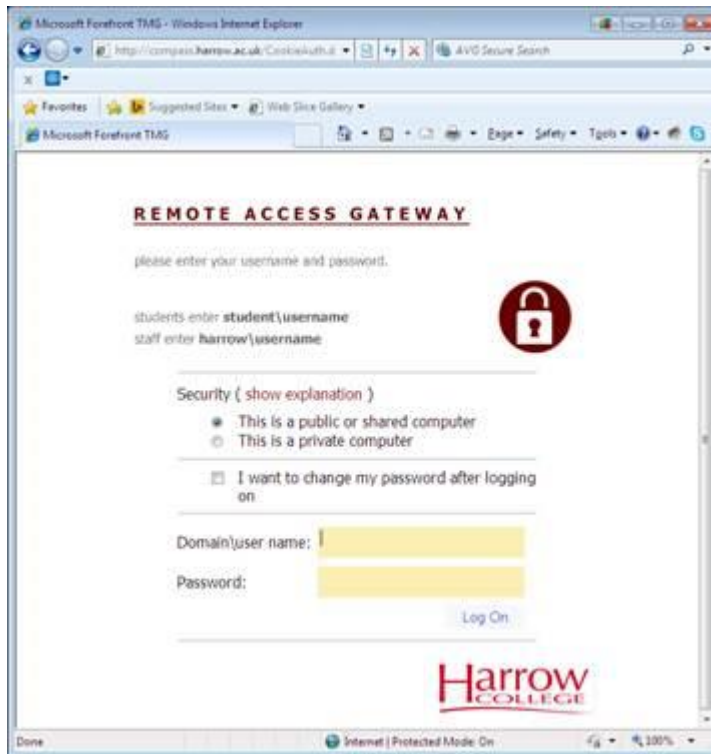


Setting up a Parent account on ProPortal

1. From the Harrow College website, click on the link 'Parent Portal'. The following screen will be displayed



2. In the Domain\User name box type in **parent** and in password box type in **portal**. The following screen will be displayed. Click onto '**Submit An Account Request**' as shown below



3. In the next screen, enter the details and click the 'Submit Request' button

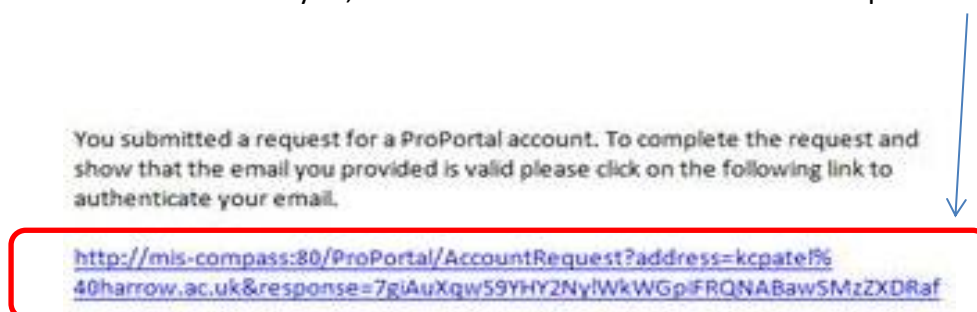
The screenshot shows the ProPortal account request form. The form is titled 'proportal' and includes the following fields and annotations:

- Requested Username:** parentaccount@harrow.ac.uk (Annotated with 'your username')
- Forename:** Parent
- Surname:** Portal
- Email:** parentaccount@harrow.ac.uk (Annotated with 'your email address')
- Confirm Email:** parentaccount@harrow.ac.uk (Annotated with 'your email address')
- Password:** (Annotated with 'Your password should be at least 6 characters in length.')
- Confirm Password:**
- Student Ref:** 1611111 (Annotated with 'Your son/daughters Student ID (can be found on their ID Card). Other details should be as quoted on their ID Card (eg David – not Dave, Samantha - not Sam)')
- Forename:** Test
- Surname:** Student
- Date of Birth:** 01/01/1992
- What is your relationship to the student?:** Mother (Annotated with 'Please provide some additional information to authenticate your request.')

A green 'Submit Request' button is located at the bottom of the form.

4. You will get a confirmation message that the request has been made and you will receive an email shortly asking you to authentic your account

5. In the email sent back to you, link onto the link as shown in the example below



6. Harrow College will confirm your request and approve your account (within 48hrs)