



A Guide to the Parent Portal

By MIS Dev Team



Contact Details

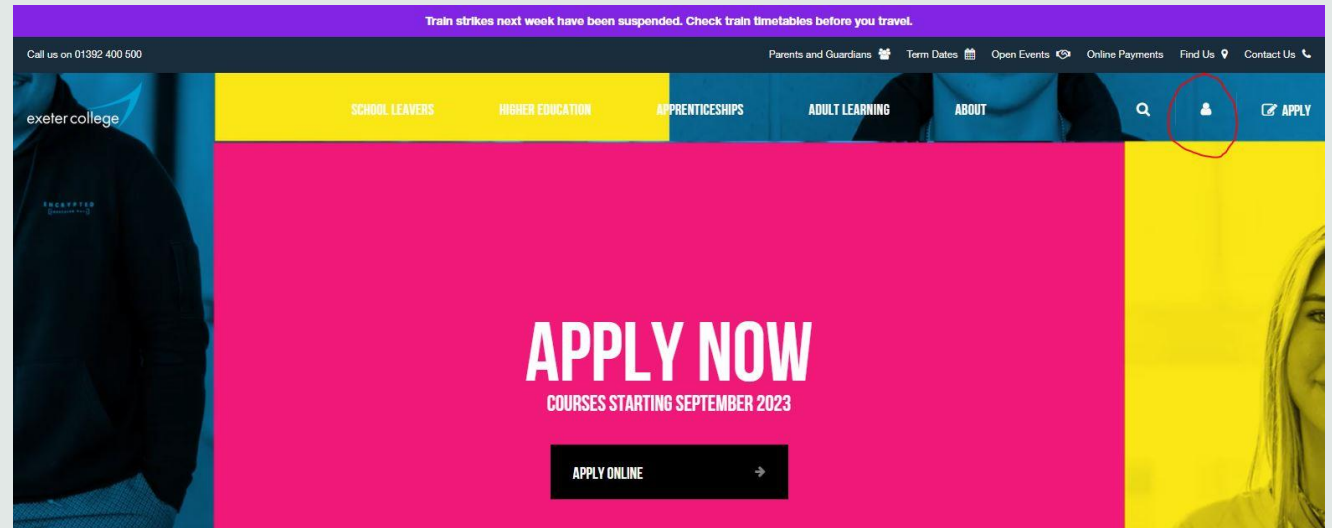
*Any problems
during registration
or anytime
accessing the
Parent Portal.*

Student Experience Department

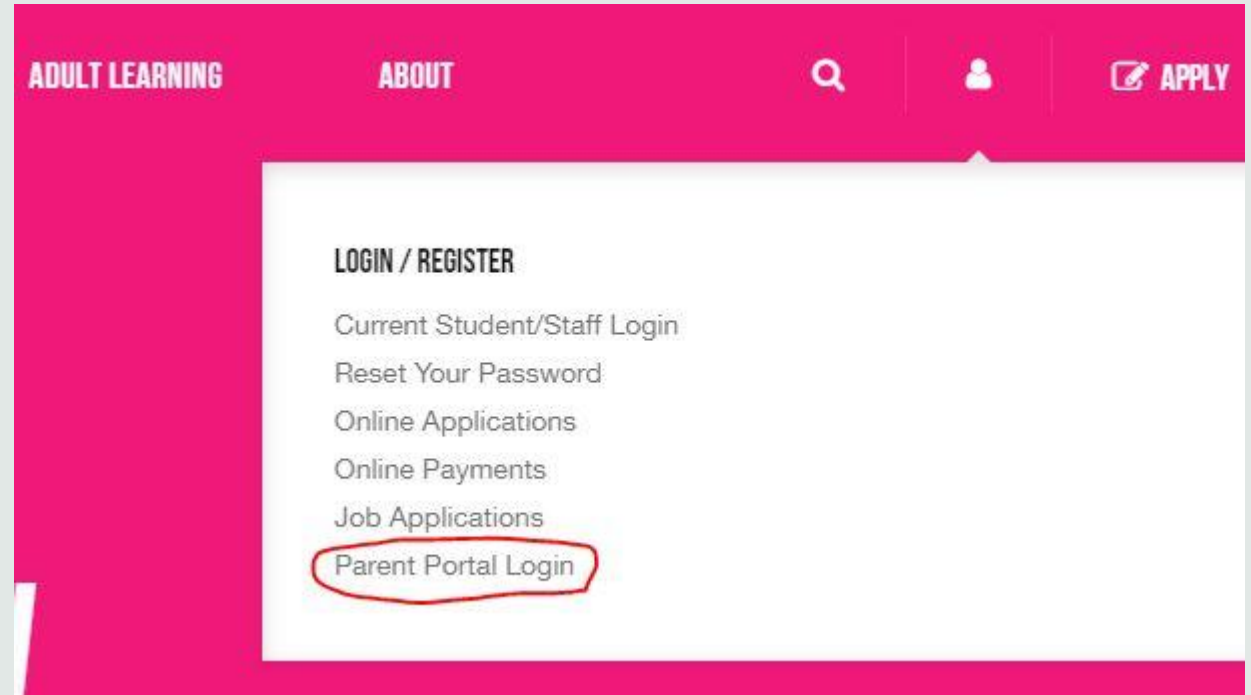
➤ Email: ParentPortal@exe-coll.ac.uk

➤ Contact: 01392 400928

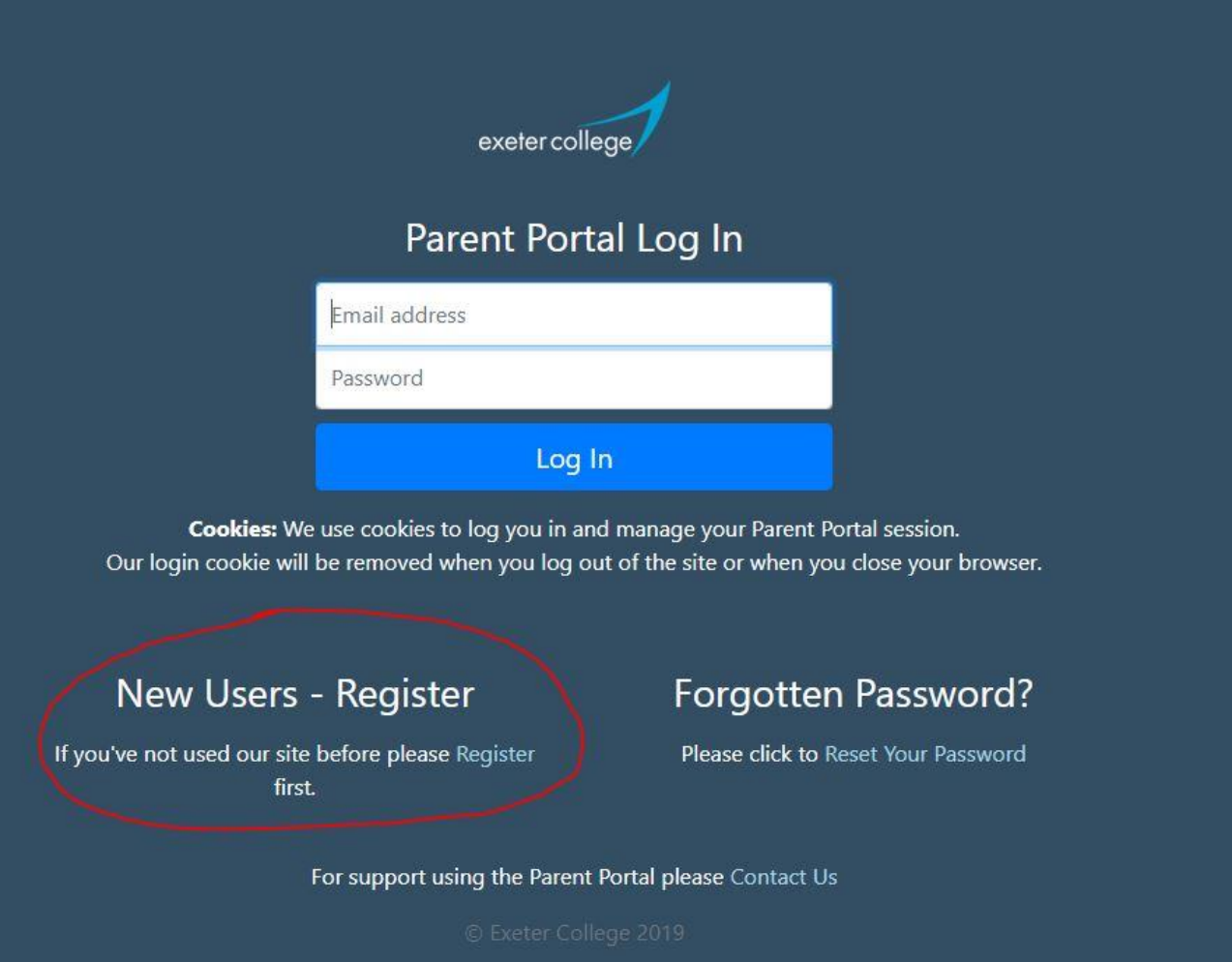
*Where to
Register?
First of all,
go to the
Exeter
College
Website*



*Open the
Login
Options
Menu and
choose
Parent Portal
Login*



Register as a New User



The image shows a screenshot of the Exeter College Parent Portal Log In page. The page has a dark blue background. At the top right is the Exeter College logo. Below it is the title 'Parent Portal Log In'. There are two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Log In' button. Below the button is a 'Cookies' notice. At the bottom, there are two links: 'New Users - Register' (circled in red) and 'Forgotten Password?'. The footer contains a support link and a copyright notice.

exeter college

Parent Portal Log In

Email address

Password

Log In

Cookies: We use cookies to log you in and manage your Parent Portal session.
Our login cookie will be removed when you log out of the site or when you close your browser.

New Users - Register
If you've not used our site before please Register first.

Forgotten Password?
Please click to [Reset Your Password](#)

For support using the Parent Portal please [Contact Us](#)

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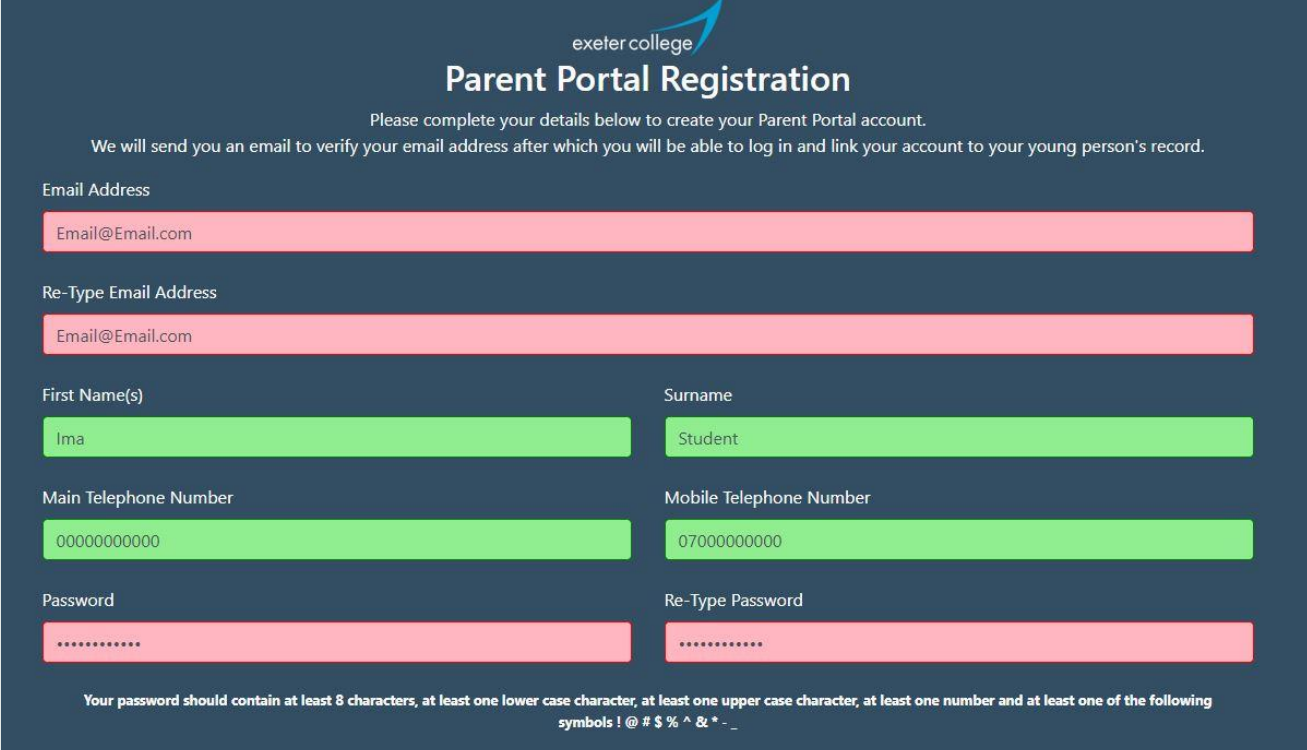
Registration Page

Points to Note:

> Some boxes may show as red. If otherwise correct, it is worth attempting to submit as it will most likely carry across if correctly input. Any incompatible information will bounce back.

> Be weary of not using @@ together, also in password too.

> Mobile Telephone Number needs a 07 at the start but is optional.



The image shows a registration form for Exeter College's Parent Portal. The form is set against a dark blue background. At the top right is the Exeter College logo. The title 'Parent Portal Registration' is centered. Below the title is a message: 'Please complete your details below to create your Parent Portal account. We will send you an email to verify your email address after which you will be able to log in and link your account to your young person's record.' The form contains several input fields: 'Email Address' and 'Re-Type Email Address' (both with red borders and containing 'Email@Email.com'); 'First Name(s)' (green border, containing 'Ima'); 'Surname' (green border, containing 'Student'); 'Main Telephone Number' (green border, containing '00000000000'); 'Mobile Telephone Number' (green border, containing '07000000000'); 'Password' (red border, containing '*****'); and 'Re-Type Password' (red border, containing '*****'). At the bottom, a password requirement note states: 'Your password should contain at least 8 characters, at least one lower case character, at least one upper case character, at least one number and at least one of the following symbols ! @ # \$ % ^ & * - _'.

exeter college

Parent Portal Registration

Please complete your details below to create your Parent Portal account.
We will send you an email to verify your email address after which you will be able to log in and link your account to your young person's record.

Email Address
Email@Email.com

Re-Type Email Address
Email@Email.com

First Name(s)
Ima

Surname
Student

Main Telephone Number
00000000000

Mobile Telephone Number
07000000000

Password

Re-Type Password

Your password should contain at least 8 characters, at least one lower case character, at least one upper case character, at least one number and at least one of the following symbols ! @ # \$ % ^ & * - _

Registration Page Preferences

> If signed up to these preferences by mistake, then can be withdrawn in the main Parent Portal account page.

I understand that the data entered above will be stored by Exeter College for the purpose of registering for Parent Portal.
I may be contacted using any of the details provided above i.e. regarding my use of Parent Portal or the enrolment of any students to whom I am linked.

Further details can be found on our website <https://www.exe-coll.ac.uk/DataProtection>

Keeping in Touch

From time to time we would like to send you news updates and information from Exeter College. You can withdraw your consent to be contacted for these purposes at any time. Please tick your preferred options below.

- ☐ I would like to join the Exeter College Parents mailing list
- ☐ I would like to join the Exeter College News mailing list
- ☐ I agree to receiving SMS (text message) communications from Exeter College

Register

For support using the Parent Portal please Contact Us

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*Need to check
emails for
registration
confirmation
email.
This needs to be
clicked for access
to the base
Parent Portal.*

Exeter College Parent Portal Account Registration



Exeter College <noreply@exe-coll.ac.uk>



To:

Dear

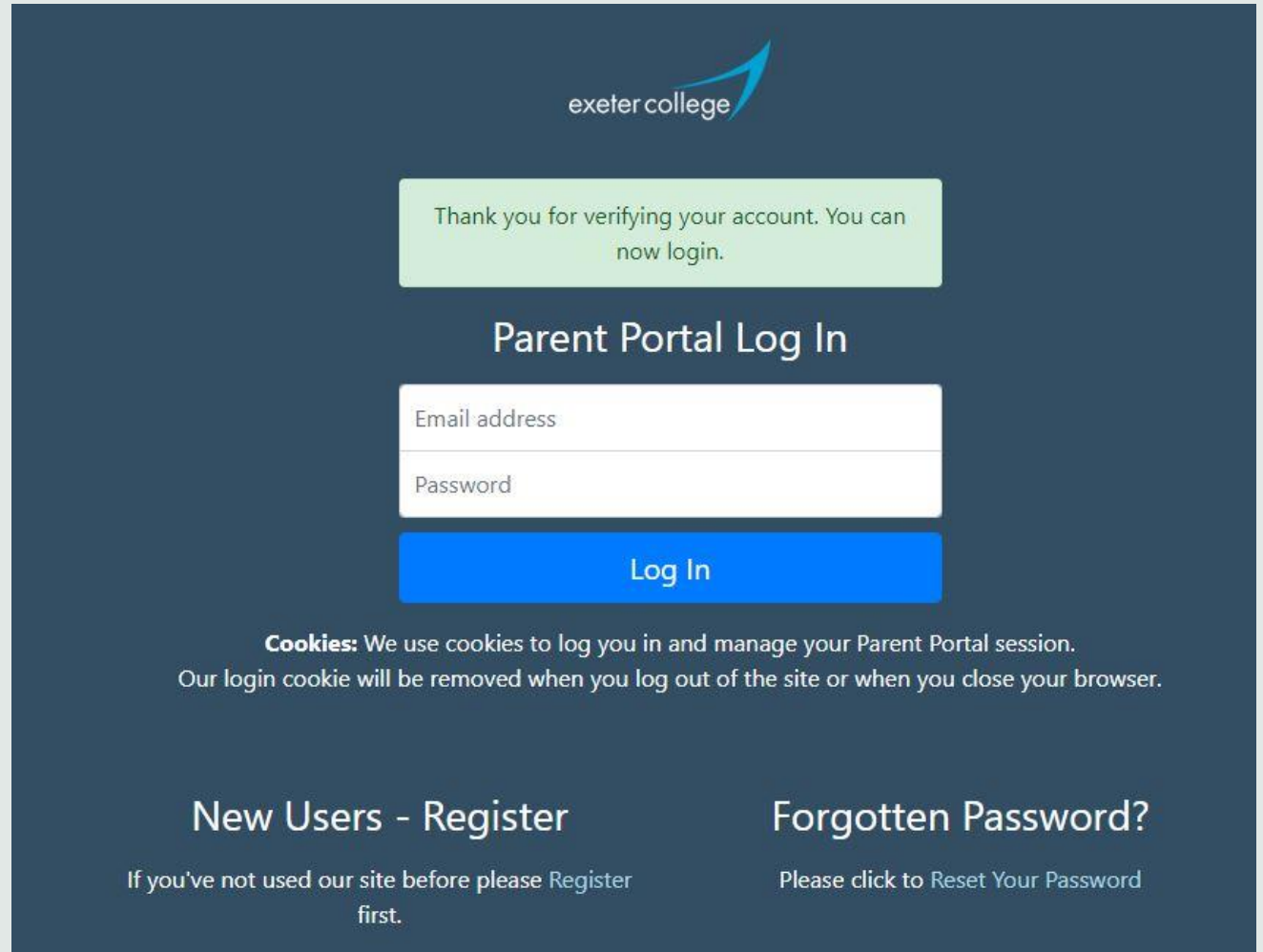
Thank you for registering for your Exeter College Parent Portal Account. To complete the setup of your account we need to verify your email address.

Please click on the link below to verify your email address:

<https://parent.exe-coll.ac.uk/verify.php?email=&code=465becc>

Once your account is verified you'll be able to log in.

After confirming via the email link, this message will appear meaning the account setup has been successful.



The image shows a screenshot of the Exeter College Parent Portal login page. At the top right is the Exeter College logo. A green message box states: "Thank you for verifying your account. You can now login." Below this is the "Parent Portal Log In" heading. There are two input fields: "Email address" and "Password". A blue "Log In" button is positioned below the password field. A "Cookies" notice states: "We use cookies to log you in and manage your Parent Portal session. Our login cookie will be removed when you log out of the site or when you close your browser." At the bottom, there are two links: "New Users - Register" with the subtext "If you've not used our site before please Register first." and "Forgotten Password?" with the subtext "Please click to Reset Your Password".

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Thank you for verifying your account. You can now login.

Parent Portal Log In

Email address

Password

Log In

Cookies: We use cookies to log you in and manage your Parent Portal session. Our login cookie will be removed when you log out of the site or when you close your browser.

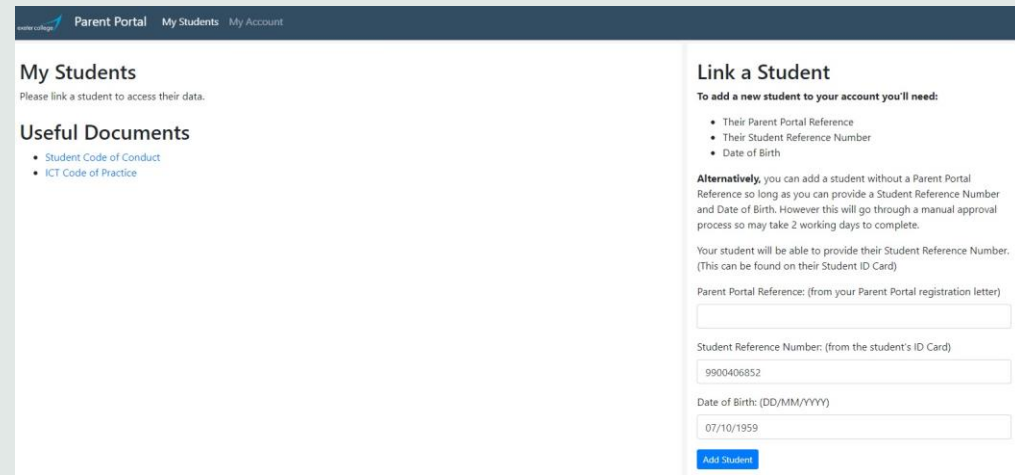
New Users - Register

If you've not used our site before please Register first.

Forgotten Password?

Please click to Reset Your Password

When the parent/guardian now logs in, they will need to link to a student. They can also go to My Account to update any details.



The screenshot shows the 'Link a Student' page in the Exeter College Parent Portal. The page has a dark blue header with the Exeter College logo and navigation links for 'Parent Portal', 'My Students', and 'My Account'. The main content area is white and divided into two columns. The left column, titled 'My Students', contains a sub-header 'Useful Documents' with links to 'Student Code of Conduct' and 'ICT Code of Practice'. The right column, titled 'Link a Student', contains a sub-header 'To add a new student to your account you'll need:' followed by a bulleted list: 'Their Parent Portal Reference', 'Their Student Reference Number', and 'Date of Birth'. Below this, an 'Alternatively' section explains that a student can be added without a Parent Portal Reference by providing a Student Reference Number and Date of Birth, noting that this process may take 2 working days. A note states that the student will be able to provide their Student Reference Number (found on their Student ID Card). The form includes three input fields: 'Parent Portal Reference: (from your Parent Portal registration letter)', 'Student Reference Number: (from the student's ID Card)' (with the value '9900406852' entered), and 'Date of Birth: (DD/MM/YYYY)' (with the value '07/10/1959' entered). A blue 'Add Student' button is at the bottom right.

exeter college Parent Portal My Students My Account

My Students

Please link a student to access their data.

Useful Documents

- [Student Code of Conduct](#)
- [ICT Code of Practice](#)

Link a Student

To add a new student to your account you'll need:

- Their Parent Portal Reference
- Their Student Reference Number
- Date of Birth

Alternatively, you can add a student without a Parent Portal Reference so long as you can provide a Student Reference Number and Date of Birth. However this will go through a manual approval process so may take 2 working days to complete.

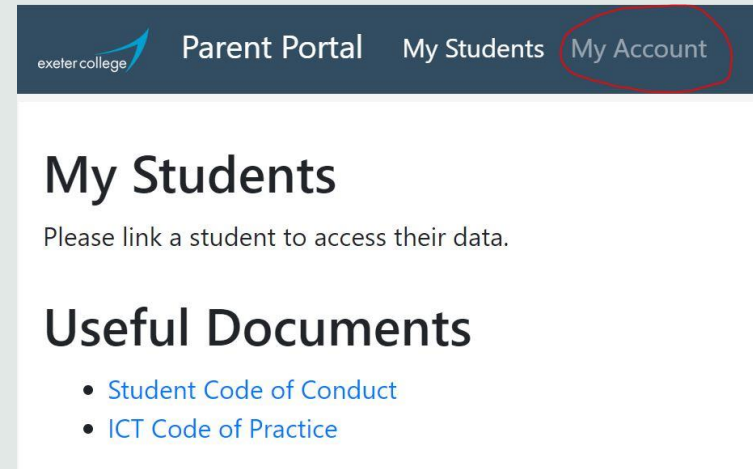
Your student will be able to provide their Student Reference Number. (This can be found on their Student ID Card)

Parent Portal Reference: (from your Parent Portal registration letter)

Student Reference Number: (from the student's ID Card)

Date of Birth: (DD/MM/YYYY)

[Add Student](#)



The screenshot shows the 'My Account' page in the Exeter College Parent Portal. The page has a dark blue header with the Exeter College logo and navigation links for 'Parent Portal', 'My Students', and 'My Account', with 'My Account' circled in red. The main content area is white and contains a sub-header 'My Students' and a message 'Please link a student to access their data.' Below this is a section titled 'Useful Documents' with links to 'Student Code of Conduct' and 'ICT Code of Practice'.

exeter college Parent Portal My Students My Account

My Students

Please link a student to access their data.

Useful Documents

- [Student Code of Conduct](#)
- [ICT Code of Practice](#)

My Account Page

- > User can amend contact details
- > Change Contact Preferences
- > Change Password

My Account

About Me

Email@Email.com

Ima

Student

Contact Details

01392

Contact Preferences

☒ I would like to join the Exeter College Parents mailing list

☒ I would like to join the Exeter College News mailing list

☐ I agree to receiving SMS (text message) communications from Exeter College

Update My Contact Details / Preferences

Change My Password

Your password should contain at least 8 characters, at least one lower case character, at least one upper case character, at least one number and at least one of the following symbols
!@#\$%^&*~_-

Change Password

For support using the Parent Portal please [Contact Us](#)

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The parent can enter the student details here.

> As a minimum, a student reference number and date of birth is required. The student ID card is the best place to locate the ID number.

> Ideally, the parent will have received a letter with the parent portal reference. This is not essential though as the request can be submitted, it will just be added to a queue and not immediate.

Link a Student

To add a new student to your account you'll need:

- Their Parent Portal Reference
- Their Student Reference Number
- Date of Birth

Alternatively, you can add a student without a Parent Portal Reference so long as you can provide a Student Reference Number and Date of Birth. However this will go through a manual approval process so may take 2 working days to complete.

Your student will be able to provide their Student Reference Number. (This can be found on their Student ID Card)

Parent Portal Reference: (from your Parent Portal registration letter)

Student Reference Number: (from the student's ID Card)

Date of Birth: (DD/MM/YYYY)

Add Student

Resetting Password > Go to Forgotten Password Link

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Parent Portal Log In

Email address

Password

Log In

Cookies: We use cookies to log you in and manage your Parent Portal session.
Our login cookie will be removed when you log out of the site or when you close your browser.

[New Users - Register](#)

If you've not used our site before please [Register](#) first.

[Forgotten Password?](#)

Please click to [Reset Your Password](#)

For support using the Parent Portal please [Contact Us](#)

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*This is the
password reset
email.*

*The link may
need to be copied
and pasted into
the search bar if
the hyperlink on
the text itself
does not work.*

Exeter College Parent Portal Password Reset



Exeter College <noreply@exe-coll.ac.uk>

To:



We have received a request to reset the password for your Exeter College Parent Portal Account.

Please click on the link below to reset your password:

<https://parent.exe-coll.ac.uk/forgot2.php>

This link is needed to reset the password. The user may need to copy and paste it into their online search bar.

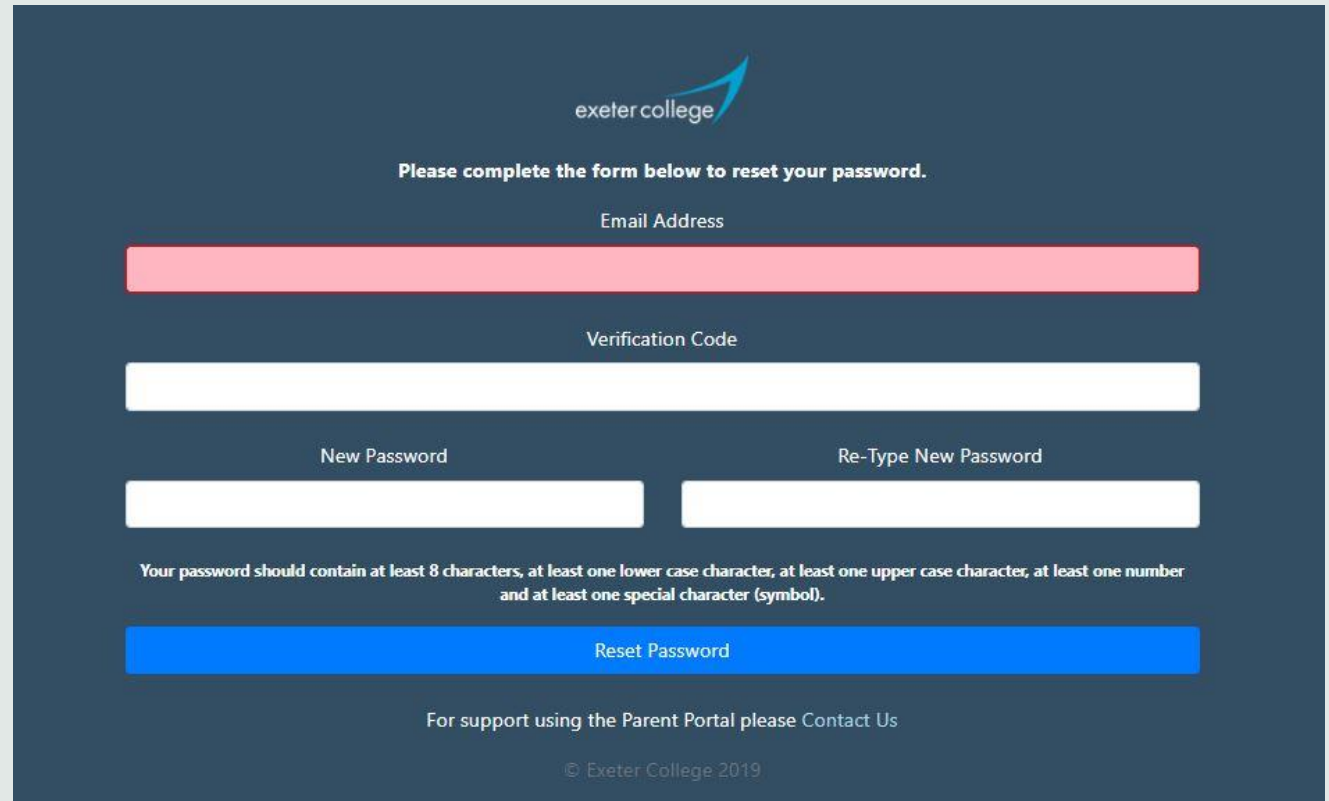
You will need the following code to reset your password: **5e27334**

This code will expire after 1 hour.

Please note that this message is sent from a notification only address. If you would like to contact someone regarding the contents of this message please email parentportal@exe-coll.ac.uk

The temporary code needs to be added onto this page.

The password cannot be reset on the normal login page.



The image shows a password reset form for Exeter College. At the top, the Exeter College logo is displayed. Below it, a heading reads "Please complete the form below to reset your password." The form consists of several input fields: a pink "Email Address" field, a white "Verification Code" field, a white "New Password" field, and a white "Re-Type New Password" field. Below these fields, a password requirement note states: "Your password should contain at least 8 characters, at least one lower case character, at least one upper case character, at least one number and at least one special character (symbol)." At the bottom of the form is a blue "Reset Password" button. Below the button, there is a link for support: "For support using the Parent Portal please Contact Us" and a copyright notice: "© Exeter College 2019".

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Please complete the form below to reset your password.

Email Address

Verification Code

New Password

Re-Type New Password

Your password should contain at least 8 characters, at least one lower case character, at least one upper case character, at least one number and at least one special character (symbol).

Reset Password

For support using the Parent Portal please Contact Us

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*If reset
correctly, the
recipient
should
receive this
email
notification*

Exeter College Parent Portal Password Reset



Exeter College <noreply@exe-coll.ac.uk>

To:



We are contacting you to notify you that the password on your Exeter College Parent Portal account has been reset.

If you requested this no further action is required.

If you did not initiate this request please contact us immediately.

Please note that this message is sent from a notification only address. If you would like to contact someone regarding the contents of this message please email parentportal@exe-coll.ac.uk

The My Students section will show all of the students that the parent is linked to.

The student record can be Viewed or Removed.

If removed, the parent/guardian will have to repeat the registration process.

The screenshot shows the 'Parent Portal' interface with a dark blue header containing the 'exeter college' logo and navigation links for 'Parent Portal', 'My Students', and 'My Account'. The main content area is titled 'My Students' and features a green notification banner stating: 'The requested student is now linked. Adding a student record to the Parent Portal can take up to 24 hours to process. This student's record will be available tomorrow.' Below this, a student record for 'A Student' (DoB: 01/01/1900) is displayed with 'View' and 'Remove' buttons. A 'Useful Documents' section lists 'Student Code of Conduct' and 'ICT Code of Practice'. To the right, the 'Link a Student' section provides instructions on how to add a new student, listing required information: Parent Portal Reference, Student Reference Number, and Date of Birth. It also offers an alternative process using a Student Reference Number and Date of Birth. Input fields are provided for these details, and an 'Add Student' button is at the bottom.

This screenshot shows the 'My Students' section of the Parent Portal. It includes the same green notification banner as the previous image. The student record for 'A Student' (DoB: 01/01/1900) is shown with 'View' and 'Remove' buttons. The 'Link a Student' section on the right is also visible, providing instructions and input fields for adding a new student.

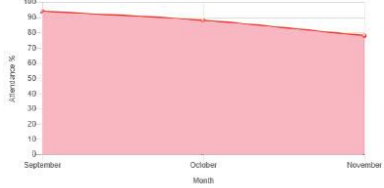
In View on the linked student, the following reports will be displayed.

This is the first half of the report.

- > Contact Details
- > Attendance
- > Enrolments
- > Timetable
- > Progress Reports (as shown on next page).

A Student

Attendance



Overall Attendance
100%

Last 7 Days
100%

Contacts

Personal Tutor: A Tutor
ATutor@eve-coll.ac.uk

Student Experience Department
If you have any queries regarding the Parent Portal please use the contact details below:
ParentPortal@eve-coll.ac.uk
01392 400928

Course Enrolments

GCE A LEVEL TUT	08/09/2022	16/06/2023	ACTIVE
GCE A LEVEL	12/09/2022	16/06/2023	ACTIVE
GCE A LEVEL	12/09/2022	16/06/2023	ACTIVE
GCE A LEVEL YR2	12/09/2022	16/06/2023	ACTIVE
PDP/TUTOR REPRESENTATIVES	01/01/1970	01/01/1970	ACTIVE
PDP/TUTOR REPRESENTATIVES	01/01/1970	01/01/1970	ACTIVE

Other Enrolments

TRIP: EXTRA	04/10/2022	01/01/1970	ACTIVE
TRIP: EXTRA - EXTRA LAUNCH DAY	30/09/2022	30/09/2022	COMPLETED

This Week's Timetable

Monday	09:00 - 10:15	GCE A LEVEL
Monday	10:30 - 11:45	GCE A LEVEL
Monday	13:15 - 13:45	GCE A LEVEL
Monday	13:45 - 15:00	GCE A LEVEL
Tuesday	12:00 - 13:15	GCE A LEVEL
Tuesday	15:15 - 16:30	GCE A LEVEL
Wednesday	10:30 - 11:45	GCE A LEVEL
Wednesday	15:15 - 16:30	GCE A LEVEL
Thursday	09:00 - 10:15	GCE A LEVEL
Thursday	13:45 - 15:00	GCE A LEVEL
Friday	09:00 - 10:15	GCE A LEVEL
Friday	12:00 - 13:15	GCE A LEVEL

This is the second half of the report, which shows progress reports and a key of the grades referred to above.

Progress Reports Review 1 - October 2022

GCE A LEVEL	100.00	A	A	EXCELLENT	Lecturer Name
GCE A LEVEL	100.00	B	B	GOOD	Lecturer Name
GCE A LEVEL	100.00	A	A	EXCELLENT	Lecturer Name

This is an overall snapshot of the grade/level at which your young person has been working at in assessed work this term.

This is based on what a learner with your young person's GCSE profile would be expected to achieve. In most cases this is a statistical projection based on national data; it is not a ceiling or guarantee of their end-of-year grade.

Green	Attendance is 95% or above
Amber	Attendance is between 90% and 95%
Red	Attendance is below 90%
Excellent	The student is fully engaged and takes responsibility for their own learning.
Good	The student is fully engaged and working well in class.
Requires Improvement	The student needs prompts to remain engaged
Serious Concern	The student is frequently disengaged and rarely prepared for learning

For support using the Parent Portal please [Contact Us](#)

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Contact Details

*Any problems
during registration
or anytime
accessing the
Parent Portal.*

Student Experience Department

➤Email: ParentPortal@exe-coll.ac.uk

➤Contact: 01392 400928