


How to request a Parent / Employer account for ProPortal

Go to the Eastleigh College website and click on the Login button, which is at the bottom of the screen on the left side of the footer.

Click on the “ProPortal” link under the Links for Parents, Employers and Schools section. You will see this screen:

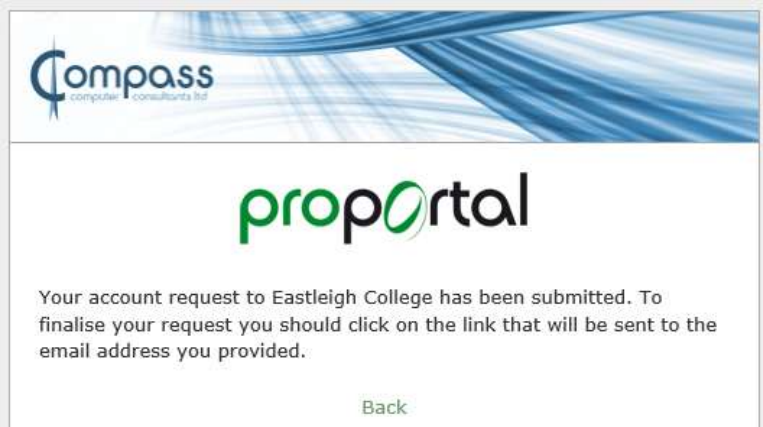


Click “Submit An Account Request”

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 student’s name, date of birth and Student Ref number (this is on their ID badge)
- Your relationship to the student and what course they are enrolled on

Once all of the boxes are filled in, press Submit Request and you should see this message:



If you click on “Back” here, you will see the first screen again – use this if you need to request to see further student 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.

You will receive a further email when your account has been approved and is ready to use.