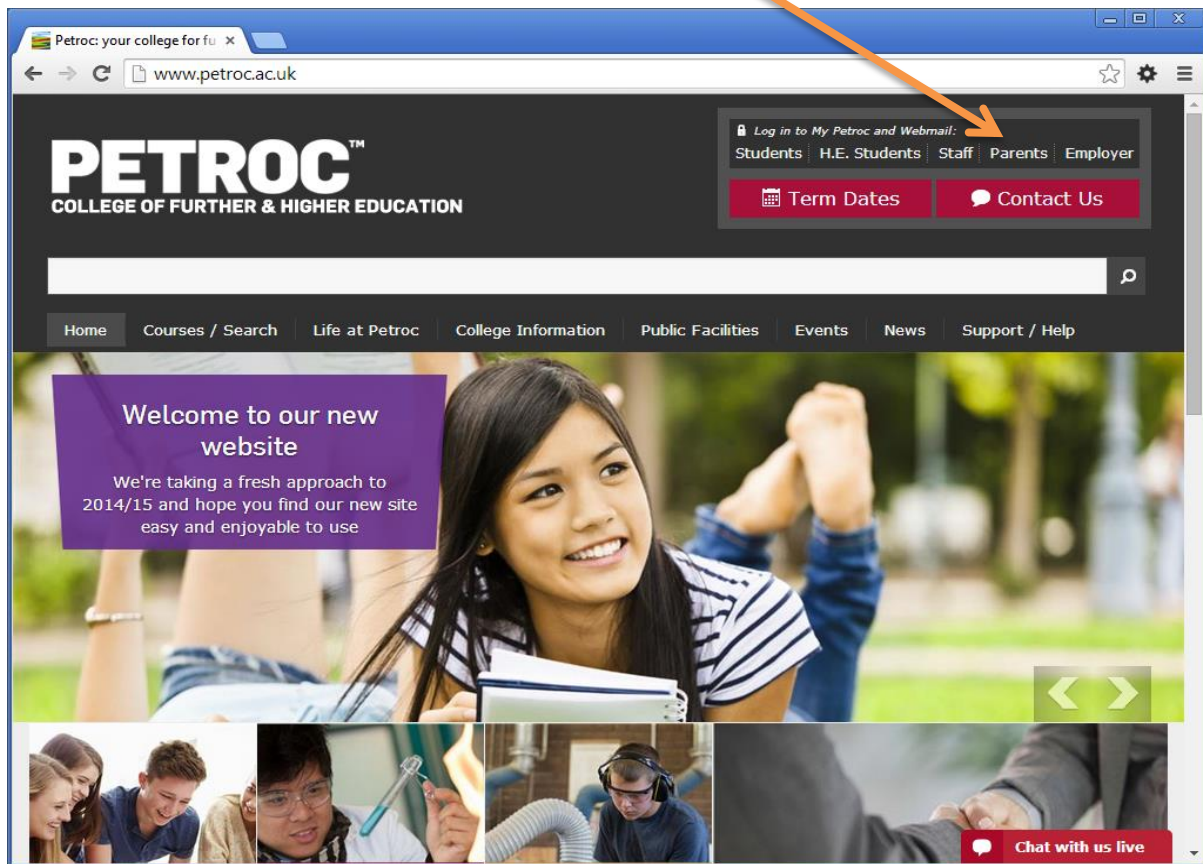


Parent Portal

User Guide

Step 1 – Go to our web site

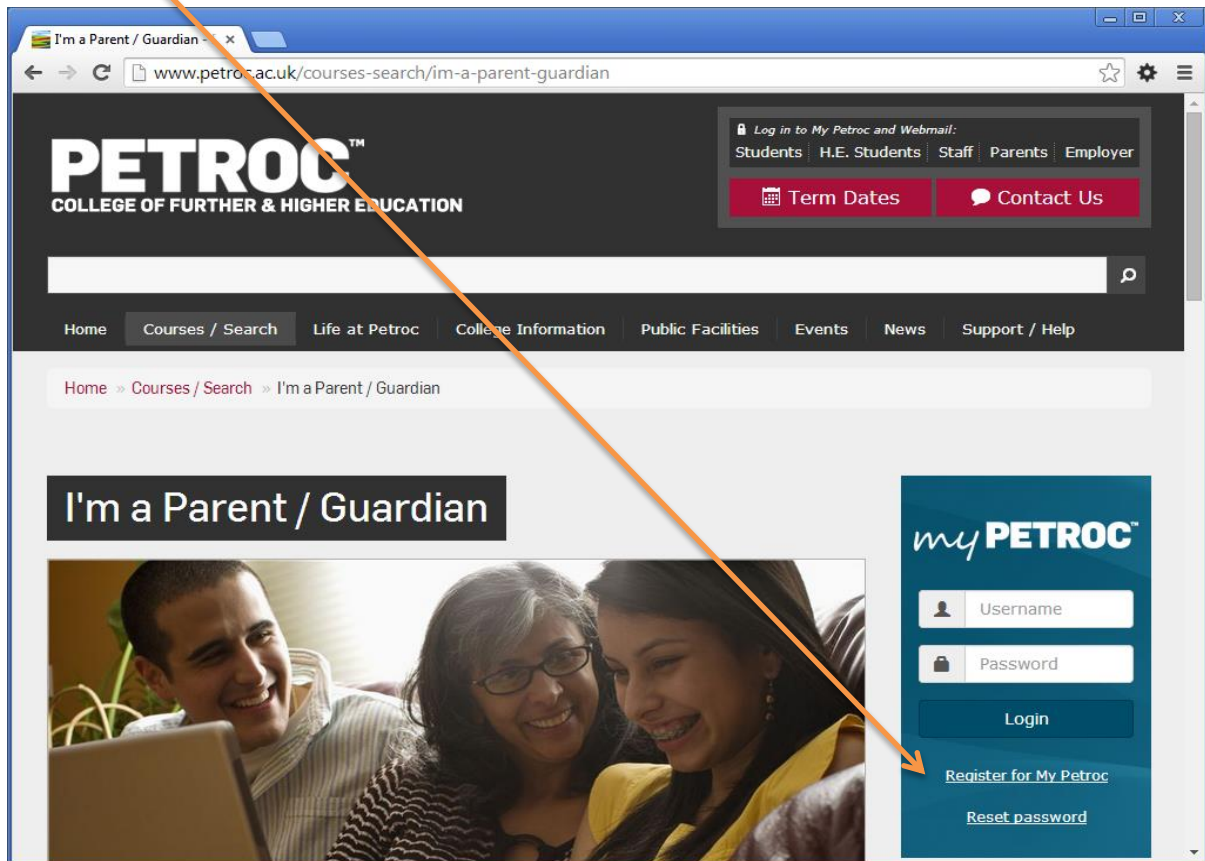
Please visit our website www.petroc.ac.uk – click on the 'Parents' link in the top right hand corner



Step 2 – Login to My Petroc

If you already have a My Petroc account then you can log in using your username (this will normally be your email address used when registering your account) and password. Please then continue to **Step 4** of this user guide.

If you do not already have an account then you can register for a My Petroc account by following the 'Register for My Petroc' link below the 'Login' link.



The screenshot shows a web browser window with the URL www.petroc.ac.uk/courses-search/im-a-parent-guardian. The page header features the Petroc logo and navigation links for 'Students', 'H.E. Students', 'Staff', 'Parents', and 'Employer'. Below the header is a search bar and a navigation menu with options like 'Home', 'Courses / Search', 'Life at Petroc', etc. The main content area has a breadcrumb trail: 'Home » Courses / Search » I'm a Parent / Guardian'. A large heading reads 'I'm a Parent / Guardian' above a photograph of a family. To the right, a 'my PETROC' login box contains fields for 'Username' and 'Password', a 'Login' button, and links for 'Register for My Petroc' and 'Reset password'. An orange arrow points from the 'Register for My Petroc' link in the login box back to the text in the previous paragraph.

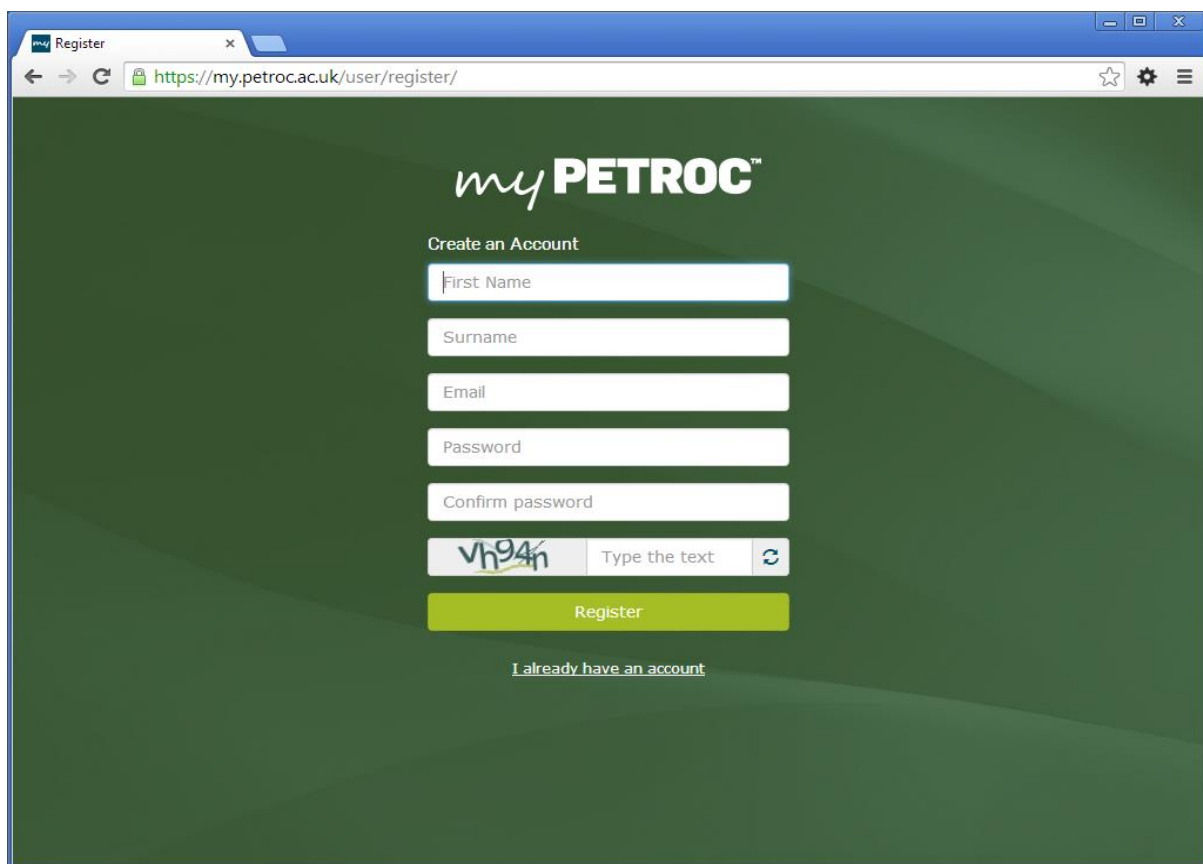
Step 3 – Registering a My Petroc Account

Please enter your details in the form provided; your password must follow these criteria

- Must contain at least 1 upper case character
- Must contain at least 1 lower case character
- Must contain at least 1 number
- Must be at least 8 characters in length

Once you have entered all your details and clicked 'Register' we will send you an email containing a link to verify your account. You must click the link before you can continue to My Petroc. When you click the link your account will be verified and you will be logged in to My Petroc.

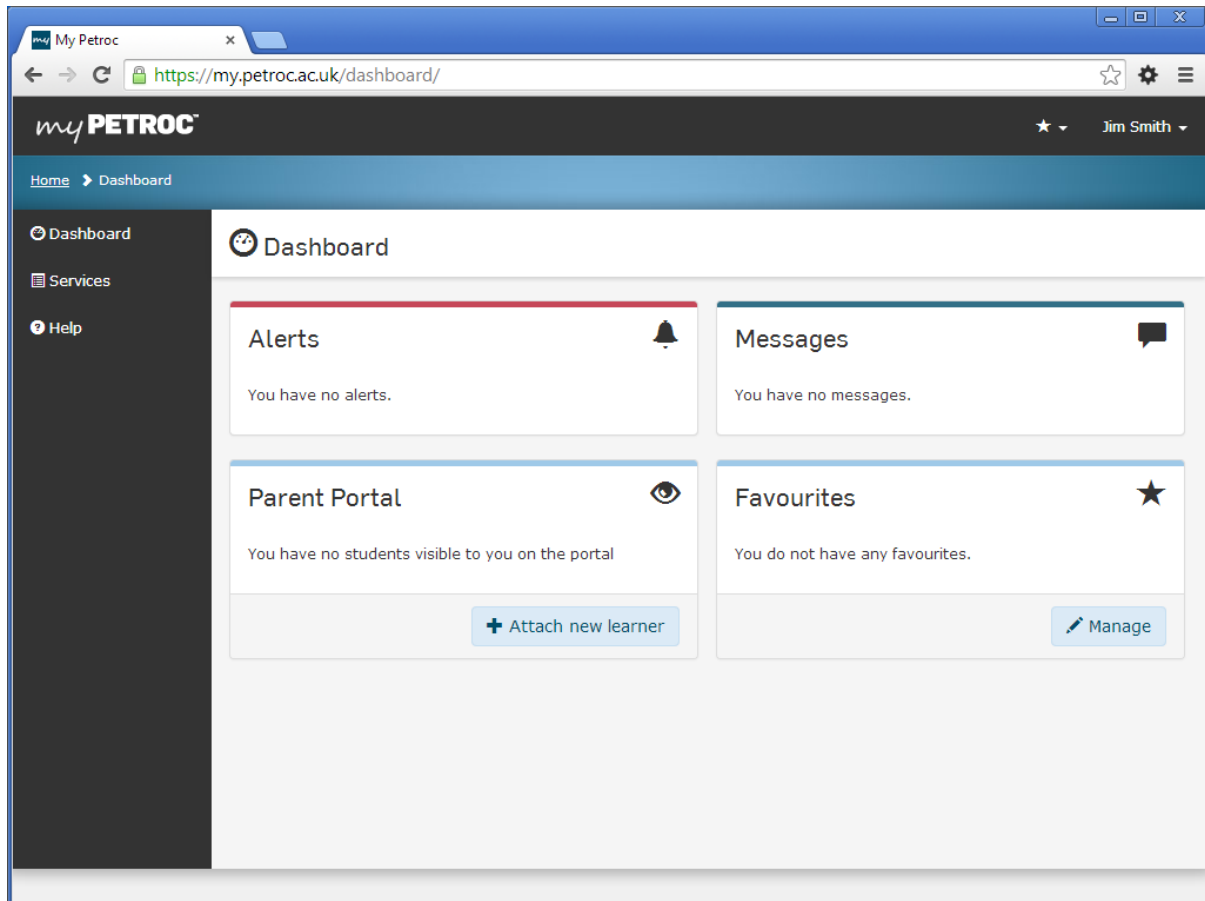
You can only use this link once; do not attempt to use it after this as it will no longer work.



The image shows a screenshot of a web browser displaying the registration page for My Petroc. The browser's address bar shows the URL <https://my.petroc.ac.uk/user/register/>. The page features the My Petroc logo at the top, followed by the heading "Create an Account". Below this heading are several input fields: "First Name", "Surname", "Email", "Password", and "Confirm password". A CAPTCHA challenge is displayed, showing the text "vh94n" and a prompt to "Type the text". A green "Register" button is positioned below the CAPTCHA. At the bottom of the form, there is a link that says "I already have an account".

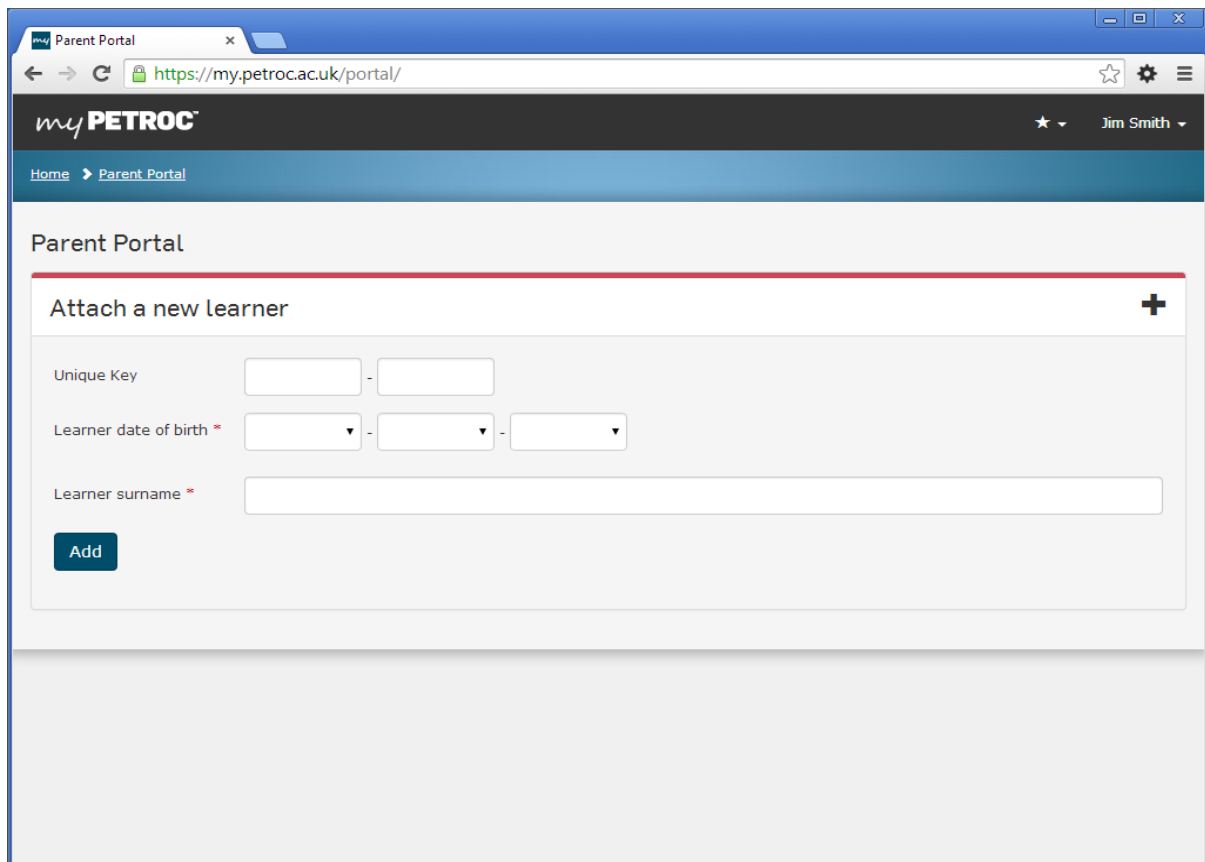
Step 4 – My Petroc Dashboard

Once you have logged in you should be able to attach your son/daughter by clicking on the 'Attach new learner' link on the Parent Portal pane on your My Petroc Dashboard. You can also get to the Parent Portal by clicking on Services from the left menu and then clicking on 'Parent Portal'.



Step 5 – Attaching a new learner

We will have sent you an email or letter containing a unique reference number; you must enter this, the learner’s date of birth and surname in the form provided and continue by clicking the ‘Add’ link.

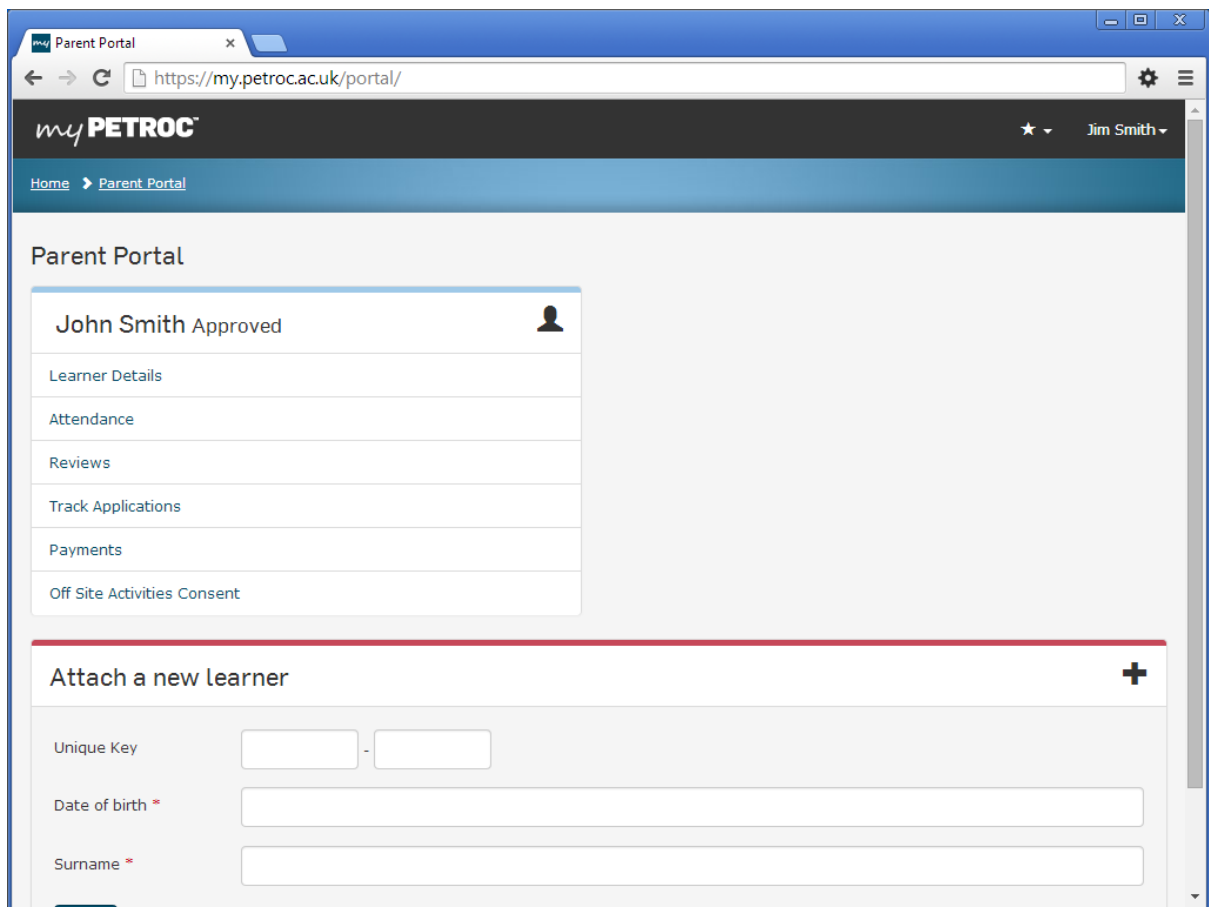


The screenshot shows a web browser window with the URL <https://my.petroc.ac.uk/portal/>. The page title is "Parent Portal" and the user is logged in as "Jim Smith". The main content area is titled "Parent Portal" and contains a section for "Attach a new learner" with a plus sign icon in the top right corner. The form includes the following fields:

- Unique Key: Two text input boxes separated by a hyphen.
- Learner date of birth *: Three dropdown menus for day, month, and year.
- Learner surname *: A single text input box.
- An "Add" button located below the surname field.

Step 6 – Complete

Once you have successfully attached the learner you will be able to see them in your Parent Portal area.



The screenshot displays the myPETROC Parent Portal interface. At the top, the browser address bar shows the URL <https://my.petroc.ac.uk/portal/>. The page header includes the myPETROC logo, a star icon, and the user name "Jim Smith". A breadcrumb trail shows "Home > Parent Portal".

The main content area is titled "Parent Portal" and features a profile card for "John Smith Approved" with a person icon. Below the profile card is a vertical list of menu items: "Learner Details", "Attendance", "Reviews", "Track Applications", "Payments", and "Off Site Activities Consent".

At the bottom of the page, there is a section titled "Attach a new learner" with a plus sign icon. This section contains a form with the following fields:

- Unique Key: Two input boxes separated by a hyphen.
- Date of birth *: A single wide input box.
- Surname *: A single wide input box.