



# EPSOM

COLLEGE

HOW TO ACCESS PUPIL PORTAL

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## How to access Pupil Portal both internally and externally

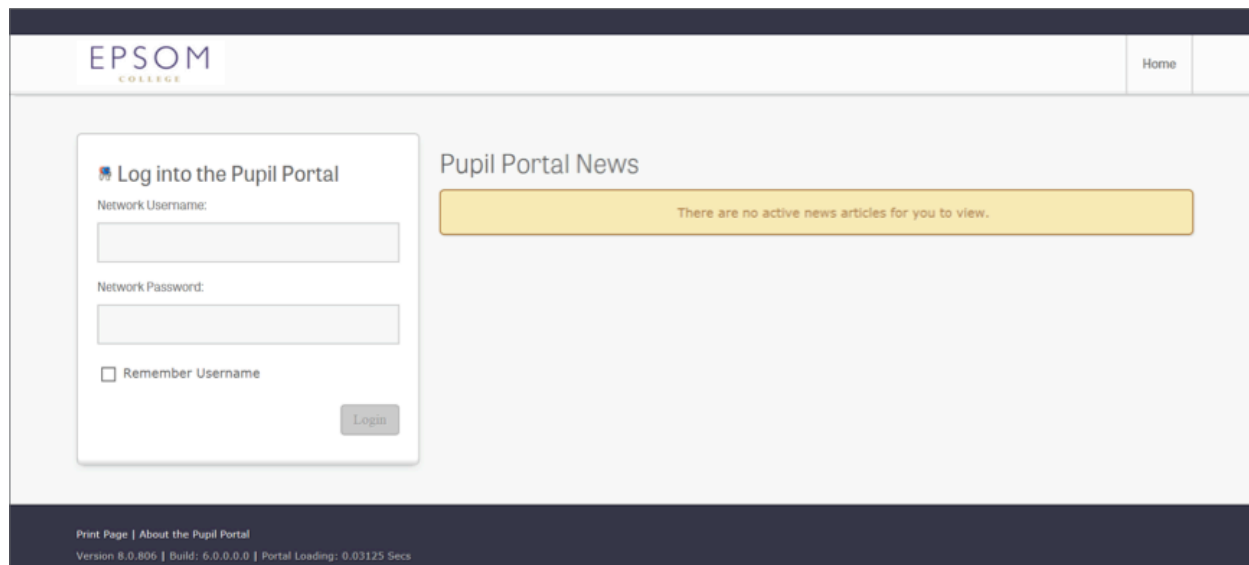
Our secure parent portal provides you with details on term dates, all your child(s) records (including their timetable, reports, exam results and attendance). The parent portal is part of our Management Information System at the College and allows parents a convenient place to keep up to date with your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

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

The screenshot displays the EPSOM COLLEGE PUPIL PORTAL interface. At the top, the EPSOM COLLEGE logo is on the left, and navigation links for Home, My School Profile, Events & Information, My Account, and Log Out are on the right. The main content area is organized into several functional blocks:

- Today's Daily Bulletin:** Includes 'View All' and 'View Relevant' buttons. A message states: "There are no daily bulletin entries for this date."
- Quick Links:** Features a 'Jump to...' dropdown menu.
- My School Timetable:**
  - Today's Timetable:** A grid showing subjects for periods P1 through P8. P1 and P2 are 'Free'. P3 is '13AR2 NA'. P4 is '13AR2 NA'. P4L is 'Free'. P5 is '13B1 NJS'. P6, P7, and P8 are 'Free'.
  - Tomorrow's Timetable:** A grid showing subjects for periods P1 through P8. P1 is 'Free'. P2 is '13AR2 NA'. P3 is 'Free'. P4 is '13MS3C FKS'. P4L, P5, P6, P7, and P8 are 'Free'.
  - Version 1.040 | Updated: 24-Mar-2017. Buttons for 'View My Timetable' and 'Print My Timetable' are present.
- My Teachers (5):** Lists Miss, Mr, and Dr with profile icons.
- My Teaching Groups (4):** Lists Art [13AR2], Biology [13B1], and Mathematics [13M1].
- Latest Relevant Content:** A message states: "There is no content available for the subjects you study."

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