

Creating and Accessing your ProPortal (Parent) Account

Creating a ProPortal Account

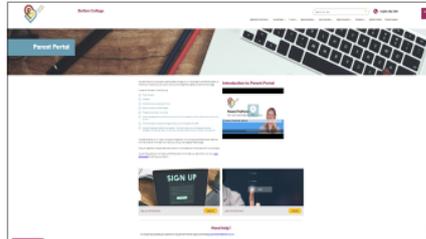
You will access ProPortal via the College website www.boltoncollege.ac.uk

Select **Parent Portal** from the following menu **Applications and Portals:**



This page will appear -

You will need to select the **Sign Up** option to create your account.



Creating a ProPortal Account

This page will appear -

You will need to fill in all parts of the form and select **Submit Request**.

Once your registration has been approved an account will be created and you will receive an email confirming this.

This can take up to five working days.

The registration form includes the following fields and sections:

- Form Information:** Form Name, Form ID, Form Key, Form Key Hash.
- Password:** Password (8 characters or more, including upper/lower case letters and numbers), Confirm Password.
- Student Details:** Enter the details of the student you would like an account to access.
- Personalised Learner Reference:** Form Name, Form ID, State of Study (dropdown menu).
- Relationship Information:** What is your relationship to the student?, What is your mobile phone number?
- Submit Request** button.

Accessing ProPortal

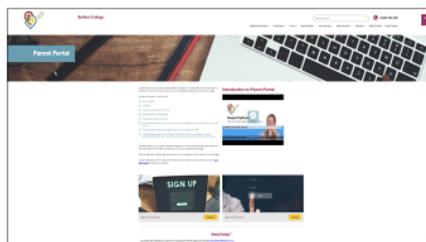
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Select **Parent Portal** from the following menu **Applications and Portals:**



This page will appear -

You will need to select the **Log In** option to access your account.



Accessing ProPortal

This page will appear -

You will need to enter your username and password.

Username: this will be the email address you submitted on the registration form.

Password: this will be the password you submitted on the registration form.

The login page includes the following elements:

- Header:** Bolton College logo and 'proportal' text with 'Version 21.2.1' below it.
- Form Fields:** Username (Enter your username), Password (Enter your password).
- Options:** Remember me.
- Buttons:** Log In, Forgot your password?, Submit An Account Request.