

ProPortal

ProPortal allows parents/carers access to further information on a student's progress on their course, including attendance, punctuality, time table, targets and progression. Instructions on how to set up an account to view a student's profile are below:

Parental permissions are required, therefore, please make your first action the completion of the permissions (Consent for offsite activities and Use of Student Image) - see below for instructions.

1. Go to your internet browser and search for Guernsey College of Further Education, or use this link: www.guernseycollege.ac.gg
2. Across the Top Menu, click on **College Links** and scroll to **ProPortal** on the drop down list
3. To access ProPortal for the first time you will need to submit an **Account Request** by entering your personal details:
Name/Surname/Email. This is the email address the account will be set up under
4. You will also need the student's reference number which can be obtained from their ID card, their date of birth and the title of the course they are studying

5. Once your account has been authorised, you will receive an email containing a username and password
6. Once you have logged on, the Student Home page should appear. In the top right hand corner. There are two tabs - **Information** and **Learner ILP**. The **Information** tab contains the student's Timetable and Attendance and the **Learner ILP** is information the student has completed themselves regarding their goals and targets
7. In order to access the permissions please go to **Learner ILP** and select **Further Details**. There are two checkboxes to tick if you are choosing to give approval to the permissions listed
8. If you have any queries, or need assistance with using ProPortal, please email: ProPortal@gcfe.net