A Guide to the Parent Portal
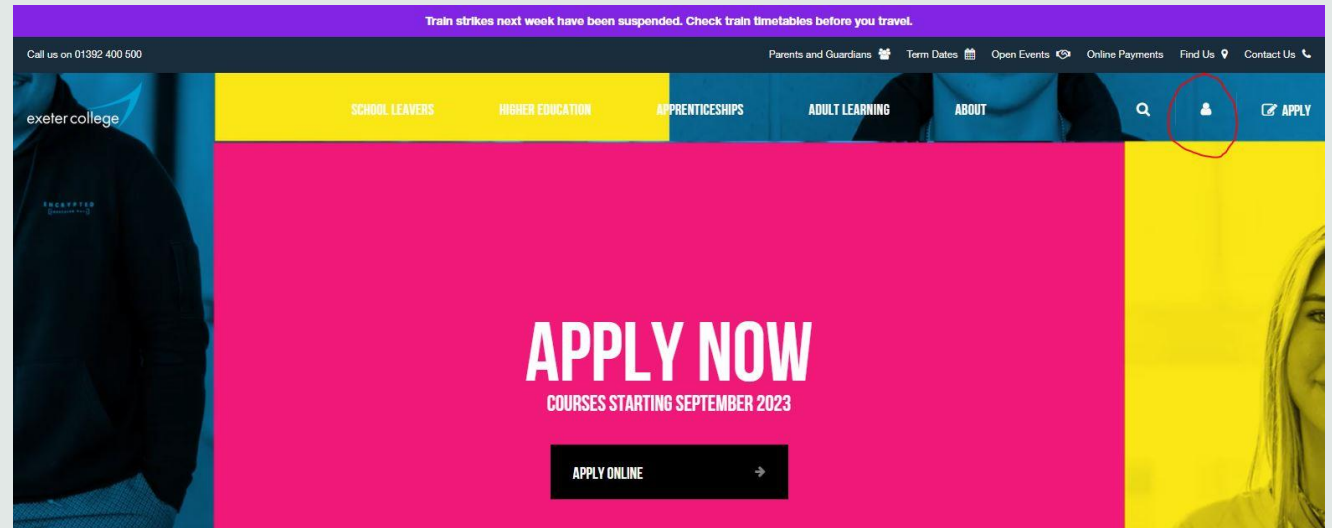
By MIS Dev Team

Contact Details

Any problems during registration or anytime accessing the Parent Portal.
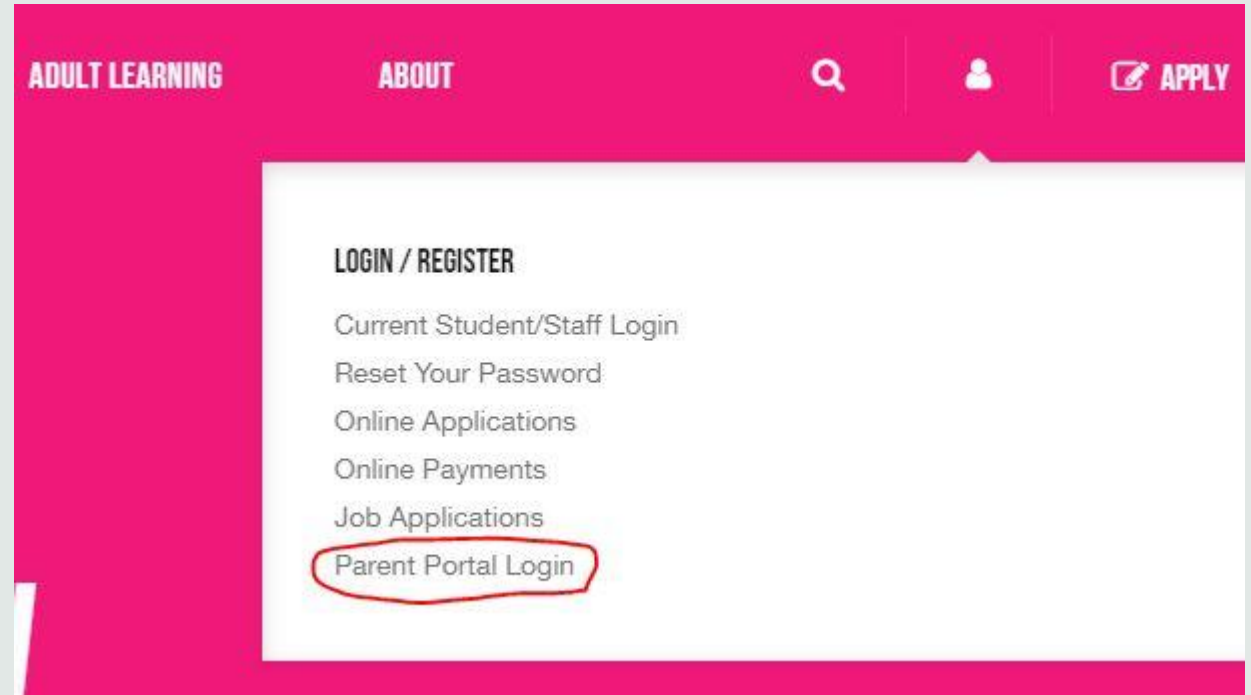
Student Experience Department

➢Email: ParentPortal@exe-coll.ac.uk
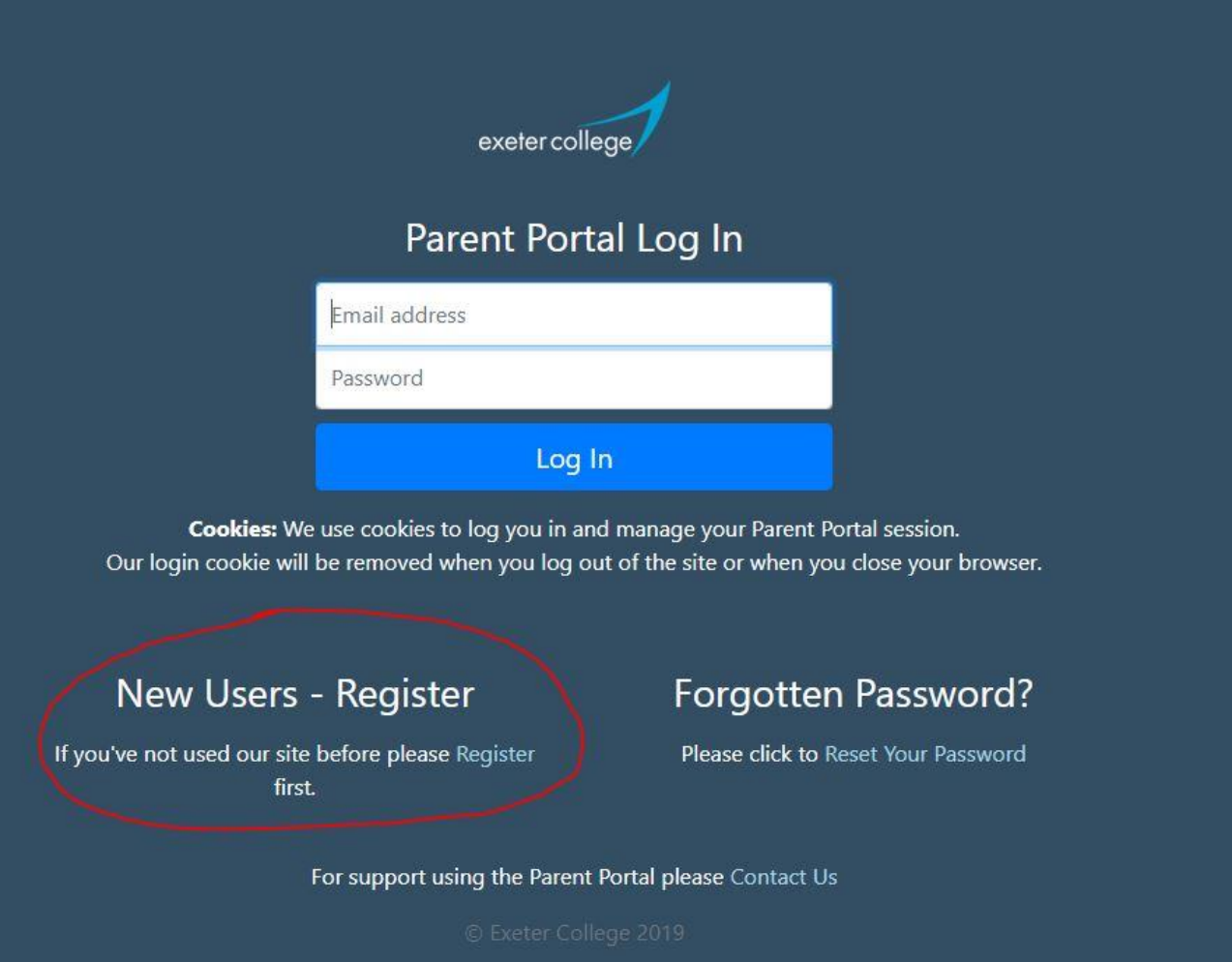
➢Contact: 01392 400928

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

Open the Login Options Menu and choose Parent Portal Login
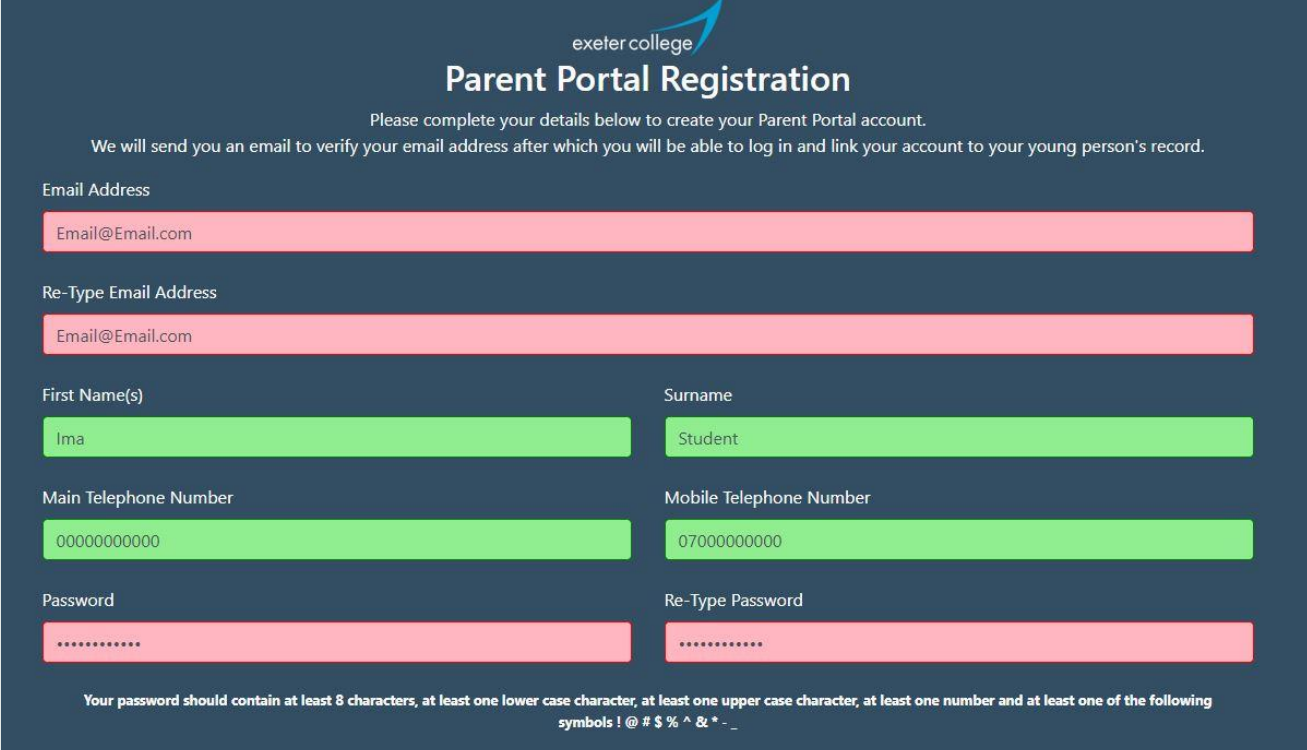
Register as a New User

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.

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 If signed up to these preferences by mistake, then can be withdrawn in the main Parent Portal account page.

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

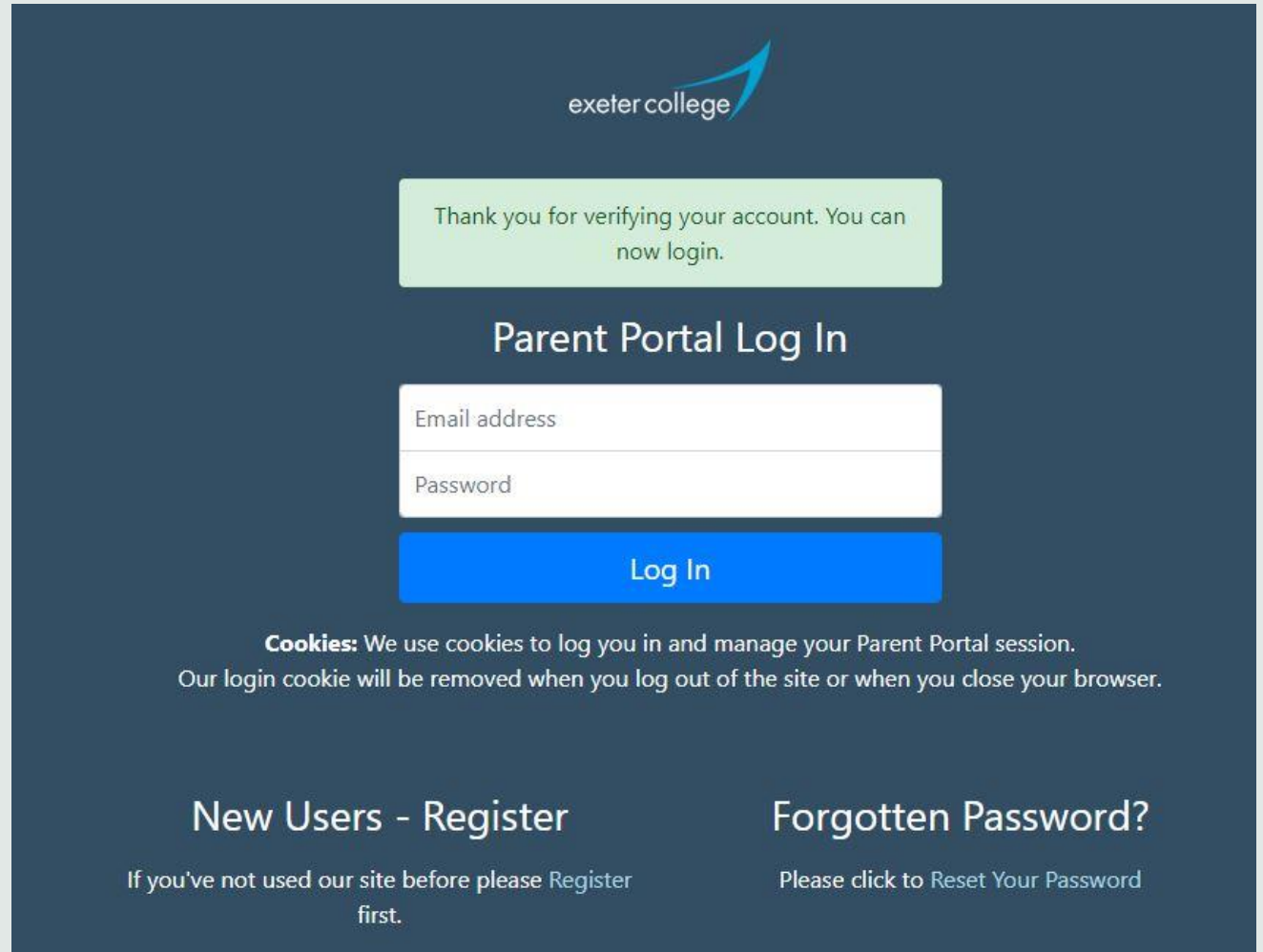**Exeter College** <noreply@exe-coll.ac.uk>
To:

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=465becd

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.

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.

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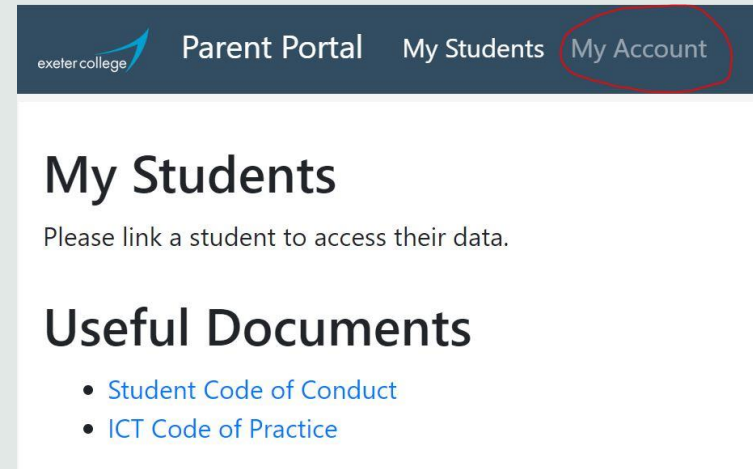
Your student will be able to provide their Student Reference Number. (This can be found on their Student ID Card)

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

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

Date of Birth: (DD/MM/YYYY)

DD/MM/YYYY

Add Student

Resetting Password > Go to Forgotten Password Link

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

EC   **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.
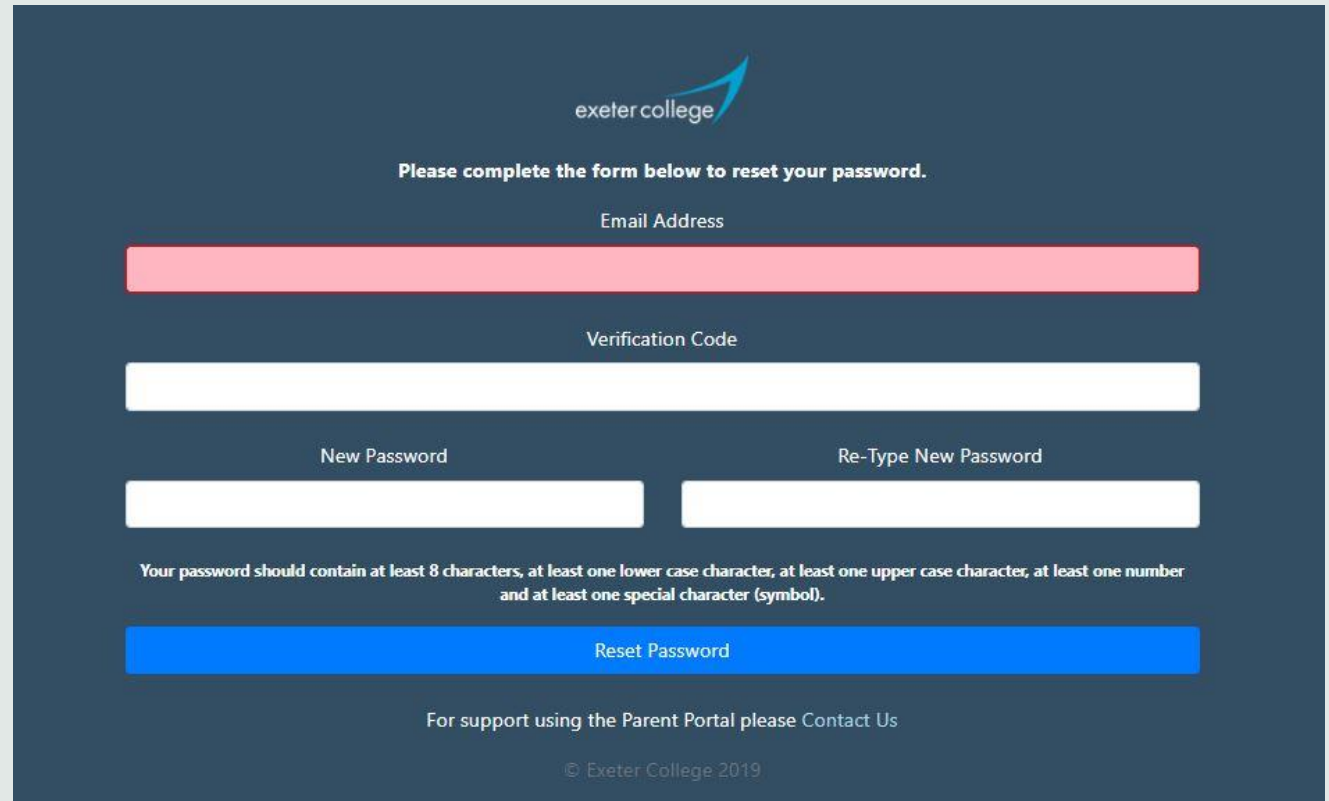
You will need the following code to reset your password: 5e27334
This code will expire after 1 hour.

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.

If reset correctly, the recipient should receive this email notification

Exeter College Parent Portal Password Reset

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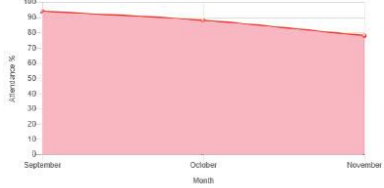*If removed, the parent/guardian will have to repeat the registration process.*

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).

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

Contact Details

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Student Experience Department

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➢Contact: 01392 400928