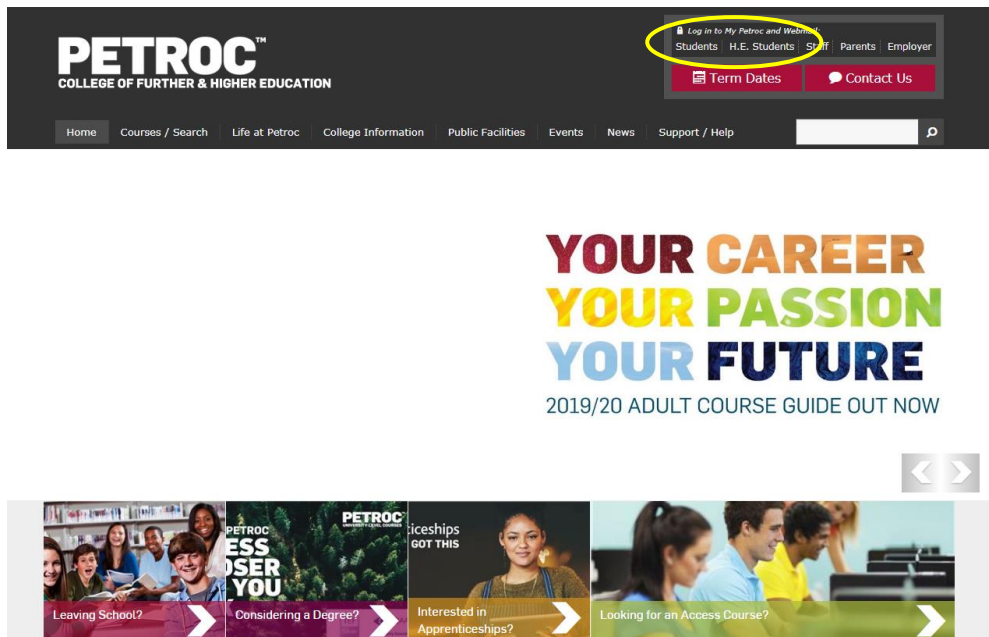


# User Guide:

## Entering GCSE Results via My Petroc

### Step 1:

Please visit our website [www.petroc.ac.uk](http://www.petroc.ac.uk) and click on the 'Students' link in the top right hand corner.



### Step 2:

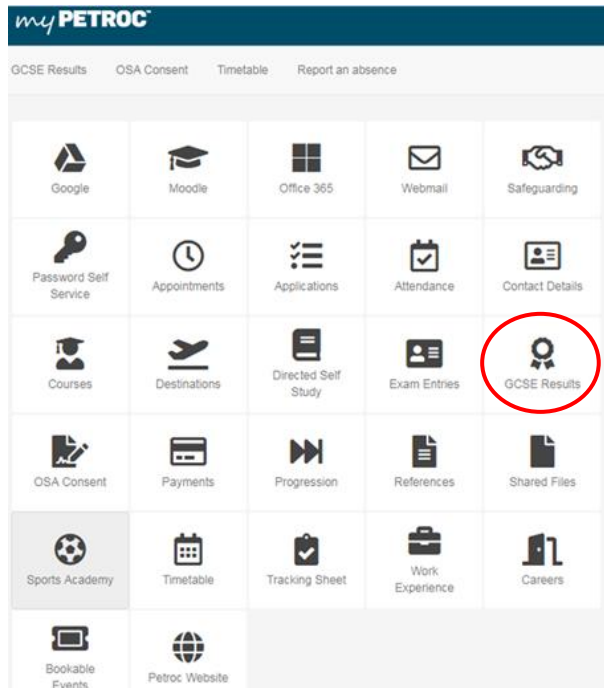
Log in to My Petroc. Your username will be your Student ID Number @petroc.ac.uk (e.g. [12345678@petroc.ac.uk](mailto:12345678@petroc.ac.uk)). You should have already received your student ID number. If you don't know your student ID, please call the Faculty Administration Team on: 01271 852427 or email [facultyadmin@petroc.ac.uk](mailto:facultyadmin@petroc.ac.uk).

Your password will be 'Dob' followed by your date of birth in a 6 digit format (DDMMYY), unless you have already changed your password. E.g. Dob030597.



### Step 3:

Once you have logged into My Petroc, please click on GCSE Results.



### Step 4:

The following page will appear. You will be able to enter all of your GCSE results onto the system by clicking 'add'. You can click on the pencil on the right hand side to edit your grades. Please ensure you enter the subject name, grade and when the qualification was achieved.

Padlocks will appear next to your grades when they have been verified by a member of staff, once you start college. You will then no longer be able to edit them.

