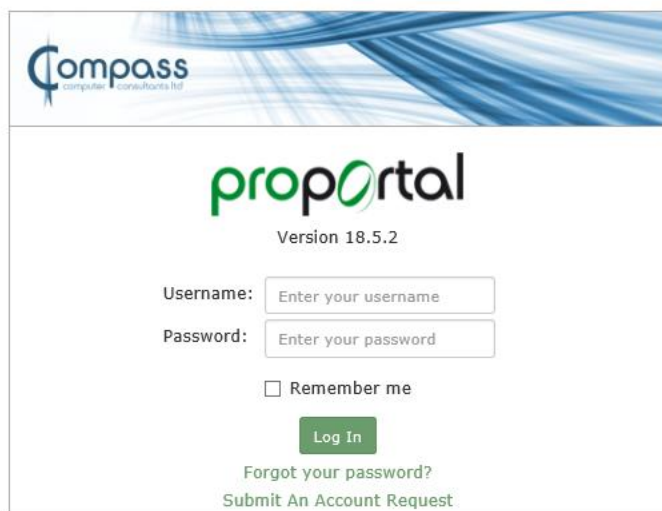


How to request a Parent / Employer account for ProPortal

Go to the Eastleigh College website www.eastleigh.ac.uk and click on **Information** in the banner at the top of every page, then click on the **Login** option.

Click on the “ProPortal” link under the **Links for Parents, Employers and Schools** section. This takes you to the ProPortal login screen. You will see this screen:

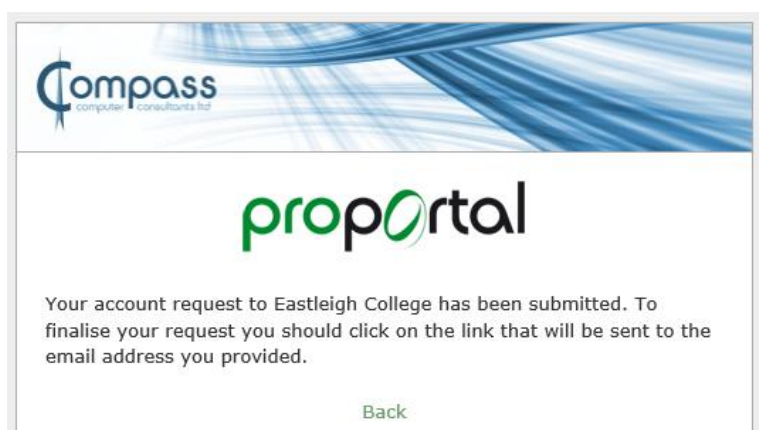


Click “Submit An Account Request”

Information you will be asked for:

- Your name and an email address
(You need an email address as this will become your account username)
- Choose a password to use later
- The learner’s name, date of birth and Learner Ref number (this is on their ID badge)
- Your relationship to the learner and what course they are enrolled on

Once all of the boxes are filled in, press Submit Request and you should see this message to confirm that your account request has been submitted:



If you click on **Back** here, you will see the first screen again – use this if you need to request to see further learner accounts

You should receive an automated email from the college within a few minutes. Once you have clicked on the link to authenticate your email, your request will be processed as soon as possible during normal office hours. Requests cannot be processed until you have authenticated your email address. You will receive a further email when your account has been approved and is ready to use.

If you have any problems with access to ProPortal, you can email ProPortal@eastleigh.ac.uk for assistance.