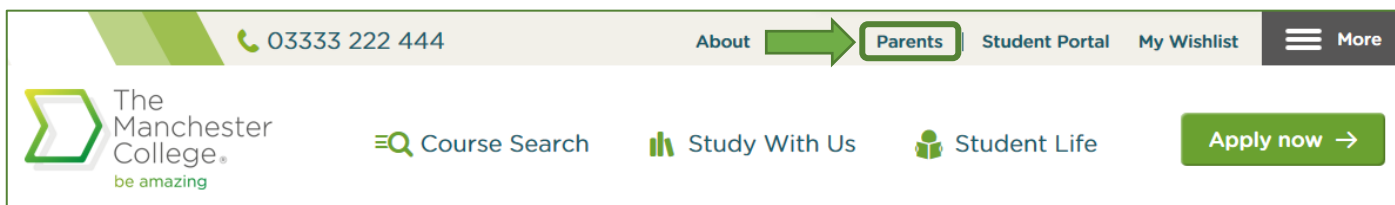## Signing up for an account

To sign up for a parent portal account, at the top of The Manchester College website page, at www.themanchestecollege.ac.uk, click on the 'Parents' link.

This will take you to the college's Parents page. Click on either the ProPortal link in the menu on the left or on the ProPortal icon at the bottom of the page.

This will take you to the ProPortal for Parents and Carers homepage, which can be used to log in once your account is set up. To request the creation of a new account, click on the Sign Up button underneath the Log In button.

On the account request page, you must complete **all** fields to complete your registration.

In these fields, please enter your own forename and surname, and your current email address.

The email you enter will be your username for the system. We will use this email if we need to contact you about ProPortal

Please enter your preferred password here. This will be used to access your account once activated.

In these fields, please enter your son / daughters' student ID as well as their date of birth.

These details will be used to verify the account you are requesting access for.

Click Submit Request and your request will be forwarded for activation. Once your account has been activated, you will receive an email to the email address provided to notify you.