the college and the students' record has been changed.
- Validation of the accounts is not automatic and is done during the working week only so please allow at least half a day for the account to be approved.
- The password administration for ProPortal is not done by the college so if you forget your log in details, please follow the *'forgotten your password'* link on the login page.



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Once your account has been approved, you will see a screen similar to below, when you log in

The screenshot shows the ProPortal interface for a learner named Hazel Morgan. The top navigation bar includes 'Home', 'Reports', and 'About', along with the 'Academic Year' set to 2015/16. The learner's profile includes a photo, name, and ID (159999). A sidebar menu lists options like 'Learner Details', 'Academic Feedback', and 'My Attendance & Punctuality'. The main content area is titled 'Learner Details for Hazel Morgan' and is divided into sections: 'Personal Details' (with a photo, address, DOB, gender, and parent mobile), 'Enrolment Details' (a table of courses), 'Tutor Group Details' (a table of tutor groups), and 'Student Group Details' (a table of student groups).

Personal Details

Name: 92 Scotia Street
Shrewsbury
SY1 2PQ

DOB: 22/4/1999
Gender: F
Parent Mobile: 99999 9999999

Enrolment Details

Student Group	Course	Status	Grade
ART-1-A1	ART-AL (Art and Design A Level)	Continuing	
HSB-1-E1 (Health & Social Care BTEC Level 3 (Certificate))	HSB-3C (Health & Social Care BTEC Level 3 (Certificate))	Continuing	
MAT-0-F1	MAT-GC (Maths GCSE)	Continuing	
TEX-1-C1	TEX-AL (Textiles A Level)	Continuing	

Tutor Group Details

Tutor Group	Tutor
TU1-D-KSN13 (Tutorial - Kate Summerlin Yr 1)	Kate Summerlin [Primary Tutor]

Student Group Details

Student Group	Manager	Teacher(s)
ART-1-A1	Charlotte Brock	Clare Williams-Rowe
HSB-1-E1 (Health & Social Care BTEC Level 3 (Certificate))	Olivia Healey	Olivia Healey
MAT-0-F1	Robert Kinnersley	Sarah Fox
TEX-1-C1	Charlotte Brock	Clare Williams-Rowe

Timetable: To view a student's timetable, please click 'Reports'.

Attendance: Attendance data is given in percentages; to view actual registration data, please click 'Reports' – this will show you the last two days of actual registration marks.

Curriculum: Key Assessment information will be available at timed intervals throughout the year.

We would ask that any contact details corrections are forwarded to info@ssfc.ac.uk for updating.

Any queries about Attendance should be directed to the Admin Team on 01743 235491 or the relevant Student Support Tutor.

If you have any queries about the use of ProPortal, please contact Laurina Rushworth (lctr@ssfc.ac.uk / 01743 266803) in the first instance.