EPSOM

COLLEGE

HOW TO ACCESS PARENT PORTAL

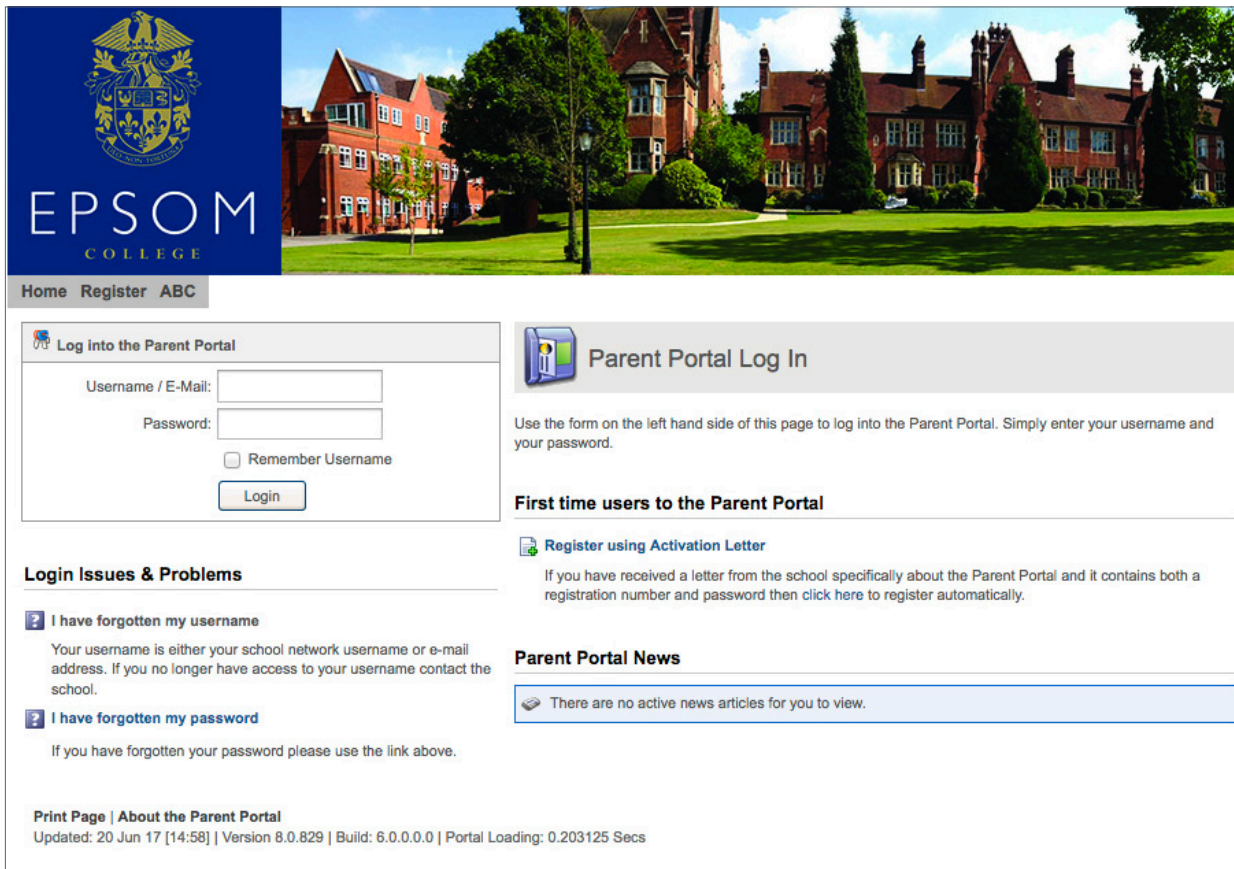## How to access Parent Portal both internally and externally

Our secure parent portal provides you with details on term dates, all your child(s) records (including their timetable, reports, exam results and attendance). The parent portal is part of our Management Information System at the College and allows parents a convenient place to keep up to date with your child's progress and other important school information.

How to log into Parent Portal

- Navigate to:

https://parentp.epsomcollege.org.uk/api/login/

- You will be presented with a login screen:

- Type in your Parent Portal username and password. This is your email address which is recorded under your child's family contacts.

NOTE: If you are logging into Parent Portal for the first time you will need to register. Please click the "Register using Activation Letter" link on the login page and register using your own email address and activation code which you have received by email from the College.

- Once logged in you will be presented with portal home page:

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.