How to access ProPortal from a computer

A. Please go to the following address:

www.shootershill.ac.uk

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



How to access ProPortal from a mobile

A. Please go to the following address:

www.shootershill.ac.uk

B. At the top click Menu and then scroll down and select the link titled Pro-Portal.







1. Enter your Shooters Hill College email address in the username field using the format as follows;

Firstname.surname@stu.shc.ac.uk

2. Enter your college network password that you used when logging into the network for the first time this academic year (unless this has been changed recently).



C. Click the blue "**Next**" button.



D. Choose "**No**" if you do not want to stay signed in **OR** choose "**Yes**" if you want to stay signed in.



E. Enter your Shooters Hill College network account as your username using the format as follows;

Firstname.surname

F. Enter your college network password that you used when logging into the network for the first time this academic year (unless this has been changed recently).



G. Once you are successfully logged in you should see the following page as above.

HOW TO VIEW YOUR TIMETABLE

- H. Within the menu, select "**Information**" and then choose "**Lesson Timetable**" from the dropdown list.
 - i. If you are using a mobile device then you will need to press the menu button in the top right.

	♠	Reports	Information 👻
Details			
Learner Details			
Lesson Timetable		\leftarrow	-
Further Details			
Academic Informa	tion		
Academic Feedbac	k		
Achievements On	Entry		™
Assessment Sched	lule		
Study Programme			
Detailed Attendan	ce		
Weekly Attendance	е		
My Register Marks	for t	he year	
Authorised Absend	e		
Add Quals on Entr	у		
Fees			
Submit Edit Addre	ss Ch	ange Requ	est
Notification of Abs	ence		
Submit Personal D	etails	S Change R	equest
Submit Outcome (Chang	je Request	

I. You must change the week beginning date to 13/09/2021 and click the "**refresh**" button to see your timetable for next week starting Monday. You should now be able to see your timetable.

Wee	k Beginni	ng 13/09/2021 Refr	resh			
		Mon 13/09/21	Tue 14/09/21	Wed 15/09/21	Thu 16/09/21	Fri 17/09/21
9	00					
	15					
	30					
	45					
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PLEASE MAKE SURE THAT THE DATE ABOVE THE TIMETABLE GRID SHOWS THE CORRECT START DATE OF THE WEEK THAT YOU WANT TO VIEW. FOR EXAMPLE YOUR FIRST WEEK OF LESSONS STARTS FROM MONDAY 13/09/2021, THEREFORE PLEASE MAKE SURE THAT THE CORRECT DATE IS SHOWING. THE WEEK BEGINNING DATE STARTS EVERY MONDAY.

If you have any issues logging in to ProPortal or your timetable is not showing then please send an email to digidesk@shc.ac.uk.