

Parent/Carer Guide to using ProPortal

Lincoln College provides parents and carers of 16-18 year olds (and learners up to the age of 24 with an EHCP) access to their young person's electronic Individual Learning Plan (eILP) called ProPortal. In order to access ProPortal, you must request an account from our secure site and validate some details about your young person before access can be granted.

Below are some instructions to help you gain access and also to set up your own personal mobile device to allow you to access ProPortal wherever you are.

The url to access ProPortal is: <https://parents.lincolncollege.ac.uk> use your browser to navigate here (Important: as this is a secure site, you must use the 'https://' prefix!)

You should see a screen which looks like this:

Once you have located the correct page, we advise saving this url as a Bookmark or Favourite (depending on which browser you are using) to save you from having to type in this url again.

Click on the 'Submit an Account Request' link on the portal page and you will be presented with a form to complete.

The first part of the form is about you, so enter your name and email address here. This is also where you will set a password which will enable you access

nts.lincolncollege.ac.uk

Compass

proportal

Version 18.5.1

Username: Enter your username

Password: Enter your password

☐ Remember me

Log In

Forgot your password?

Submit An Account Request

Click this link to request your parent/carers account

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computer consultants ltd

proportal

Please enter your details below. The email address you provide will be used to contact you in connection with your young person's education. By creating your account, you are also providing us with authorisation to use this email for those purposes only.

Forename:

Surname:

Email:

Confirm Email:

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

Password:

Confirm Password:

The second half of the form is about your young person – their Student Ref is also known as their Student Number and can be found on their College ID badge as well as most other paperwork (hardcopy and electronic) that you will receive once they are an Applicant or an Enrolled Student at Lincoln, Newark or Gainsborough College.

Please ensure that you enter these details as accurately as possible to prevent delays in creating your account. Once complete, click the Submit Request button to request access.

to your account once it is created, so please make this something memorable or keep a secure note of it. You must follow the password creation rules displayed on the form.

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Password:

Confirm Password:

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

Student Ref:

Student Forename:

Student Surname:

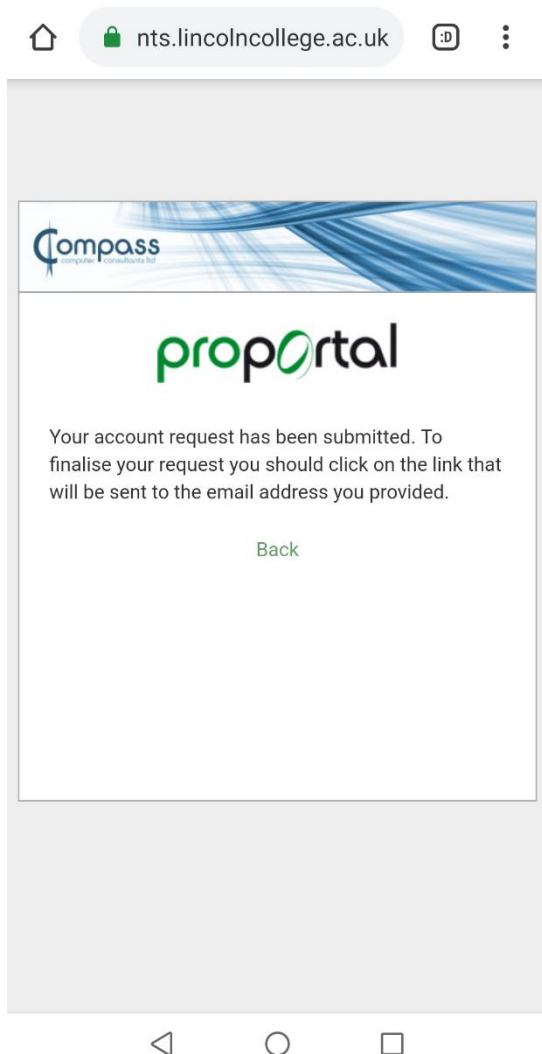
Student Date of Birth:

Please provide some additional information to authenticate your request.

What is your relationship to the student?

[Submit Request](#)

[Back](#)

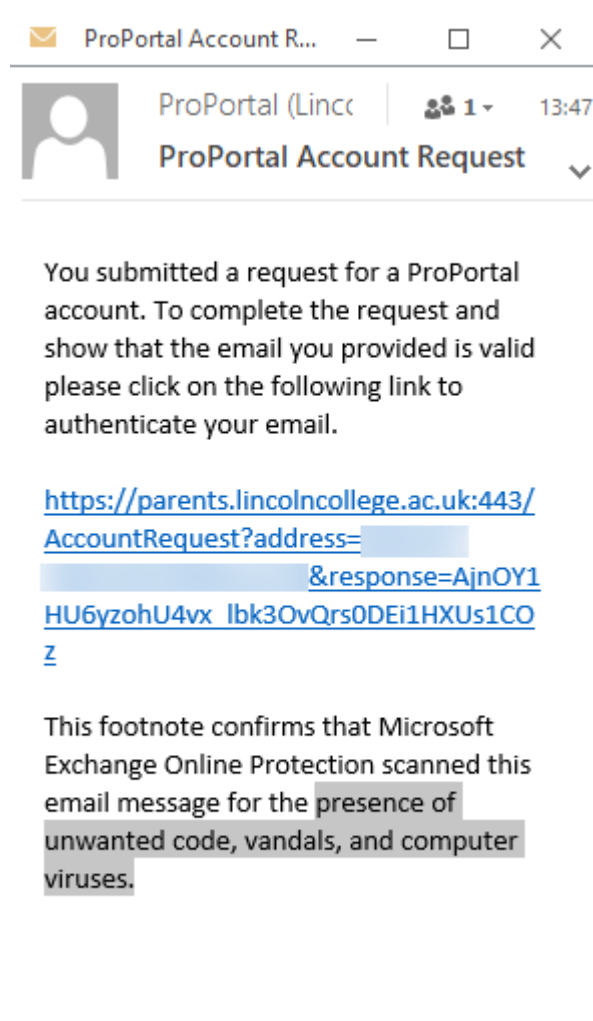


Once the system has received your validation, it will send you out an email with your login details – the Username is normally your young person's Student Number prefixed with a P, and the password will be the one that you entered when you requested your account.

Please note: this process can take up to 48 hours, especially if submitted at a weekend, as the system has to check that the details you have entered match an existing student.

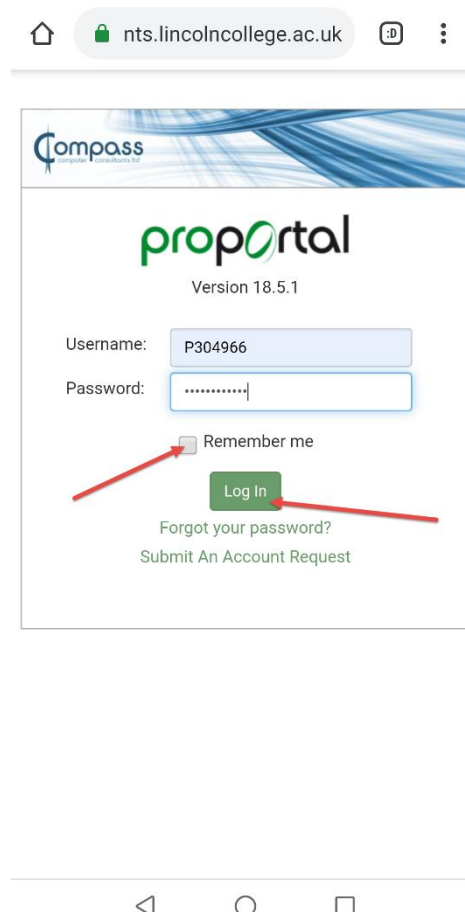
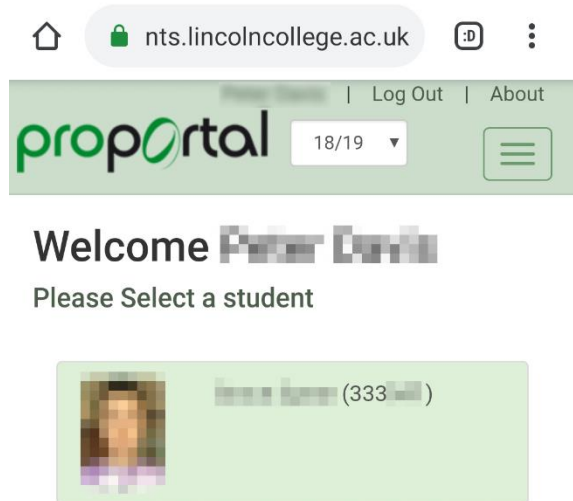
You will receive a notification that your request has been submitted and you will very soon afterwards receive an automated email validating that you have entered your email address correctly. If you do not receive an email that looks like this, please submit a second request as you may have entered your email address incorrectly.

Simply click on the highlighted hyperlink to validate your email address:



Use your bookmark or favourite to return to the <https://parents.lincolncollege.ac.uk> url and enter the login details that you have received – at this stage you can tick the ‘Remember me’ box to speed up access in future. **Please Note: do not store your personal log on details on a shared device – this process should only be carried out on your personal mobile device or personal computer at home!**

Once you have gained access to the portal, you should see a button for each of the young people you have requested an account for – you can have multiple students attached to one Parent/Carer account and this page is where you



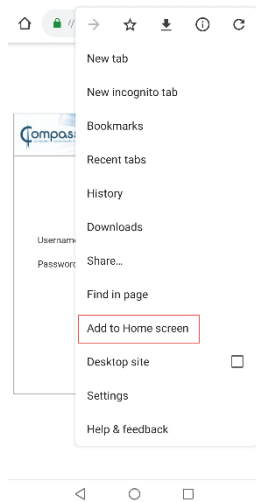
select the young person you want to look at:

From this home screen, most mobile devices allow you to turn this url into a shortcut icon by using the ‘Add to Home Screen’ function from the browser menu.

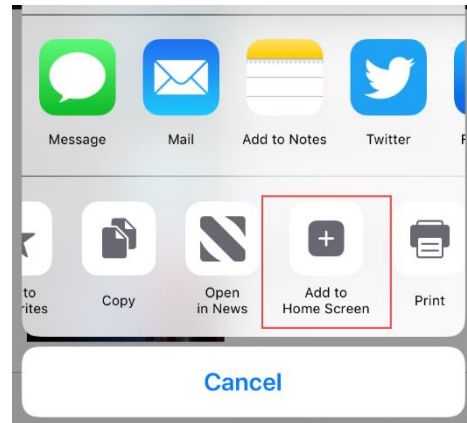
Please Note: do not store your personal log on details on a shared

device – this process should only be carried out on your personal mobile device or personal computer at home!

Android:



iOS:



You can now access ProPortal off-site with the press of a single icon on your desktop or home screen:

