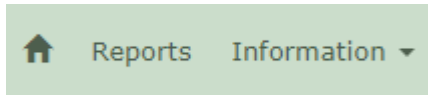


Accessing Results from ProPortal

Logging in to ProPortal

To retrieve your results you will need to open and login in to ProPortal. ProPortal can be found either on the colleges website under the student area, or from the links on Moodle, you will need to log in to ProPortal with your normal college login.

1. Once logged in there will be a link to “Reports” on the top bar



2. On the “Central Reports” page select “Exams – Statement of Results” from the list and then click on the run button (circled in the screenshot)

Central Reports

Report List:
[All Reports]

Report Name
Exams - Statement of Results
Individual Timetable
Last 2 days attendance
UCAS Predicted Grades

4 Reports

Criteria

Academic Year ID	19/20
Student ID (1) - Readonly	

Run button (circled in red)

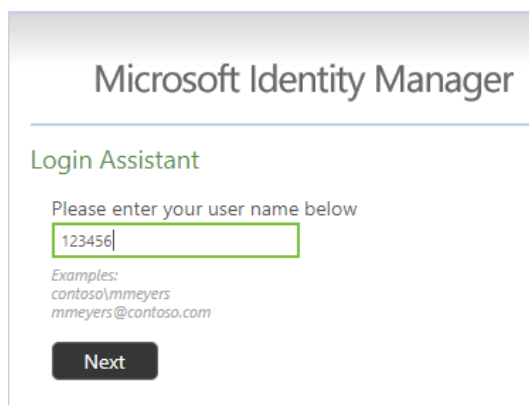
- a. At this point your browser may block the pop-up, if this happens click to allow the popup and then try again.
3. This will then bring up the full report of your results. In this report there will be a section for each course you are enrolled to along with each paper, the line highlighted in grey for each course is the main award (your overall grade) for that course.

Series	Board	Option	Title	Resit	Grade	Pts.	Equiv.
FLM-AL - Film A Level							
MOCKY218	MOCK	FILM STD1	MOCK FILM STUDIES 1	N			
6A18	WJEC	318101	FILM STUDIES A LEVEL CASH-IN	N			
6A18	WJEC	11830001	FILM STUDIES FM3:PROJECT	N			
6A18	WJEC	11840001	FILM STUDIES FM4:ISSUES & DEBATES	N			
6A18	WJEC	118301	FILM STUDIES F FM3	N			
6A18	WJEC	118401	FILM STUDIES F FM4	N			

Problems logging In

If you are struggling to login to ProPortal then please try resetting your password first, this can be done from the “Password Self-Service” link on the colleges website (in the student area).

1. Enter your student id in the box and click “Next”



Microsoft Identity Manager

Login Assistant

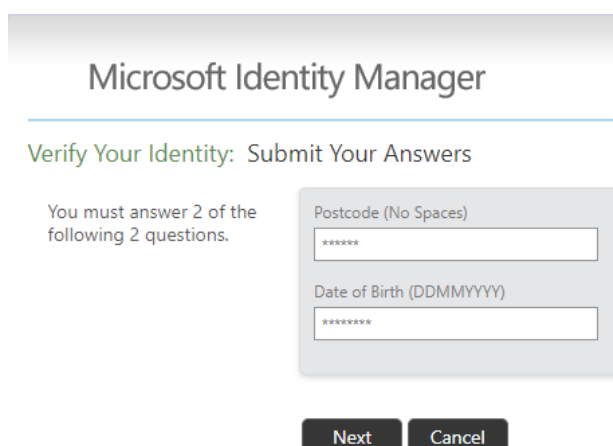
Please enter your user name below

123456

Examples:
contoso\mmeyers
mmeyers@contoso.com

Next

2. Enter your postcode and date of birth in to the boxes then click “Next”. Please make sure that postcode is entered with no spaces (i.e. SY26AY) and that date of birth is entered with no slashes or hyphens (i.e. 01011900)



Microsoft Identity Manager

Verify Your Identity: Submit Your Answers

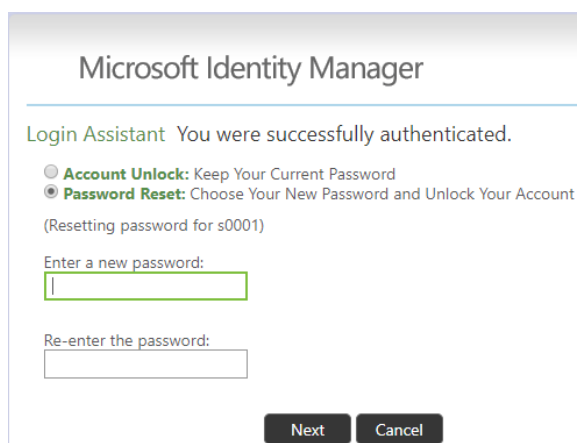
You must answer 2 of the following 2 questions.

Postcode (No Spaces)

Date of Birth (DDMMYYYY)

Next Cancel

3. Enter a new password into the two boxes and click “Next”, you should now be able to log in to ProPortal and other college systems with this new password



Microsoft Identity Manager

Login Assistant You were successfully authenticated.

☐ Account Unlock: Keep Your Current Password

☒ Password Reset: Choose Your New Password and Unlock Your Account

(Resetting password for s0001)

Enter a new password:
|

Re-enter the password:
|

Next Cancel