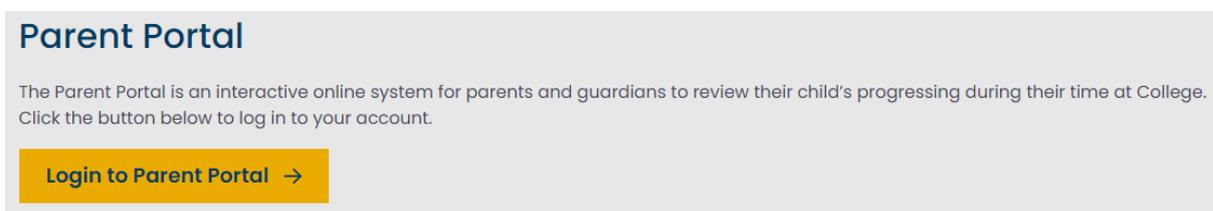# Parent Portal Guidance –

*How to view a student's Progress Report*

**Opening The Parent Portal**

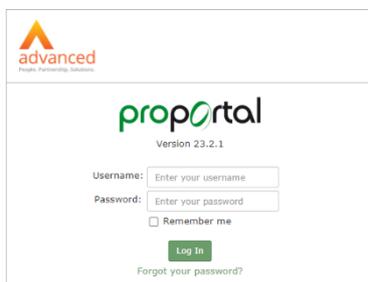**Step 1** – Log on to the college web site – www.mbro.ac.uk and select the Parent & Guardians option.



**Step 2** – Select **Login to Parent Portal**



### Parent Portal

The Parent Portal is an interactive online system for parents and guardians to review their child's progressing during their time at College. Click the button below to log in to your account.

**Login to Parent Portal →**

Select – Login to Parent Portal



## Login to Parent Portal →

**Step 3** – Enter your unique parent portal username and access code you received in the college welcome letter at the start of the college year.

`

**Step 4** – **Accessing information**.

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



**Step 5 – Open and view the Progress Report**

To view their progress report, select **REPORTS** from the green menu bar.



**Step 6** - Select **Published Reports to Parents / Guardians** from the dropdown options available.



**Step 7** - Select **DOWNLOAD** to view the reports listed.

| Report Title | Academic Year | Report Date | Published Date | |
|---|---|---|---|---|
| 23/24 - 1st Term | 23/24 | 23/10/2023 00:00:00 | 25/10/2023 13:46:00 | Download |

**Step 8 – Log out.**

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