

PARENT PORTAL

USER GUIDE

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

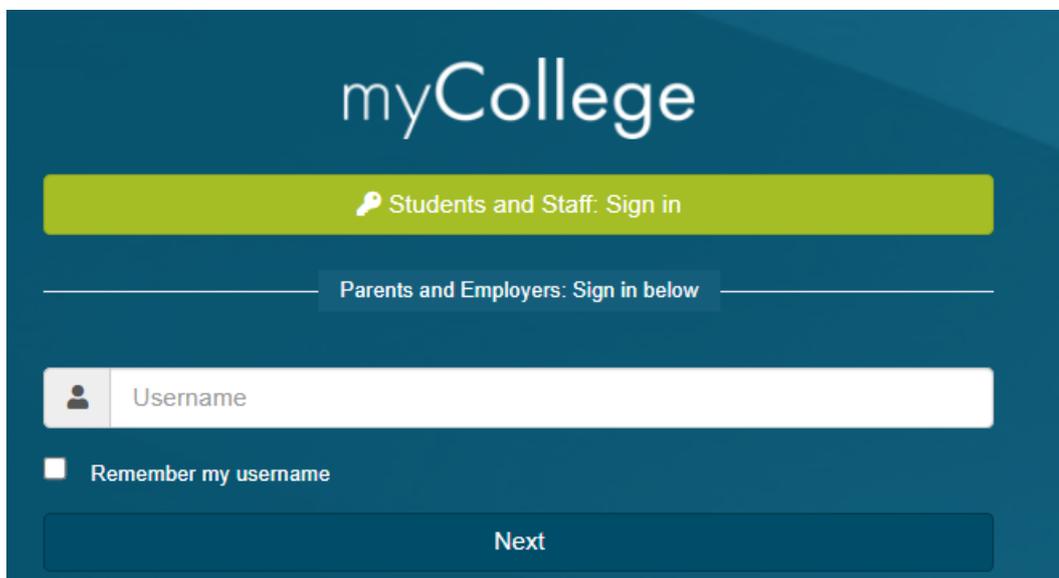
If you are a named contact for a student at North Devon College and you have supplied an email address, you will have received an email from us stating that an account has been setup for you linked to the student. This email will contain your username and password if you don't already have a myCollege 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 myCollege link in the top right-hand corner.

2) LOG IN TO MYCOLLEGE

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

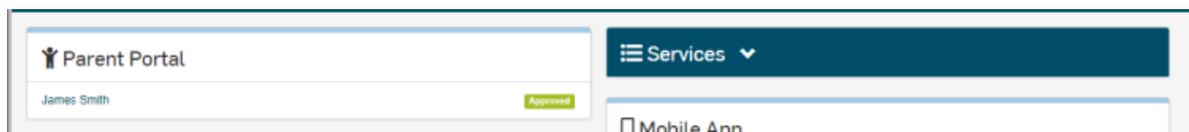


The screenshot shows the myCollege login interface. At the top, the 'myCollege' logo is displayed in white on a dark blue background. Below the logo is a green button with a key icon and the text 'Students and Staff: Sign in'. Underneath this is a horizontal line with the text 'Parents and Employers: Sign in below' centered. Below the line is a white input field with a person icon on the left and the placeholder text 'Username'. 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 myCollege account and you have forgotten your password, you can click on the 'Reset password' link in the myCollege login pane.

3) MYCOLLEGE 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.



4) COMPLETE!

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

