SHOOTERS HILL
SIXTH FORM
COLLEGE

proportal

Getting started

Contents

Introduction

What is ProPortal?

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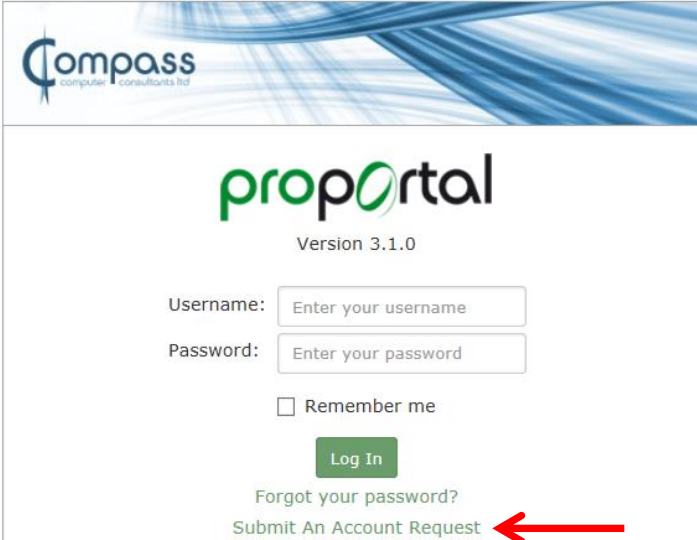
- Student information

- Lesson Timetable

- Exam Timetable

- Attendance and Punctuality

- Course Grades and Marks

- Student Individual learning plan

How to create a ProPortal account

1. Please go to the following address:

    https://parentportal.shc.ac.uk/ProPortal

2. On the ProPortal gateway click on **Submit An Account Request**.

3. On the "**Submit An Account Request**" page, please enter all information on the next page highlighted with a red arrow as these are required fields. Once complete then please submit.

- **PLEASE NOTE: Once you have submitted your account request it will then be checked and approved by one of the MIS Team. You will receive an email once the request has been approved.**

proportal

Please enter your details. The email address you provide will be used if you need to be contacted about your account.

Requested Username:	**Leave this field blank**
Forename:	**Parent/Guardian Forename** ←
Surname:	**Parent/Guardian Surname** ←
Email:	**Parent/Guardian Email** ←
Confirm Email:	**Repeat Email** ←

Passwords must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:	**Enter password of choice** ←
Confirm Password:	**Re-enter password** ←

Enter the details of the student you would like an account to access.

Student Ref:	**Student ID Pass Number** ←
Forename:	**Student Forename** ←
Surname:	**Student Surname** ←
Date of Birth:	**Student DOB** ←

Please provide some additional information to authenticate your request.

What is your relationship to the student?	←
What course is your son/daughter studying?	←
What year did your son/daughter first enrol?	←

Your ProPortal Dashboard

Once you have logged in you will need to click on the photo of the student to access the ProPortal dashboard.

Welcome MIS Parent
Please Select a student

Alan Partridge (8)

Your ProPortal dashboard displays widgets containing useful information such as the student's overall attendance and punctuality, quick links to any upcoming meetings and their 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)

Upcoming Assessments ✕

No Records

More..

Upcoming 'My SMART Targets' ✕

No Records

More..

Academic Information ✕

No Records

More..

Recent 'My Comments' ✕

Reason for absence
Left message on his parents mobile phone regarding uploading ████ work for the deadline today

Attendance
Spoke to ████ 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 Meetings ✕
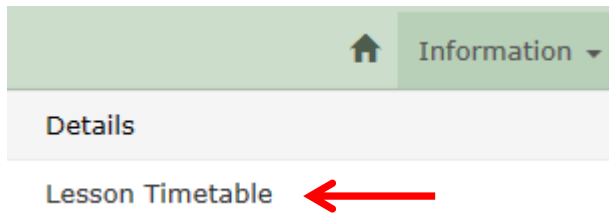
No Records

More..

My Learning Diary ✕

No Records

More..

Information Menu

Details

	🏠	Information ▼
Details ⬅		
Lesson Timetable		
Enrolments		
Detailed Attendance		
Weekly Attendance		
My Register Marks for the year		
Authorised Absence		
Exams		
Exam Timetable		
Quals on Entry		
Submit Personal Details Change Request		
Submit Address Change Request		
Notification of Absence		

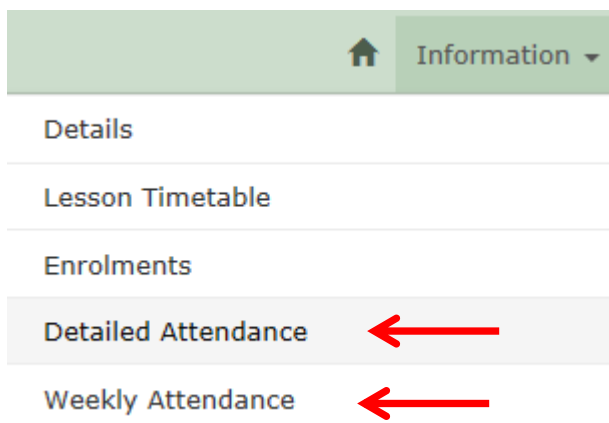The **Details** submenu shows student's details that were processed at enrolment.

Lesson Timetable

	🏠	Information ▾
Details		
Lesson Timetable		

The **Lesson Timetable** submenu shows an up to date version of the student's current timetable.

Enrolments

	🏠	Information ▾
Details		
Lesson Timetable		
Enrolments		
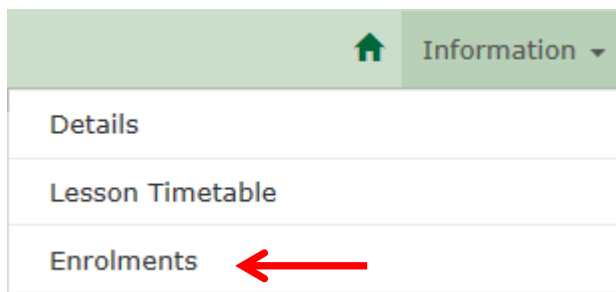
The **Enrolments** submenu shows the student's current enrolments/courses.

Detailed Attendance and Weekly Attendance

	🏠	Information ▾
Details		
Lesson Timetable		
Enrolments		
Detailed Attendance		
Weekly Attendance		

The **Detailed Attendance and Weekly Attendance** submenus show up to date information about the student's attendance and punctuality.

Exams and Exam Timetable

🏠	Information ▾
Details	
Lesson Timetable	
Enrolments	
Detailed Attendance	
Weekly Attendance	
My Register Marks for the year	
Authorised Absence	
Exams ←	
Exam Timetable ←	

The **Exams and Exam Timetable** submenus show any exams the student has been entered for.

Quals on Entry

🏠	Information ▾
Details	
Lesson Timetable	
Enrolments	
Detailed Attendance	
Weekly Attendance	
My Register Marks for the year	
Authorised Absence	
Exams	
Exam Timetable	
Quals on Entry ←	

The **Quals on Entry** submenu show the student's qualifications that they have gained prior to enrolling at Shooters Hill Sixth Form College.

Personal Details and Address Change Request

	🏠	Information ▾

Details

Lesson Timetable

Enrolments

Detailed Attendance

Weekly Attendance

My Register Marks for the year

Authorised Absence

Exams

Exam Timetable

Quals on Entry

Submit Personal Details Change Request ⬅

Submit Address Change Request ⬅

Notification of Absence

The **Personal Details and Address Change Request** submenu allows you to change information that we currently hold for the student and parent's /guardian's.