

PARENT PORTAL

USER GUIDE

This guide is designed to help you through the steps of logging in and viewing the Parent Portal.

If you are a named contact for a student at Petroc and you have supplied an email address, you will have received an email from us stating that an account has been setup for you linked to the student. This email will contain your username and password if you don't already have a myPetroc account. If you haven't supplied an email address, please contact the Faculty Administration Team who will be able to add your email address so a linked account can be created. If you are not a contact for the student but think you should be, please note that we can only add you at the request of the student.

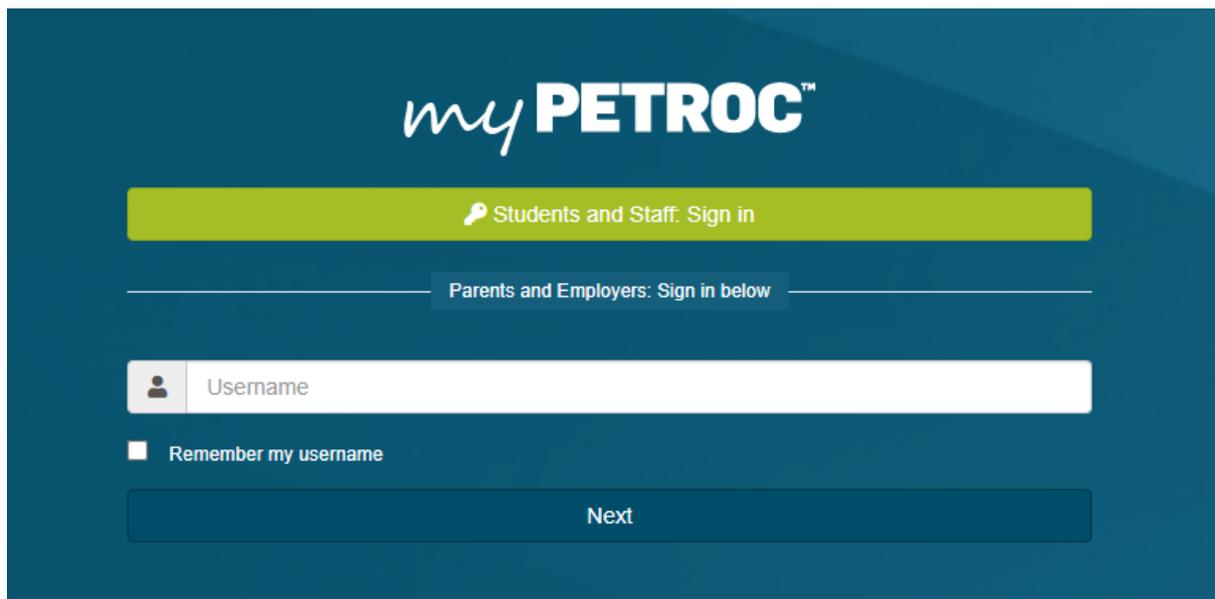
1) VISIT OUR WEBSITE

Go to www.petroc.ac.uk – click on the myPetroc link in the top right-hand corner.

2) LOG IN TO MYPETROC

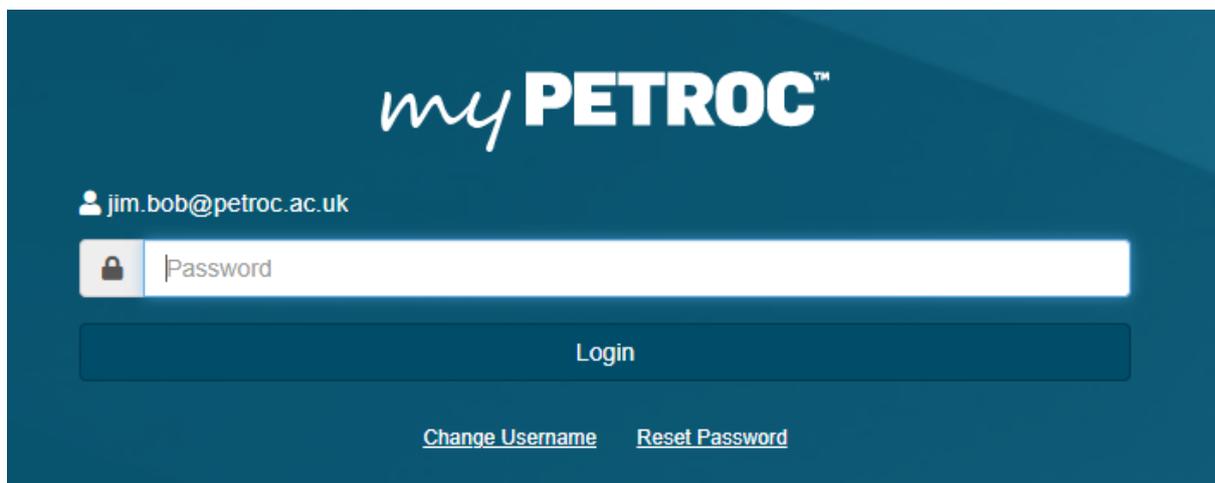
Enter your username and password and click 'Login to myPetroc'.

PETROC



The screenshot shows the myPETROC login interface. At the top, the logo 'my PETROC™' is displayed. Below it, a green button with a key icon and the text 'Students and Staff: Sign in' is visible. Underneath, a horizontal line separates this from the text 'Parents and Employers: Sign in below'. A white input field with a person icon and the placeholder text 'Username' is present. Below the input field is a checkbox labeled 'Remember my username'. At the bottom of the form is a dark blue button with the text 'Next'.

If you already have a myPetroc account and you have forgotten your password, you can click on the 'Reset password' link in the myPetroc login pane (shown in the bottom right of the screenshot below).

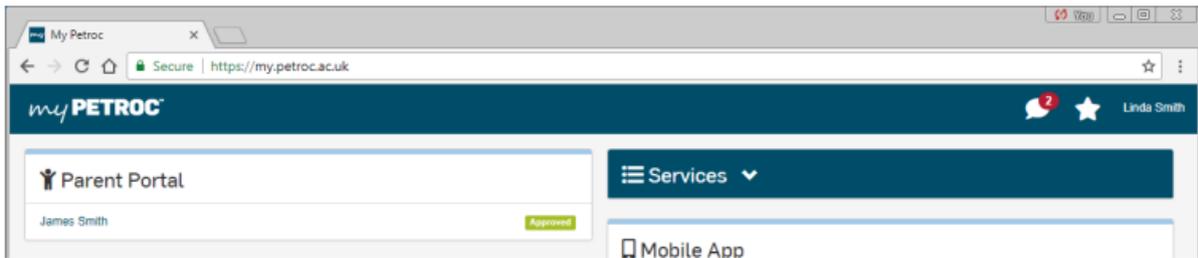


The screenshot shows the myPETROC login interface for parents and employers. The logo 'my PETROC™' is at the top. Below it, the email address 'jim.bob@petroc.ac.uk' is displayed next to a person icon. A white input field with a lock icon and the placeholder text 'Password' is shown. Below the input field is a dark blue button with the text 'Login'. At the bottom of the form are two links: '[Change Username](#)' and '[Reset Password](#)'.

3) MYPETROC DASHBOARD

Once you have logged in, you should see the Parent Portal dashboard pane which will list the names of all students linked to your account. You can click on their name to take you to their record.

PETROC



4) COMPLETE!

You're now viewing the Parent Portal. Below is the main 'dashboard' where you can select information such as attendance, appointments and payments.

