

Accessing and Using the Farnborough College of Technology Pro Portal

December 2020

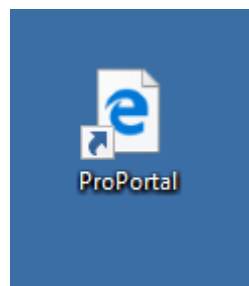
Welcome to this brief overview of how-to setup your Pro Portal account and how to navigate through the various menus.

Access: Can be accessed in one of three ways

1. Using the following link

<https://proportal.farn-ct.ac.uk>

2. A shortcut on college computer desktops



3. Link on student Intranet via the Learning Resources Page

Farnborough College of Technology UNIVERSITY CENTRE FARNBOROUGH Intranet

Your College Your Course Learning Resources Get involved Support and guidance

IN THIS SECTION

- Additional Learning Support
- Digital Learning Resources
- Library
- Referencing schemes
- IT
- Bookseller / Stationery for sale
- Copyright
- Induction resources

Learning Resources

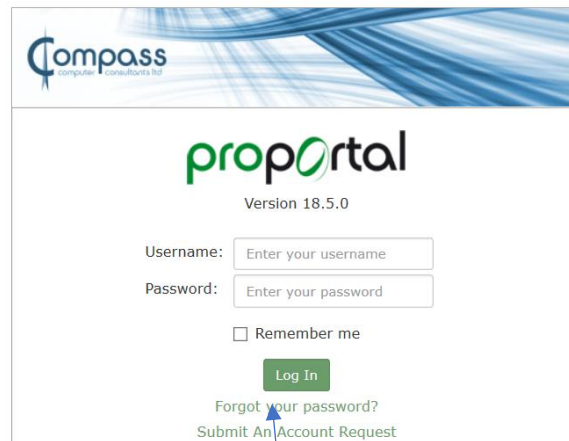
In this section

- Digital Learning Resources
- Additional Learning Support
- Induction resources
- Moodle
- Smartboards / Touchscreens
- Turnitin / Online marking
- Library
- Referencing schemes
- IT
- Bookseller
- Copyright
- ProPortal

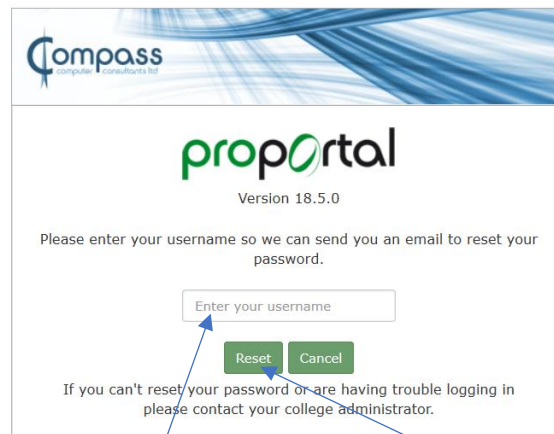
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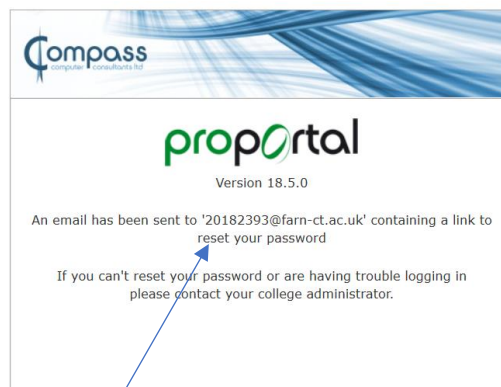
Setting up your student account: Must be done once by the student to setup a password



1. Click on the “Forgot your password?” link
 - a. **(Please note that the “Submit An Account Request” link is not yet in operation)**



2. Enter your student ID number in the username box and click reset

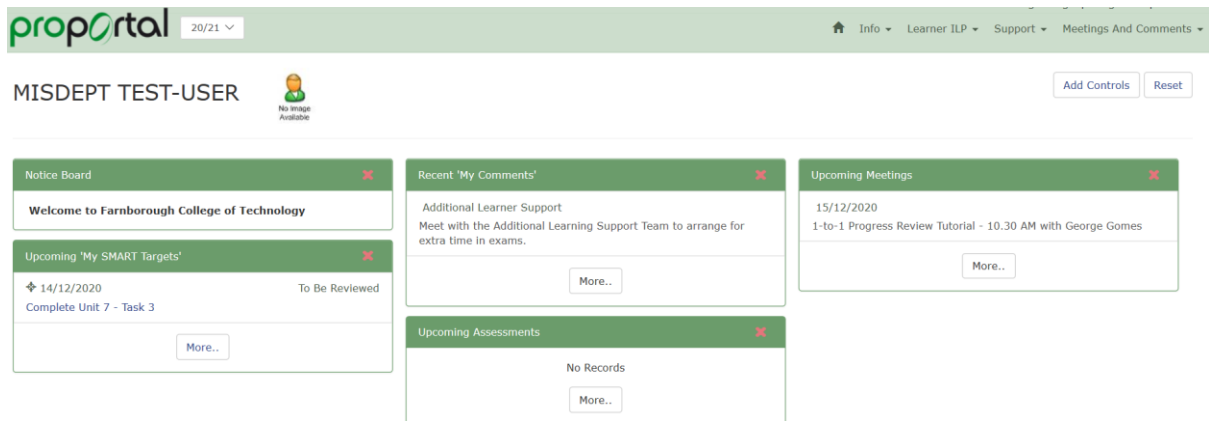


3. You will then be sent an email with a link to reset your password.

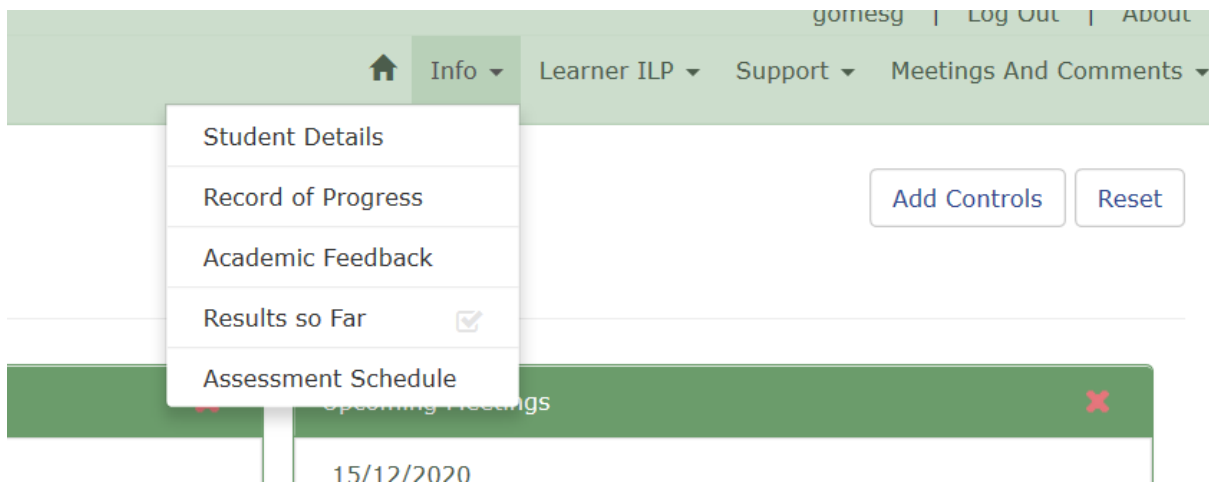
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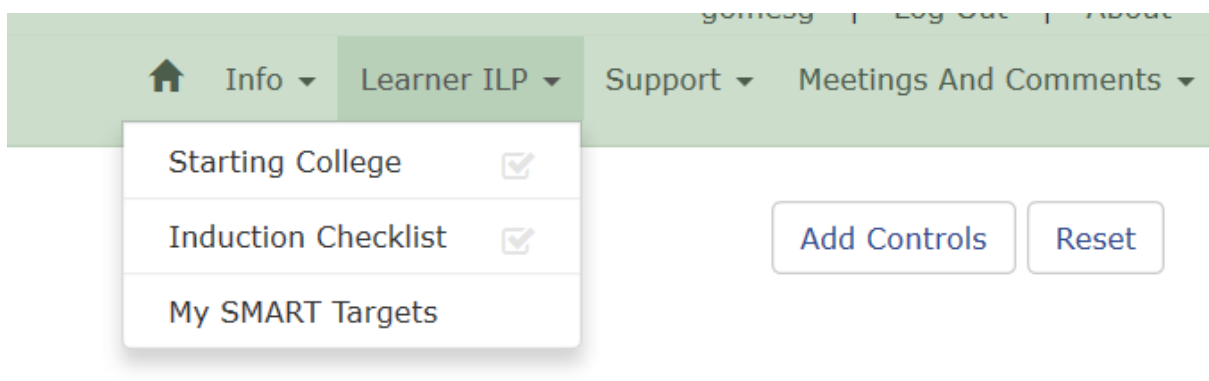
Using Pro Portal: A brief overview of the menus once you have logged in



This is the starting dashboard showing your upcoming targets and assessments.



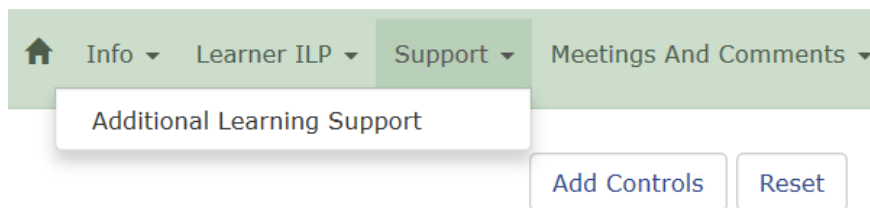
The Info Menu will have information about your contact details, grades achieved, feedback and assessment schedule.



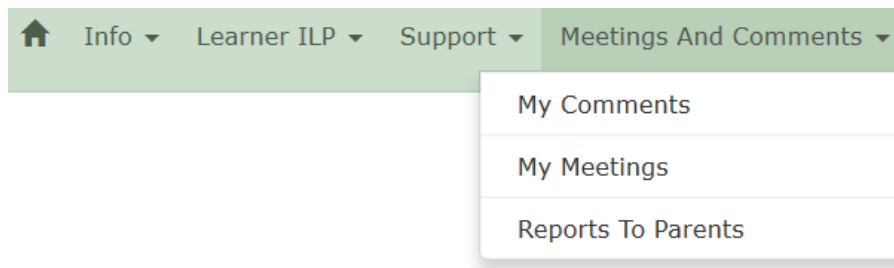
The Learner ILP Menu is where you will find you Smart Targets.

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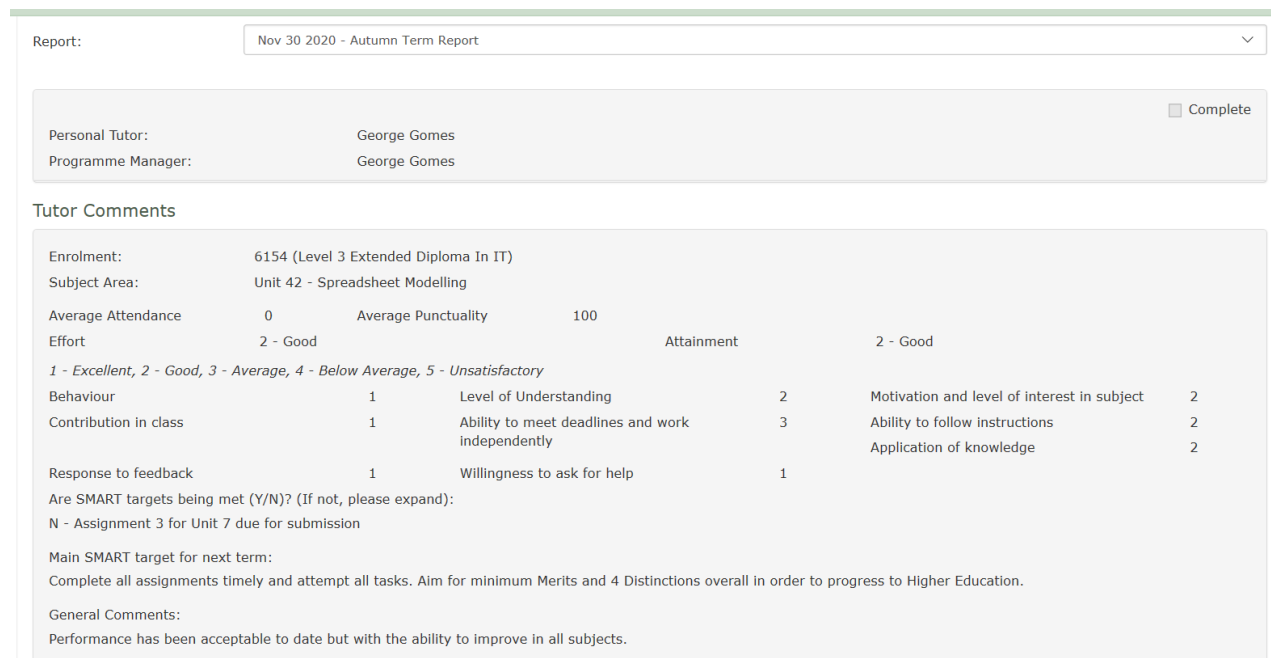
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The Support menu will show information for any Additional Learning Support that is in place



The Meetings and Comments menu will provide access to your Termly reports



The Parent report will provide details of your progress along with a value from 1 (Excellent) to 5 (Unsatisfactory) for 11 areas of focus.

You will also see the following information:

- a. Attendance and Punctuality for each subject
- b. Update of SMART targets
- c. Main SMART Target for next term
- d. Tutor and Manager comments

Please contact your Tutor or relevant Programme Manager if you have any further queries.