EPSOM

COLLEGE

HOW TO ACCESS PUPIL PORTAL

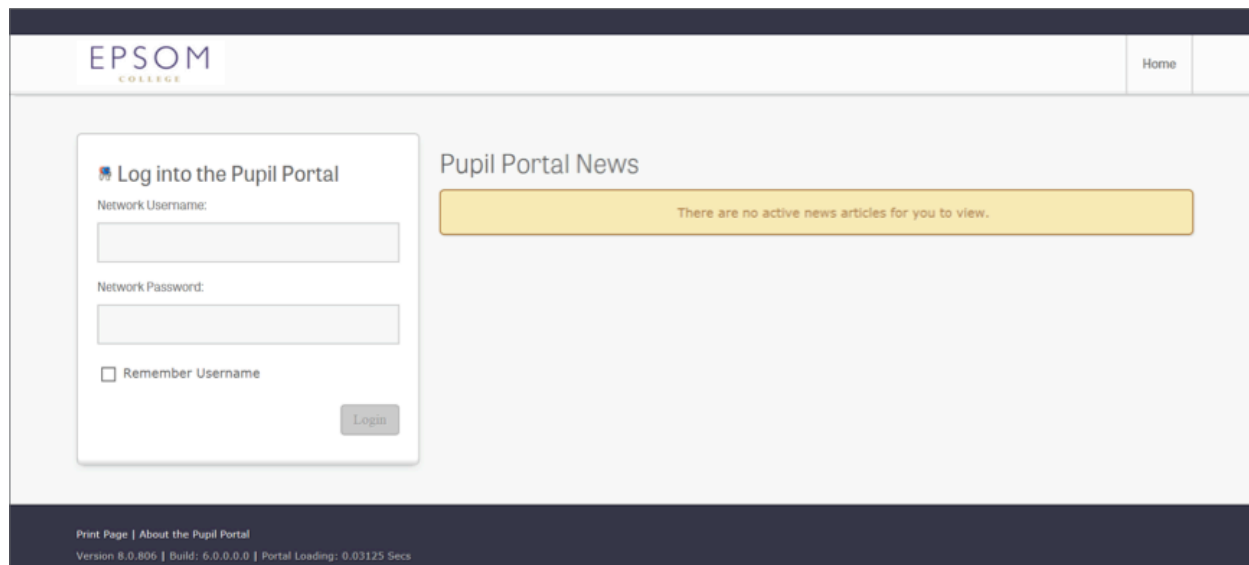## How to access Pupil Portal both internally and externally

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 Pupil Portal

- Navigate to:

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

- You will be presented with a login screen:

- Type in your College network username. This is the first part of your email address without the @epsomcollege.org.uk part.

Note: If you are logging into Pupil Portal for the first time you don't need to register. The portal is using your network user name and this had been pre-created for you when you joined 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**.