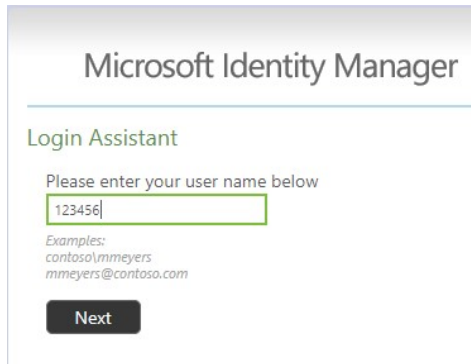


Accessing ProPortal

Accessing for the first time

You will need to set your password when accessing the systems for the first time, this can be done by using the self-service password system. This can be found by going to the “Password Self-Service” link from the college website (in the student area).

1. Enter your student id in the box and click “Next”



Microsoft Identity Manager

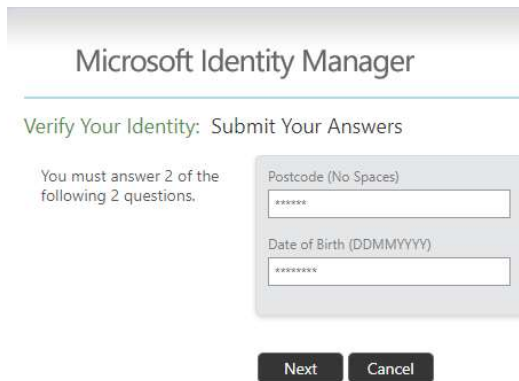
Login Assistant

Please enter your user name below

Examples:
contoso\mmeyers
mmeyers@contoso.com

Next

2. Enter your postcode and date of birth in to the boxes then click “Next”. Please make sure that postcode is entered with no spaces (i.e. SY26PR) and that date of birth is entered with no slashes or hyphens (i.e. 01011900)



Microsoft Identity Manager

Verify Your Identity: Submit Your Answers

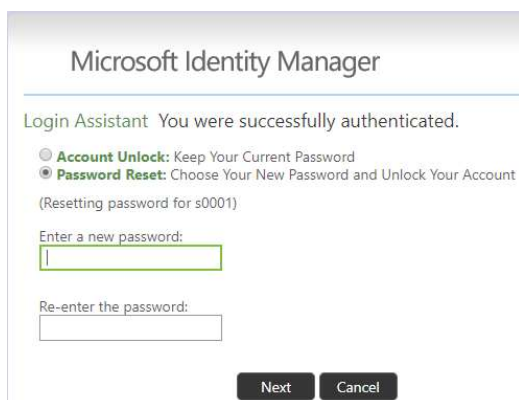
You must answer 2 of the following 2 questions.

Postcode (No Spaces)

Date of Birth (DDMMYYYY)

Next Cancel

3. Enter a new password into the two boxes and click “Next”, you should now be able to log in to ProPortal and other college systems with this new password



Microsoft Identity Manager

Login Assistant You were successfully authenticated.

Account Unlock: Keep Your Current Password

Password Reset: Choose Your New Password and Unlock Your Account

(Resetting password for s0001)

Enter a new password:

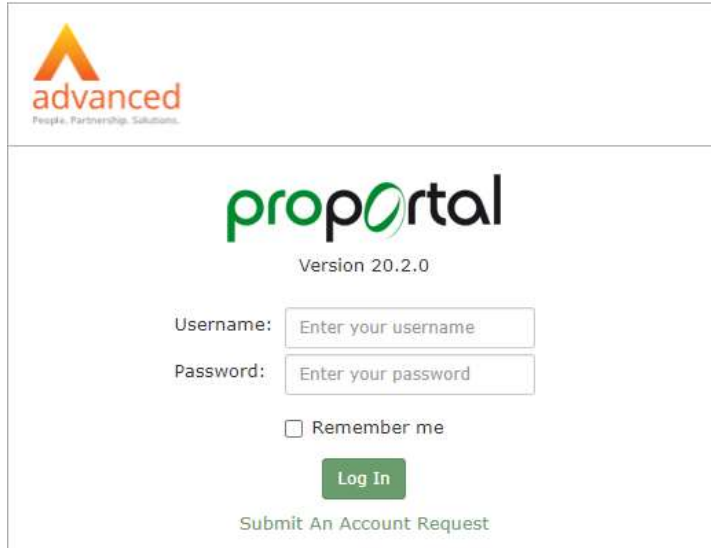
Re-enter the password:

Next Cancel

Accessing ProPortal

Once you have a password set you will be able to access ProPortal by following the link from the student area, please be aware to use this link as the parent version of ProPortal looks similar but will not allow students to log in.

The username is your student ID (i.e. 12345678) and the password is the one set in the previous step.



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proportal
Version 20.2.0

Username:

Password:

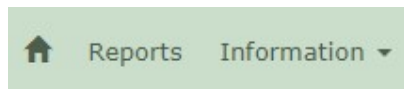
Remember me

[Submit An Account Request](#)

Accessing Timetables

Once logged in to ProPortal follow the following instructions to access your timetables.

1. Once logged in there will be a link to “Reports” on the top bar



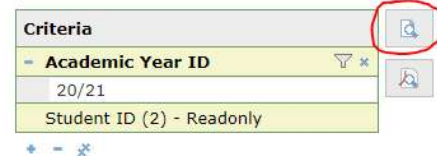
2. On the “Central Reports” page select “Timetable – Individual Timetable” from the list and then click on the run button (circled in the screenshot)
 - a. At this point your browser may block the pop-up, if this happens click to allow the popup and then try again.

Central Reports

Report List:
[All Reports] ▾

Report Name	Info
Exams - Statement of Results	
Timetable - Academic Induction Timetable	
Timetable - Individual Timetable	

[System View] ▾ ⚙ 3 Reports



Criteria

- Academic Year ID ▾ ×
- 20/21
- Student ID (2) - Readonly

+ - *