

Parent ProPortal – A “How to” Guide

This document is a brief “how to” guide to help parents and carers access important information about their child/ward and their studies. ProPortal allows you to monitor their attendance and punctuality, report a student absence, view important comments from your child’s Progress Coach and monitor their studies and progress via the Markbook function.

- 1.) To access the Parent ProPortal, go to our website (www.yorkcollege.ac.uk) and click the Parents ProPortal tab.



- 2.) You’ll then be prompted to input your username and password to log in to your account.

YORK COLLEGE

Parents Evenings
8th – 12th March 2021
Bookings open
19th February
[Click here for booking instructions](#)

Parent Portal

proportal
Version 20.3.1

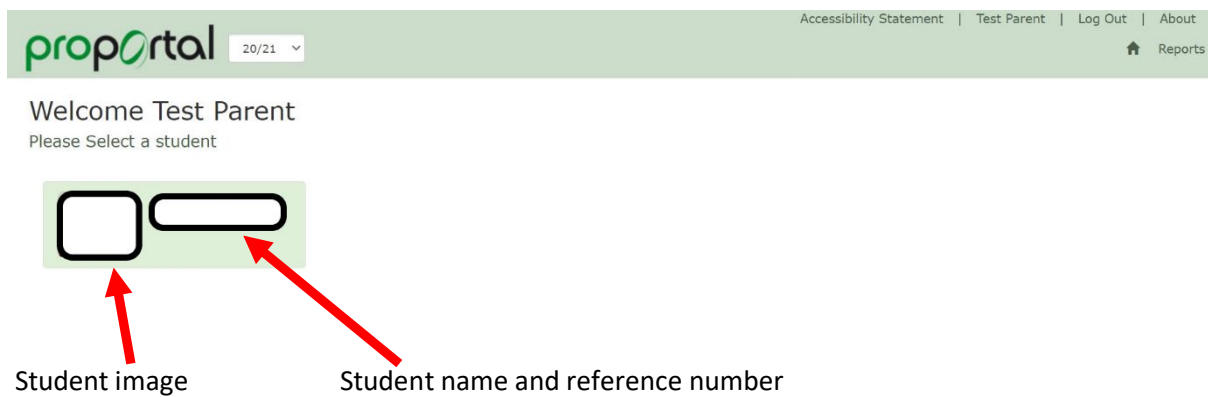
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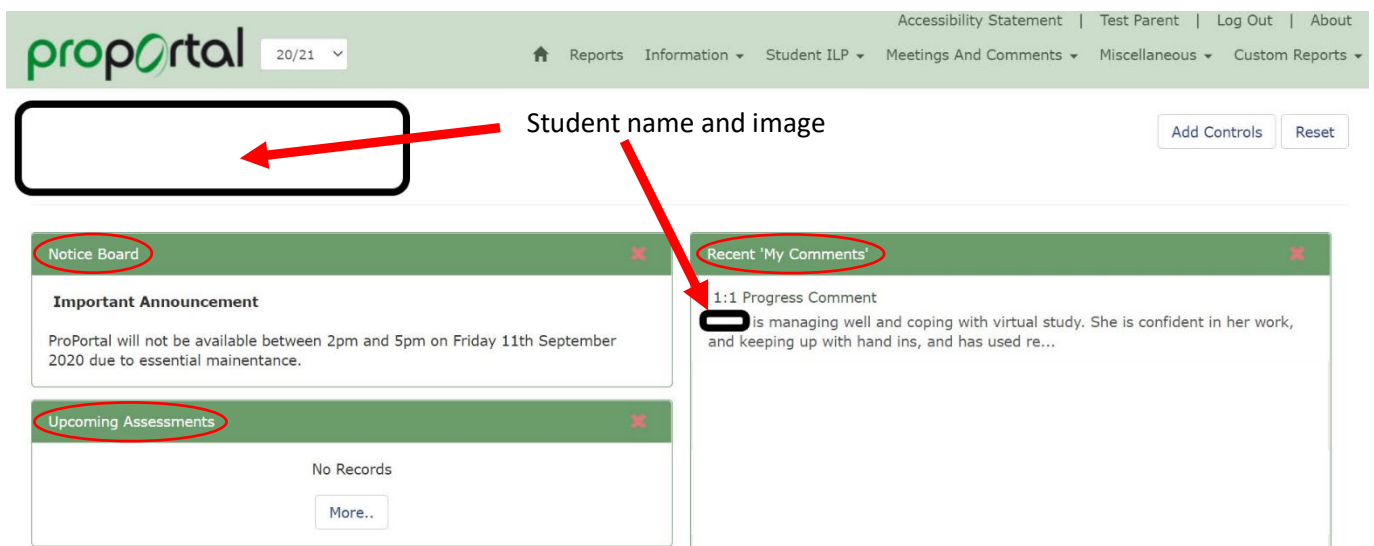
Remember me

[Forgot your password?](#)

3.) You can then click on your child/ward to view their information.



4.) An overview shows the Noticeboard (for important announcements/information), Upcoming Assessments, Recent "My Comments" (this includes comments from your child/ward's Progress Coach, attendance monitoring etc.)



5.) You can then click through each of the tabs at the top to explore different aspects of ProPortal.

