



SHOOTERS HILL
SIXTH FORM COLLEGE

Inspiring Young People

proportal

Getting started

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Introduction

What is ProPortal?

ProPortal is a gateway for our student record system used at Shooters Hill for checking your progress throughout the year enabling access to information such as;

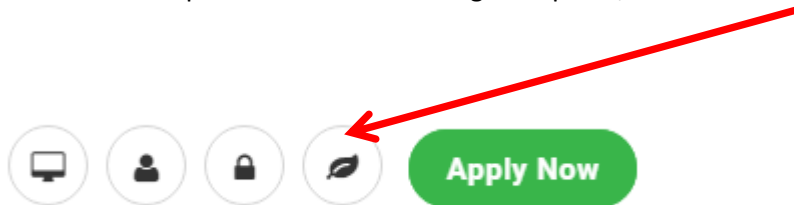
- Personal information
- Timetable
- Attendance and Punctuality
- Grades and Marks
- Teacher comments
- Tutor meetings
- Individual learning plan
- Exam details

How to access ProPortal

1. Please go to the following address:

www.shootershill.ac.uk

2. At the top within the circled navigation panel, select the leaf icon.



3. On the ProPortal gateway enter your **Student ID Number** as your username and then your password.

A screenshot of the ProPortal login page. At the top left is the "Compass computer consultants ltd" logo. The main heading is "proportal" in a green and black font, with "Version 3.1.0" below it. There are two input fields: "Username: Enter your username" and "Password: Enter your password". Two red arrows point to the right of each input field. Below the password field is a checkbox labeled "Remember me". A green "Log In" button is centered below the checkbox. At the bottom, there are links for "Forgot your password?" and "Submit An Account Request".

Your ProPortal Dashboard

Once you have logged in you will see your ProPortal dashboard.

Your ProPortal dashboard displays widgets containing useful information such as your overall attendance and punctuality, quick links to upcoming meetings and your SMART Targets.

🏠 Information ▾
Learner ILP ▾
Support ▾
Meetings And Comments ▾
Miscellaneous ▾
Custom Pages ▾

Notice Board✕

Welcome to ProPortal

You can notify us if you are unable to attend classes because of sickness, a medical reason, religious festival or personal reason by sending a 'Notification of Absence' on the information tab.

Non-sport Enrichment Activities on Wednesdays.
 Astronomy, Room D509 @ 2.15pm
 Creative writing, Room D510 @ 2.15pm
 Street dance – Dance Studio AB02 @ 2.30pm
 Debating society – Room D511 @ 2.15pm
 Drama – Drama Studio AB01 @ 2.30pm

Non-sport Enrichment Activities on Thursdays.
 Singing/Harmonize Vocal Group, Room AB02 - A Block @12:25pm
 Piano/keyboard, Room AB02 @13:30pm
 Music theory – theory and musicianship music course (leading to grade 5 exam), Room AB05 - A Block @17:00pm (open to external students too)

Recent 'My Comments'✕

Reason for absence
Left message on his parents mobile phone regarding uploading [REDACTED]'s work for the deadline today

Attendance
Spoke to [REDACTED] today (23rd Sept) regarding attendance to the course. He said that he was having personal problems (did not wa...

[More..](#)

My Attendance & Punctuality✕

Attendance	Punctuality
38%	84%
More...	

Upcoming Assessments✕

No Records

[More..](#)

Upcoming Meetings✕

No Records

[More..](#)

Upcoming 'My SMART Targets'✕

No Records

[More..](#)

My Learning Diary✕

No Records

[More..](#)

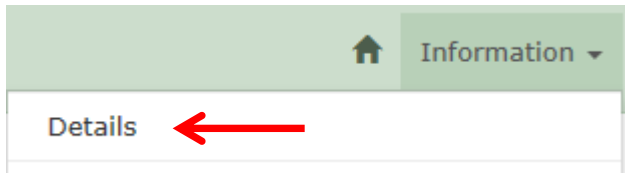
Academic Information✕

No Records

[More..](#)

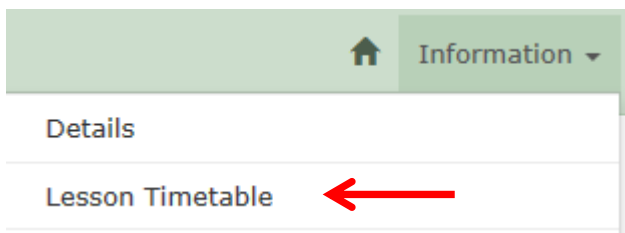
Information Menu

Details



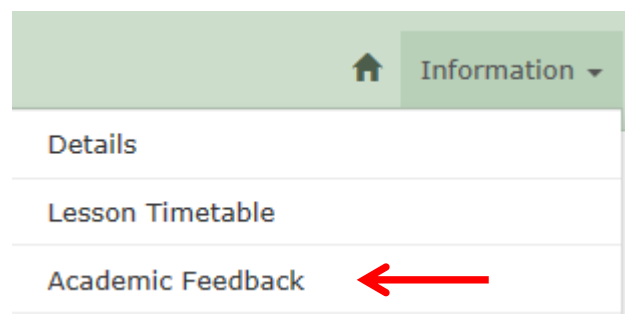
The **Details** submenu shows your personal details that we currently have on file.

Lesson Timetable



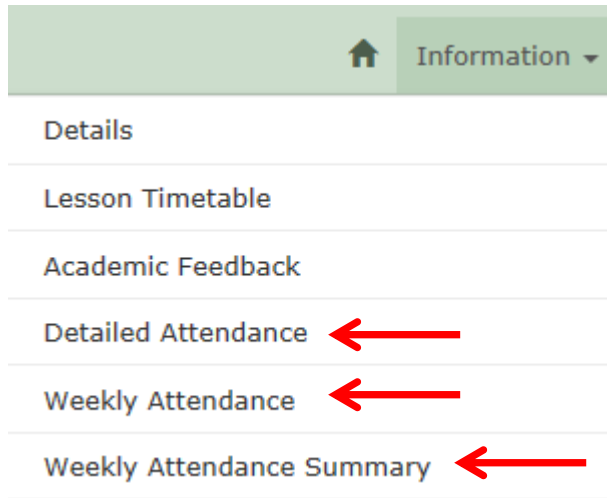
The **Lesson Timetable** submenu shows your current timetable.

Academic Feedback



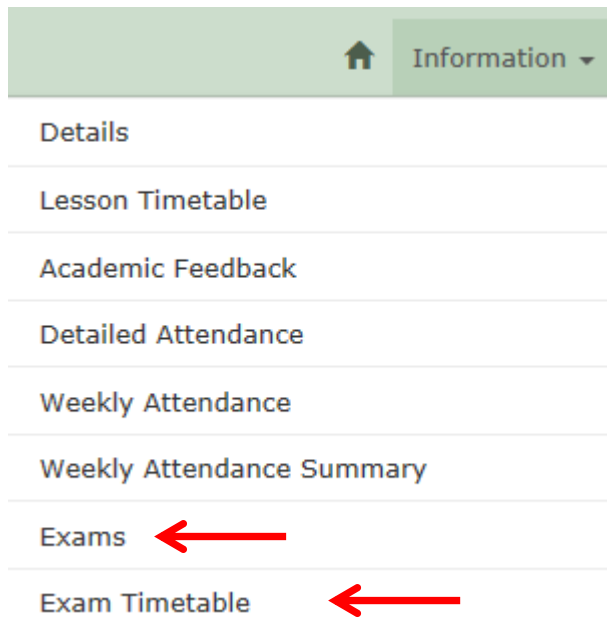
The **Academic Feedback** submenu shows information about how you're progressing on your course(s).

Detailed Attendance, Weekly Attendance and Weekly Attendance Summary




The **Detailed Attendance, Weekly Attendance and Weekly Attendance Summary** submenus show up to date information about your Attendance.

Exams and Exam Timetable



The **Exams and Exam Timetable** submenus show your exam modules, exam dates and times you have been entered to sit.

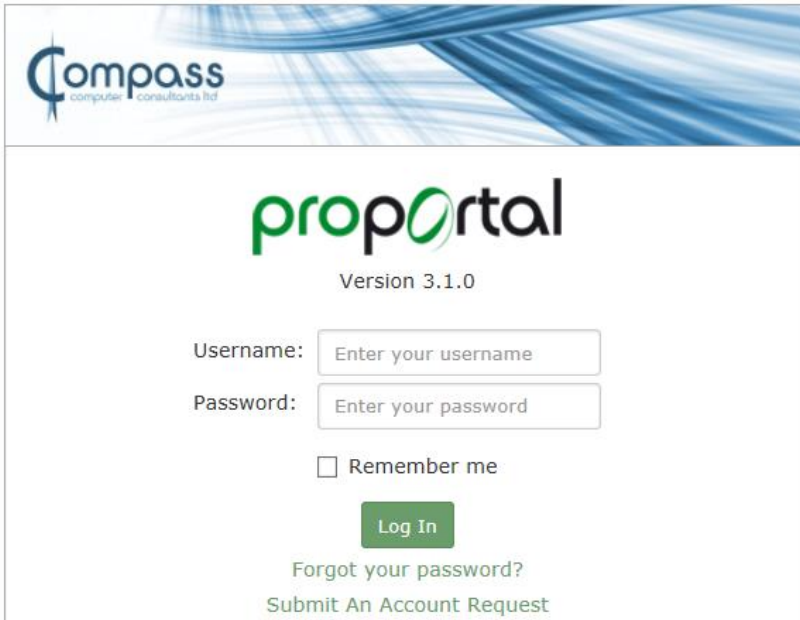
Notification of Absence

	Information ▾
Details	
Lesson Timetable	
Academic Feedback	
Detailed Attendance	
Weekly Attendance	
Weekly Attendance Summary	
Exams	
Exam Timetable	
Submit Address Change Request	
Submit Personal Details Change Request	
Notification of Absence ←	

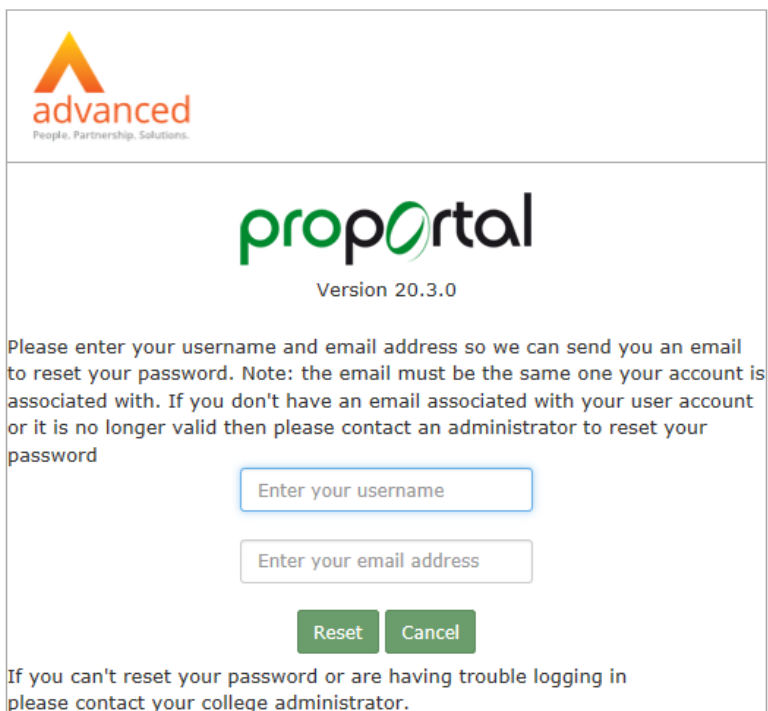
The **Notification of Absence** submenu allows you to notify us of your absence.

How to reset your password

1. On the ProPortal login page, click on the link titled “Forgot your password” below the green login button.



2. Enter your username and the email address used to enrol with us.



3. If the details match our system then an email with a password reset link will be sent. Please follow the instructions provided in the email.

If you have any questions or are experiencing any issues with ProPortal then please send an email to the following address;

- Mis@shc.ac.uk