

# Parent Portal Guidance

Parents and guardians are one of the most important influences on a young person's development and therefore your involvement and engagement in their learning can help to raise their attainment and encourage them to make progress in their studies and the social aspects of college life.

The Parent Portal is here to help keep you up to date with essential information relating directly to your son or daughter's progress during their time here at Middlesbrough College.

The following guide is designed to support you to so that you can log on to the college's Parent Portal to view information regarding your son or daughter's progress at college. In addition, you can view attendance information, reports and updates and comments.

To log in and navigate the Parent Portal simply follow the steps outlined below.

## Opening The Parent Portal

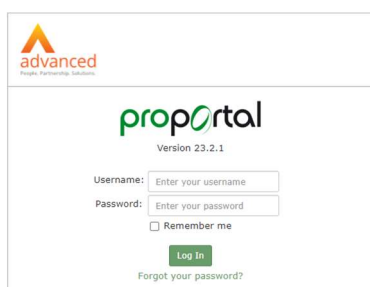
**Step 1** - In your search engine address bar type <https://parentportal.mbro.ac.uk> or scan the QR code below with your device's camera.

**Step 2** - You will have already received a welcome letter at the start of the college year informing



you of your unique parent portal username and access code.

Enter these into boxes shown below and select Log In

A screenshot of the Parent Portal login interface. At the top left is the 'advanced' logo with the tagline 'Proper Partnership Solutions'. The main heading is 'portal' in a green, lowercase font, with 'Version 23.2.1' underneath. There are two input fields: 'Username: Enter your username' and 'Password: Enter your password'. Below the password field is a checkbox labeled 'Remember me'. A green 'Log In' button is positioned below the checkbox. At the bottom, there is a link that says 'Forgot your password?'.

### Step 3 – Accessing information.

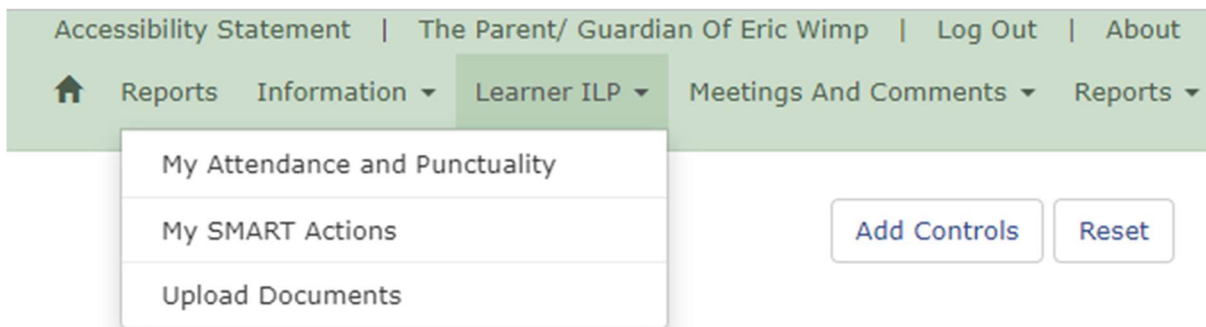
Click on the green box displaying the name of your son or daughter to access the information.



The screenshot shows the 'proportal' logo in the top left corner with a '23/24' dropdown menu to its right. Below the logo, the text reads 'Welcome The Parent/ Guardian Of Eric Wimp' followed by 'Please Select a student'. A green box contains a cartoon character icon and the text 'Test Record Wimp (BANANAMAN)'. A large yellow arrow points from the right towards this green box.

### Step 4 - Navigating the site.

Use the menu tabs displayed top right of the screen to access to a range of information specific to your son or daughter.




The screenshot shows a navigation bar with the following items: 'Accessibility Statement | The Parent/ Guardian Of Eric Wimp | Log Out | About'. Below this, a secondary menu contains 'Reports', 'Information', 'Learner ILP', 'Meetings And Comments', and 'Reports'. The 'Learner ILP' dropdown menu is open, showing three options: 'My Attendance and Punctuality', 'My SMART Actions', and 'Upload Documents'. To the right of the menu are two buttons: 'Add Controls' and 'Reset'.

The information parents and guardians have access to includes:

- Learner details
- Attendance and punctuality
- Published reports to parents / guardians.
- Qualification Target grades
- SMART Targets and actions
- Uploaded Documents
- Comments and positive praise
- Disciplinary Information

### Step 5 – Log out

Once you have finished. please ensure you **log out** using the Log Out option especially if using a shared device.



The screenshot shows the navigation bar with the following items: 'Accessibility Statement | The Parent/ Guardian Of Eric Wimp | Log Out | About'. A large yellow arrow points upwards towards the 'Log Out' link.