

Parent Portal

User Guide

About this guide

This guide is designed to help you through the steps of logging in and viewing the Parent Portal for your son or daughter.

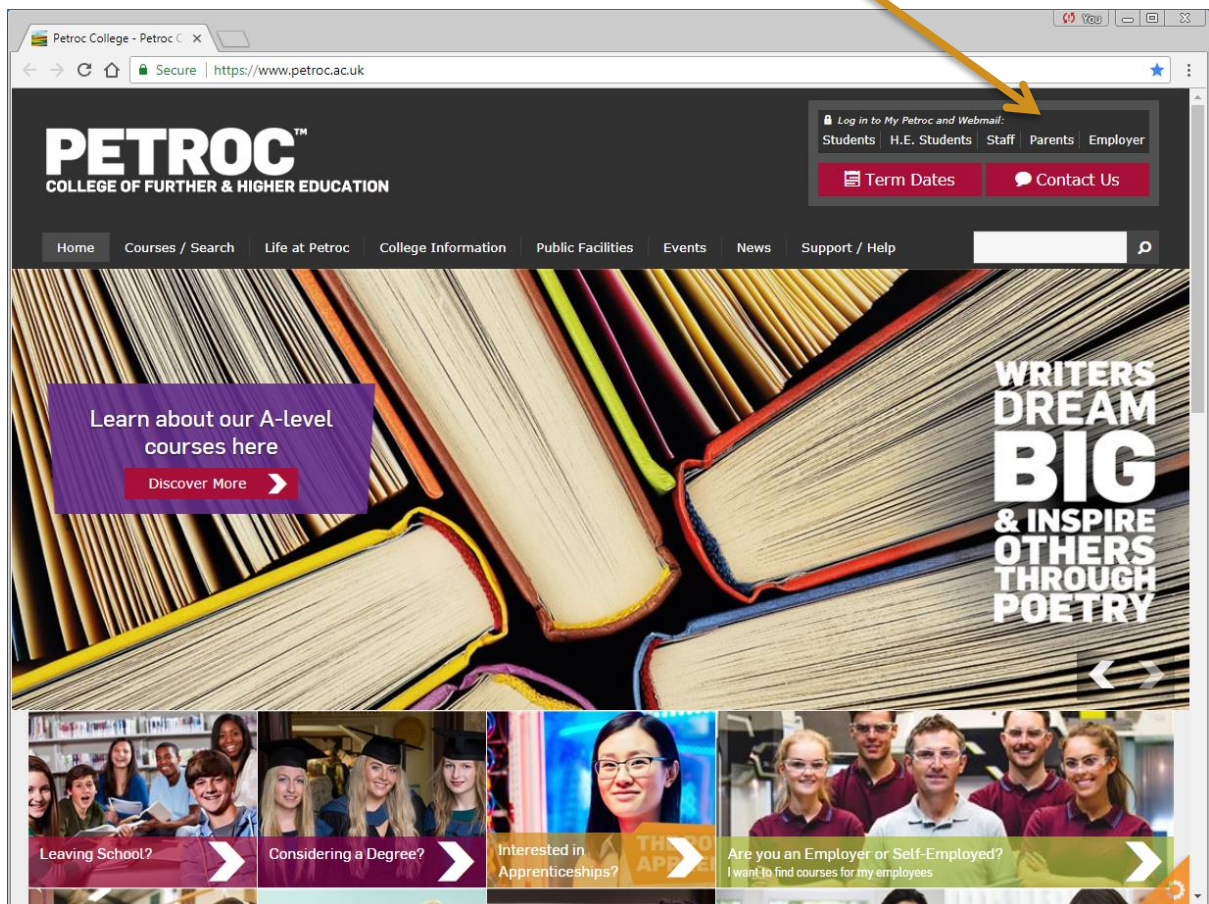
If you have supplied an email address for your contact record against your son or daughter you will have received an email from us with stating that an account has setup/linked for you. This email will contain your username (and password if you didn't already have a MyPetroc account).

If you haven't supplied an email and you have been listed as a contact for your son or daughter then you will need to contact the Department Administration Team who will be able to add your email address to the contact record.

Please be aware that we can only speak to parents/guardians who are assigned as a contact against for the student. If you're not a recorded as a contact and believe you should be then **only the student** can request you be added as a contact record for them. This can be done by the Department Administration Team.

Step 1 – Go to our web site

Please visit our website www.petroc.ac.uk – click on the 'Parents' link in the top right hand corner

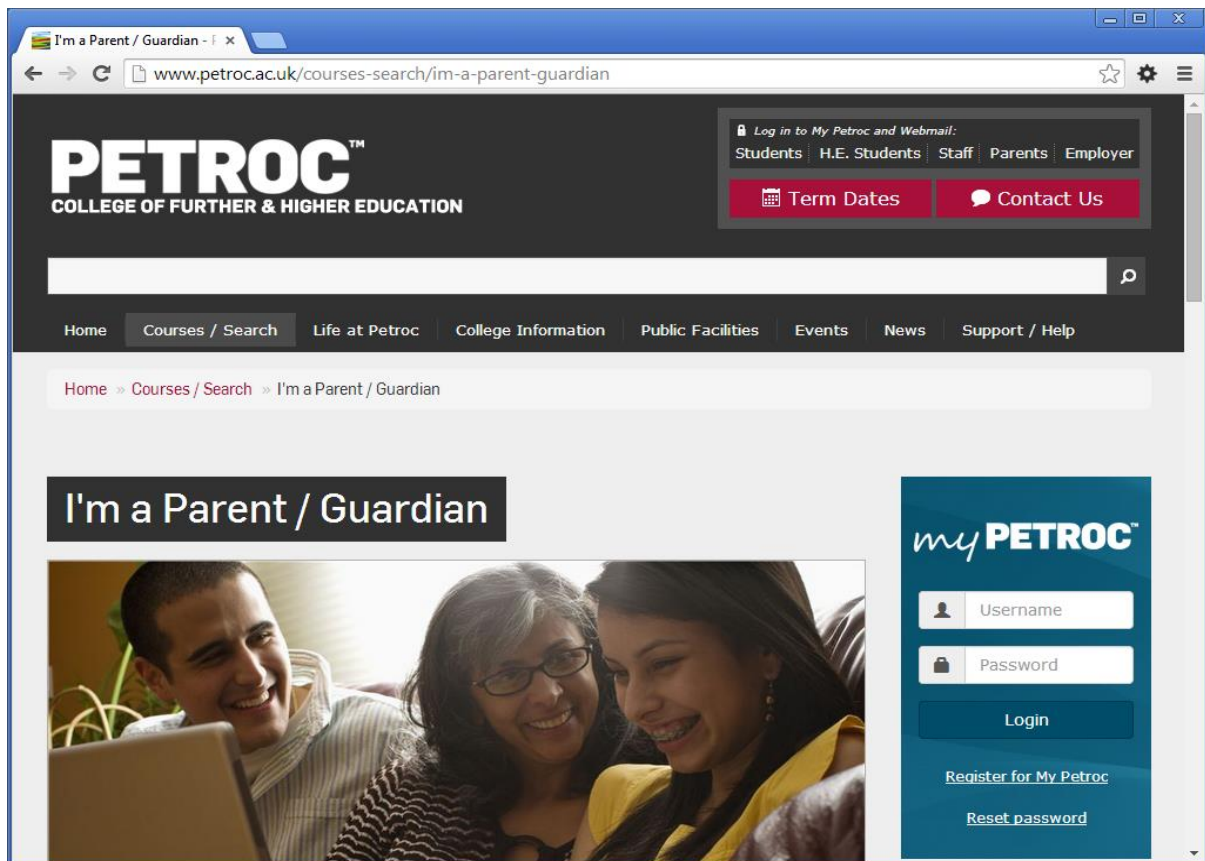


The screenshot shows the Petroc College website homepage. The browser address bar displays "https://www.petroc.ac.uk". The main header features the Petroc logo and navigation links: "Students", "H.E. Students", "Staff", "Parents", and "Employer". Below these are buttons for "Term Dates" and "Contact Us". A secondary navigation bar includes "Home", "Courses / Search", "Life at Petroc", "College Information", "Public Facilities", "Events", "News", and "Support / Help". The main content area has a background image of books with a purple call-to-action box: "Learn about our A-level courses here" and a "Discover More" button. To the right, text reads "WRITERS DREAM BIG & INSPIRE OTHERS THROUGH POETRY". At the bottom, there are four horizontal panels with images and text: "Leaving School?", "Considering a Degree?", "Interested in Apprenticeships?", and "Are you an Employer or Self-Employed? I want to find courses for my employees". An orange arrow points from the text above to the "Parents" link in the top right corner of the website.

Step 2 – Login to MyPetroc

If you already have a MyPetroc and you have forgotten your password then you can click on the **'Reset password'** link in the MyPetroc login pane (shown in the bottom right of the screen shot below).

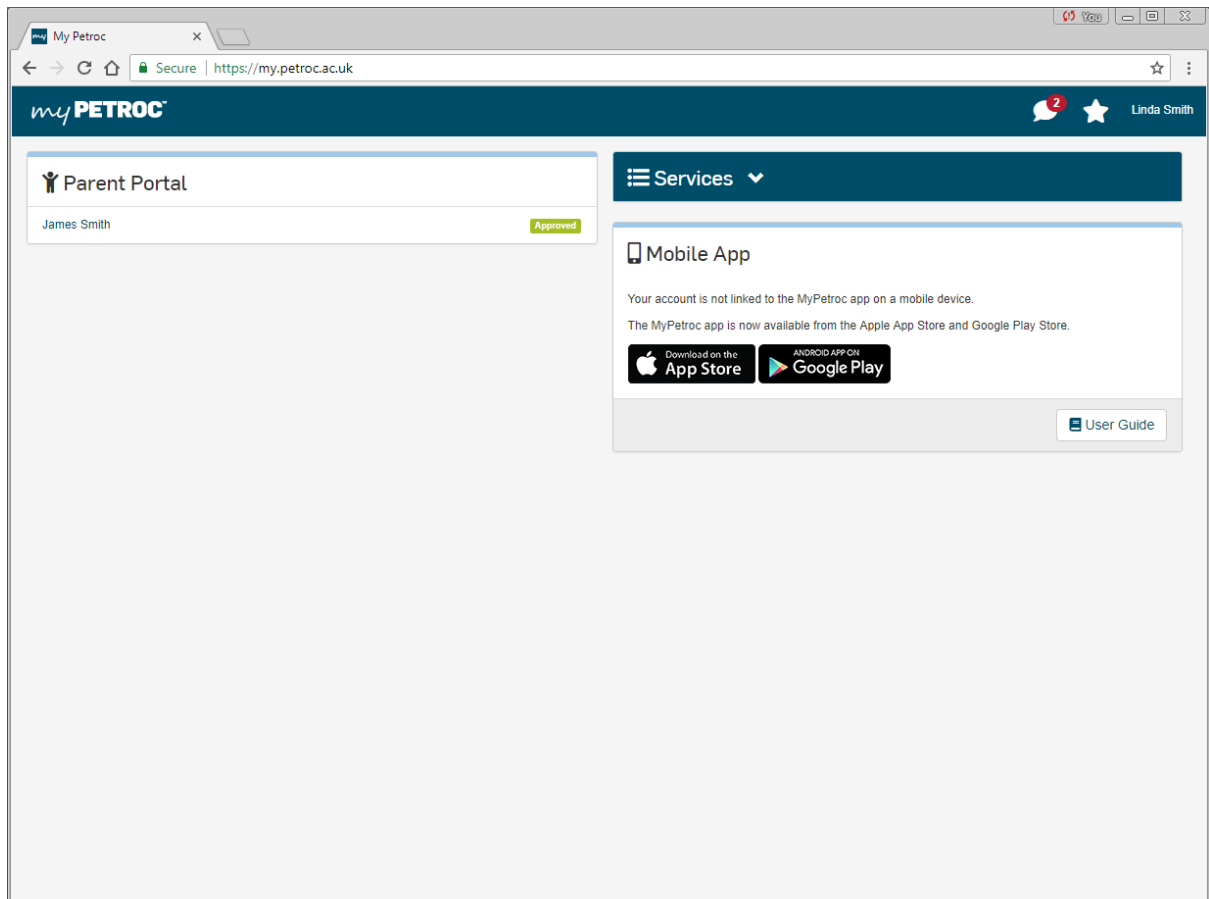
Enter your username and password and click Login to MyPetroc.



The screenshot shows a web browser window with the URL www.petroc.ac.uk/courses-search/im-a-parent-guardian. The page features the PETROC logo (COLLEGE OF FURTHER & HIGHER EDUCATION) and a navigation menu with options like Home, Courses / Search, Life at Petroc, College Information, Public Facilities, Events, News, and Support / Help. A search bar is located below the navigation. The main content area has a breadcrumb trail: Home » Courses / Search » I'm a Parent / Guardian. A large image shows a man and two women looking at a laptop. On the right, the 'my PETROC' login pane is visible, containing fields for Username and Password, a Login button, and links for Register for My Petroc and Reset password.

Step 3 – MyPetroc Dashboard

Once you have logged in you should see the Parent Portal dashboard pane which will list your son or daughter. You can click on their name to take you to their record.



Step 4 – Complete

You're now viewing the Parent Portal for your son or daughter.

myPETROC

James Smith GCSE Results OSA Consent Report an absence

Appointments Applications Attendance Contact Details Courses

GCSE Results OSA Consent Payments Progression References

Shared Files Sports Academy Bursary/LSF Webmail

Character Badges

CC(d) P R G S(d) W(d)

Attendance and Minimum Target Grades

| Subject | Attendance | MTG |
|-------------------------------------|------------|-----|
| ALMATUT AL TUTORIAL (BARNSTAPLE) | N/A | N/A |
| DAMAALGEO A LEVEL GEOGRAPHY | N/A | N/A |
| DAMAALHIS A LEVEL HISTORY | N/A | N/A |
| DAMAALMAT A LEVEL MATHEMATICS | N/A | N/A |
| Overall | N/A | |

Incomplete Targets

There are no incomplete targets.