

Registering for a Parent or Carer ProPortal Account

ProPortal is an online system containing key information about learners' study programmes, attendance and progress.

Parents can register online for a ProPortal Account, which will allow us to:

- Authenticate your email address to ensure information is being sent to the correct person.
- Authenticate that the person registering is connected to the learner by requesting personal data including their learner reference number.

Submitting an account request

1. Visit **www.farn-ct.ac.uk** and click on **Parents** and then follow the hyperlink **Looking for ProPortal? Login here.**

For a direct link to ProPortal use - <https://proportal.farn-ct.ac.uk/>

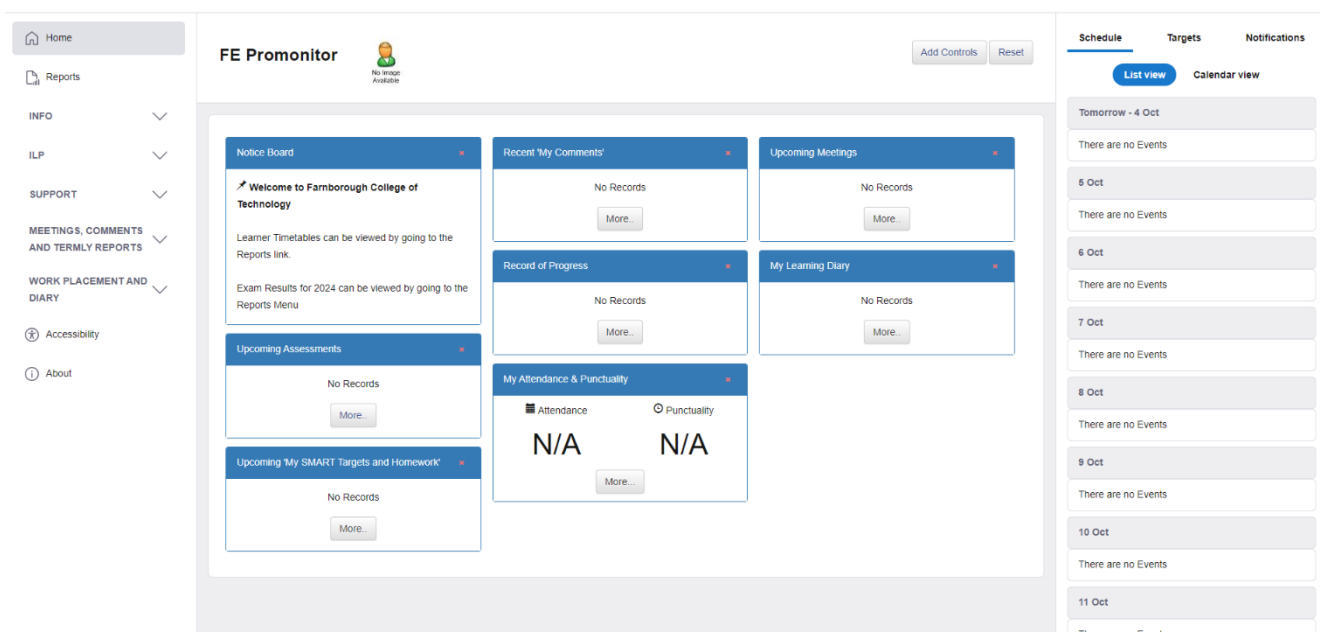
2. Click on the link **Parents / Carers / Employers - please click here to log in.**
3. Click on **Submit Account Request.**
4. Complete the request form – you will need to include the Learner Reference No (printed on Learner Badge) and postcode. You will also be asked to create a password.
5. Once your registration has been submitted, you should receive an email asking you to authenticate your email address.
6. We will check the details you have supplied us with the data we already hold to ensure the learner's data is protected. This may take up to 5 working days.
7. You will receive a confirmation email containing your username and at this point you will be able to login to ProPortal.

Accessing ProPortal

1. Visit **www.farn-ct.ac.uk** and click on **Parents** and then follow the hyperlink **Looking for ProPortal? Login here**

2. Click on the link **Parents / Carers / Employers - please click here to log in**
3. Type the username provided and the password you created when you registered and click on the Login button
4. Once logged on, the ProPortal Home page is displayed showing the learner's name.

ProPortal Dashboard



The screenshot shows the ProPortal Dashboard (FE Promonitor) interface. On the left is a navigation menu with options like Home, Reports, INFO, ILP, SUPPORT, MEETINGS, COMMENTS AND TERMLY REPORTS, WORK PLACEMENT AND DIARY, Accessibility, and About. The main content area is titled 'FE Promonitor' and contains several summary cards: 'Notice Board' (with a welcome message and links to timetables and exam results), 'Recent My Comments', 'Upcoming Meetings', 'Record of Progress', 'My Learning Diary', 'Upcoming Assessments', and 'Upcoming My SMART Targets and Homework'. Each card shows 'No Records' and a 'More...' button. A 'My Attendance & Punctuality' card shows 'N/A' for both metrics. On the right, there is a sidebar with tabs for 'Schedule', 'Targets', and 'Notifications'. The 'Schedule' tab is active, showing a 'List view' and a 'Calendar view' button, with a list of dates from 'Tomorrow - 4 Oct' to '11 Oct', each with the text 'There are no Events'.

The ProPortal Dashboard above is the first page you will see. The blue boxes contain summary information which is stored on separate pages within your learner's record. Clicking on the **More...** button will navigate you directly to further details.

Notice Board

New information and developments regarding Pro Portal will be displayed here.

My Attendance and Punctuality

All course total attendance and punctuality percentages. Data is updated from our register system into ProPortal every morning.

Record of Progress

A list of recent targets agreed with the tutor with a review date. You can click on an individual target to open and read more information.

Upcoming My Smart Targets and Homework

A list of recent targets agreed with tutors with a review date. You can click on an individual target to open and read more information.

Recent My Comments

Messages that college tutors have recorded on the system particularly for your learner's attention. You can click on an individual comment to open and read more information.

Upcoming Meetings

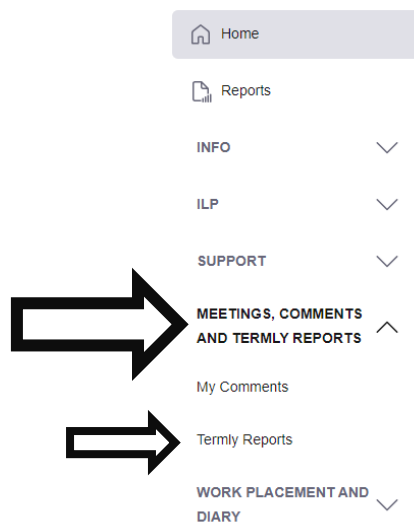
You can click on each meeting to see any notes made.

Upcoming Assessments

Details of upcoming assessments.

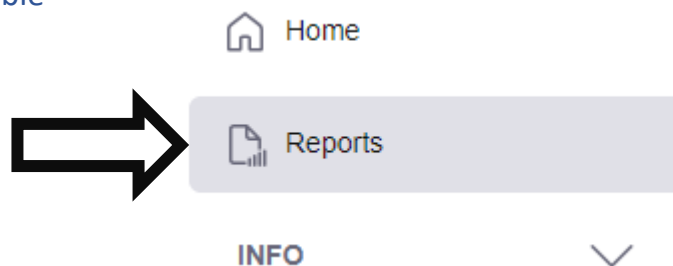
Reports

When the Termly Parent Reports are published termly, you will be able to access them by going to the Meetings, Comments and Termly reports menu, and selecting Termly Reports



Learner Timetable

Click on Reports



Then click on Learner Timetable.

Report List:

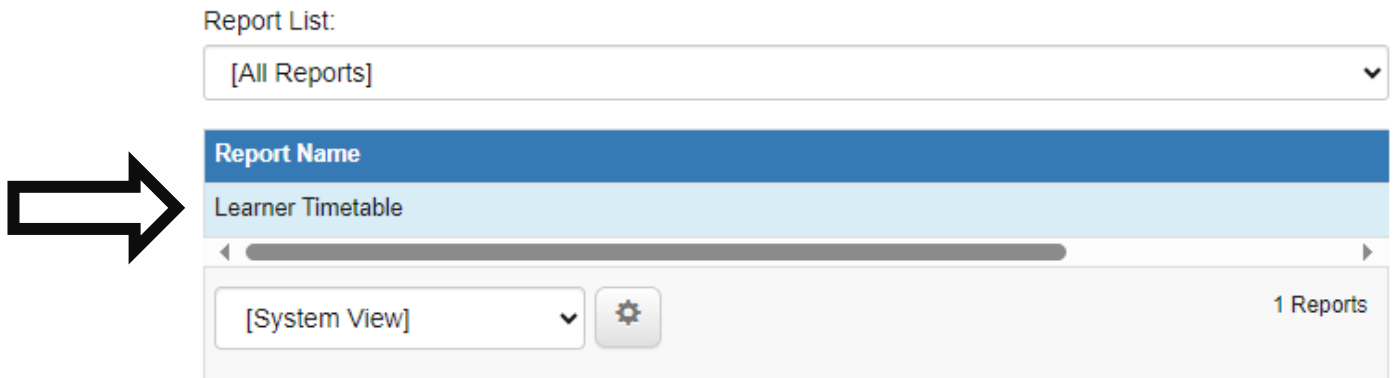
[All Reports] ▼

Report Name

Learner Timetable

[System View] ▼ ⚙

1 Reports



Then click the Preview button to the right of Criteria.

Criteria

Student ID (1) - Readonly

+ - ✖

