

On our EKC Group website scroll to the end, you will see **Staff and Student Access menu**.

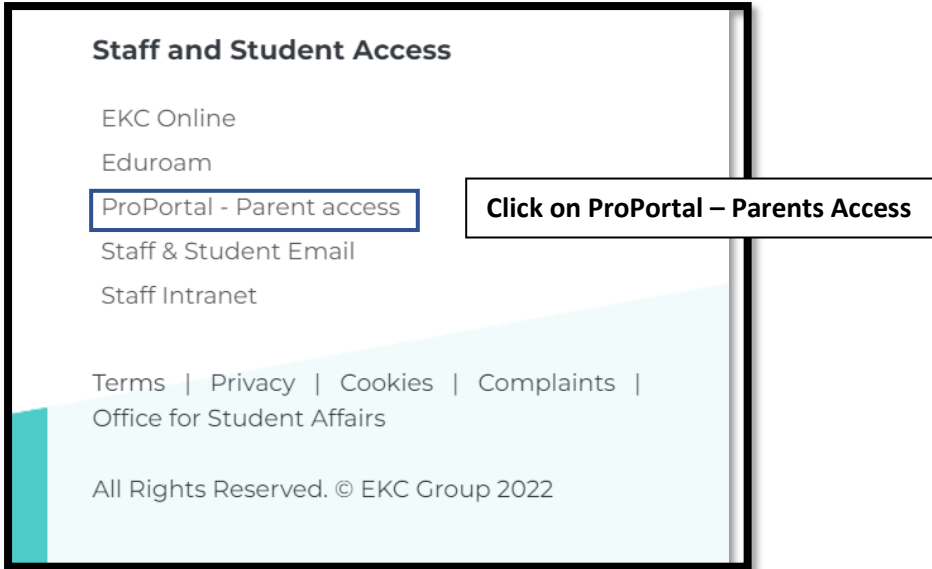


Figure 1 Accessing ProPortal

On the login screen you need to enter the **username** and **password** that is in the letter we sent you.

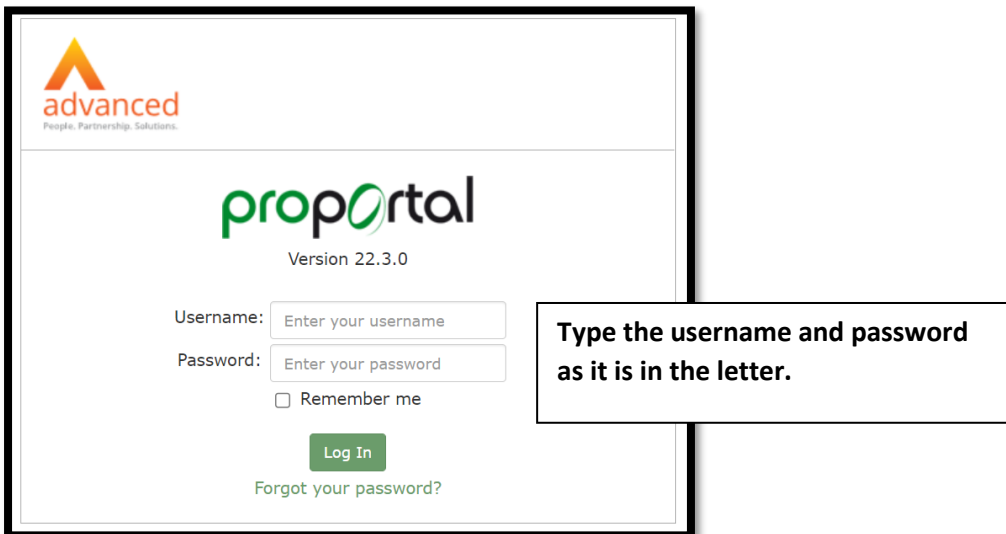


Figure 2- ProPortal Login

Select your child: click on their name.

Accessing your Child's Report to Parents



Figure 3 Select your child

You can access information about course progress, comments from Tutors, attendance and punctuality and the overall Report to Parent.

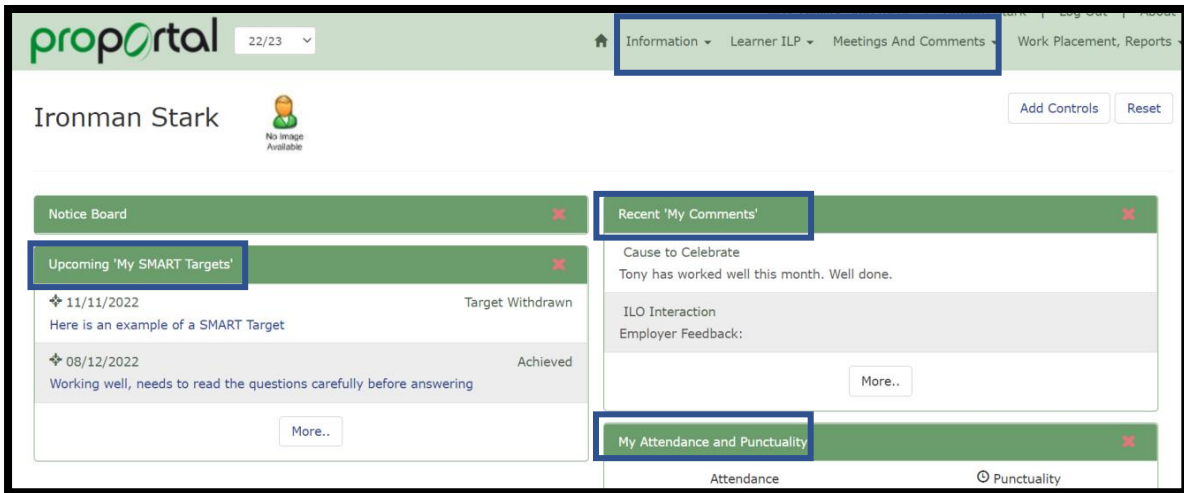


Figure 4 Your Child's progress

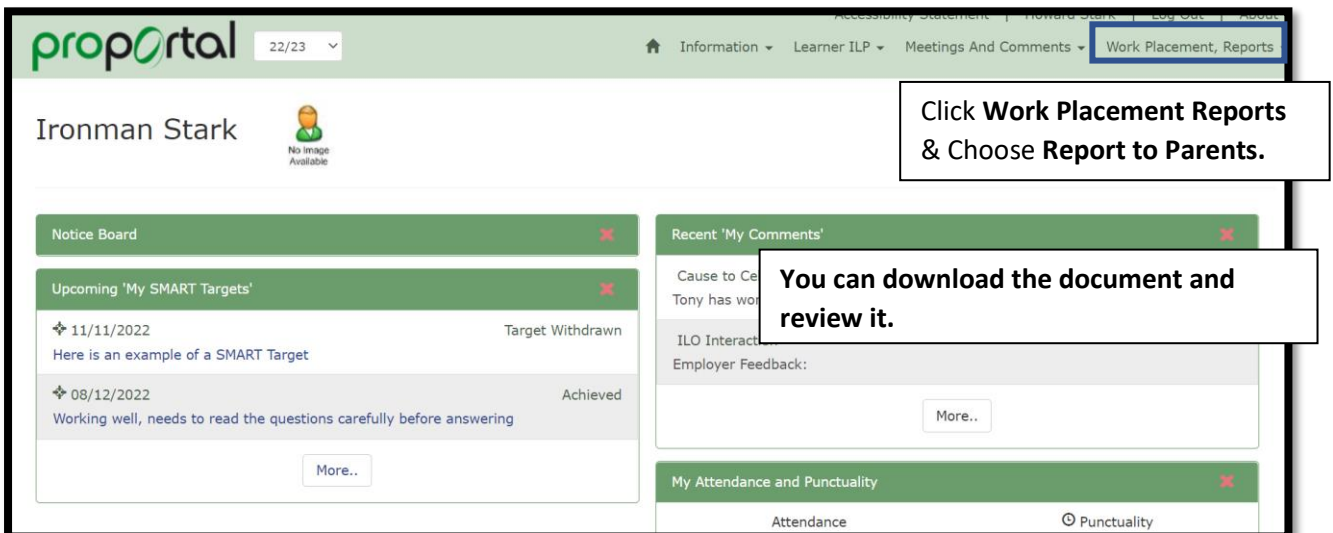


Figure 5 - Accessing the Report