

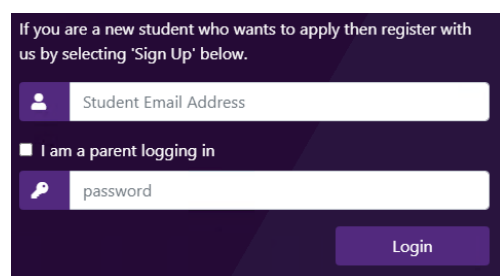
# Parent Portal Guide

The parent portal can be accessed from The Sixth Form's website (<https://www.bolton-sfc.ac.uk/>). Select *Services Login*, then *Parent Portal* -



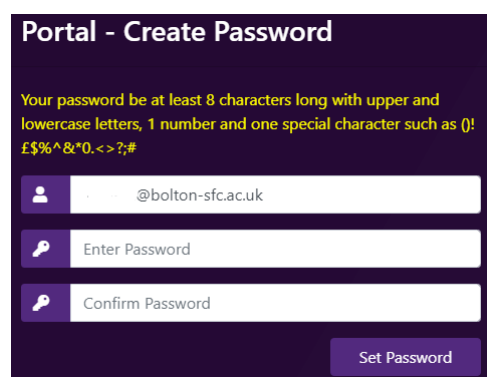
Please ensure you have access to your email before starting this process as a time sensitive link will be sent to you during registration

## Creating a password and logging in



A screenshot of a login form on a dark blue background. At the top, it says 'If you are a new student who wants to apply then register with us by selecting 'Sign Up' below.' Below this is a text input field with a person icon on the left and the placeholder text 'Student Email Address'. Underneath is a checkbox labeled 'I am a parent logging in'. Below the checkbox is another text input field with a key icon on the left and the placeholder text 'password'. At the bottom right is a purple button labeled 'Login'.

1. Enter your son / daughters Sixth Form email address. This will be their student reference number (6 digit number) plus '@bolton-sfc.ac.uk'. For example, **123456@bolton-sfc.ac.uk**
2. Tick the '*I am a parent logging in*' box
3. Enter your email address. Please note this must be the email address we have on our records at the Sixth Form.
4. **Do not enter a password**, press Login
5. Create a password at least 8 characters long with upper and lowercase letters, 1 number and one special character such as (!)£\$%^&\*0.<>?;#



A screenshot of a 'Portal - Create Password' form on a dark blue background. At the top, it says 'Your password be at least 8 characters long with upper and lowercase letters, 1 number and one special character such as (!)£\$%^&\*0.<>?;#'. Below this is a text input field with a person icon on the left and the placeholder text '@bolton-sfc.ac.uk'. Underneath are two text input fields, each with a key icon on the left and the placeholder text 'Enter Password' and 'Confirm Password' respectively. At the bottom right is a purple button labeled 'Set Password'.

6. Confirm your password by selecting Set Password.
7. An activation email will now be sent to your email account. **The link is time sensitive and will expire in 10 minutes.** If the link expires, you will need to repeat steps 1–4 again.
8. Click on the activation link from your email
9. You should now be able to login

If you have any issues registering or logging in, then please contact the Sixth Form on 01204 846215

Once you are logged in, you will see **some** of the following menu options on the left-hand side of the screen. If there is nothing to display for any of the menu items, it will be hidden –

### **Dashboard**

1. **News** – will show important and relevant news items from The Sixth Form
2. **Bursary Panel** – (will only show for bursary students) will show payment decisions for this week and last week. Also shows any missed lessons that will stop next week's bursary
3. **Today's Lessons** – shows today's lessons along with the register mark for each lesson
4. **Subject Summary** – for each subject, the grid shows attendance, punctuality, number of late marks, number of lessons owed, minimum predicted grade (MPG), current working grade (CWG), average grade (AVG) and number of interventions
5. **Alerts/Messages** – will show a log of alerts and important messages from The Sixth Form
6. **Exams (next 2 weeks)** – a list will appear when the student has an exam in the next two weeks, showing exam, date, times, room and seat number

**Timetable** - Shows the current week's timetable with links to previous and future weeks using the Previous / Next buttons.

**Attendance** - Shows attendance and punctuality information for all classes. Also shows individual register marks for each lesson by selecting the '?' against the class.

**Exams** - Shows exam timetable, candidate numbers, results, GCSE qualifications and any access arrangements.

**Assessments** - Shows assessment performance data for each subject.

**Reviews** - Shows student reviews for each subject throughout the student's journey at the Sixth Form.

**Payments** - This is a statement of payments between the Sixth Form and the student.

**Progress** - Shows progress comments from the Sixth Form including achievements, interventions and careers.

**Trackers** - Academic – shows performance data for all types of work including tests, assessments, homework etc for each subject. BTEC – here you can track the progress at unit level for each BTEC qualification.

**Six at Six** - Shows student performance for six key skills identified by the Sixth Form.

**Spec Space** - You are able to view the specification that we deliver for each subject. The students are asked to update their progress and understanding of topics throughout the year and RAG rate them.

**Safeguarding** – links to various safeguarding information can be found near the 'My Account' button.

There are also links to the latest Student / Parent Handbook and Privacy Policy