



Hopwood Hall College ProPortal User Guide

The Hopwood Hall College ProPortal has been designed to allow parents, carers, guardians, and employers to access information on their child's/employee's progress at college, enabling a more meaningful conversation at home or work.

Once you have registered, you will be able to access information on attendance/punctuality, the learner's Individual Learning Plan, academic information including upcoming assessments, completed units and SMART Targets. You will also be able to access Parental Reports which are completed in the final term for each academic year.

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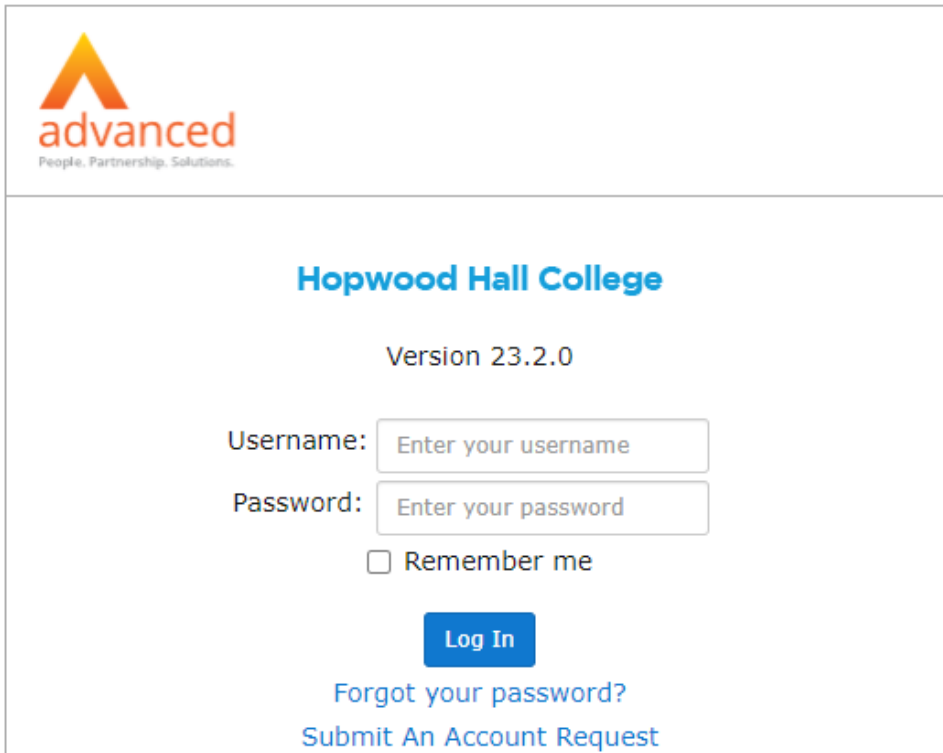
How to register

Step One

Access the system via the URL <https://proportal.hopwood.ac.uk/> it can also be found through our website under the Portals tab [Login | ProPortal 23.2.0 \(hopwood.ac.uk\)](#)

Step Two

Click the 'Submit An Account Request' link:



The screenshot shows the login interface for Hopwood Hall College's ProPortal 23.2.0. At the top left is the 'advanced' logo with the tagline 'People. Partnership. Solutions.'. The main heading is 'Hopwood Hall College' in blue, followed by 'Version 23.2.0'. Below this are two input fields: 'Username:' with a placeholder 'Enter your username' and 'Password:' with a placeholder 'Enter your password'. There is a checkbox labeled 'Remember me'. A blue 'Log In' button is positioned below the password field. At the bottom, there are two links: 'Forgot your password?' and 'Submit An Account Request'.

Step Three

Complete the form and press the 'Submit Request' button. Your email will automatically become your username for future login.

Note: The 'Student ID' is the short 6-digit number on their ID card.

Hopwood Hall College

Welcome to the Hopwood Hall College Parent Portal. This form is only to be used by parents/guardians/employers NOT students. You can only register to access a student's record who is enrolled on a course at the College.

Please enter your details. The email address you provide will be the username you use to log in with.

Please note we can only authenticate your request if we have your details in our system already as the student's emergency contact.

Your Forename:

Your Surname:

Email:

Confirm Email:

Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:

Confirm Password:

Enter the details of the student you require access to as displayed on their student ID card. If you require access to more than one student account please create an additional request.

Student ID:

Student Forename:

Student Surname:

Student Date of Birth:

Please provide some additional information to authenticate your request.

What is your relationship to the student?

What course is the student currently enrolled on at the College?

[Submit Request](#)

[Back](#)

Hopwood Hall College

Your account request has been submitted. To finalise your request you are required to click on the link that will be sent to the email address you provided. This is to authenticate your email address.

Once you have done this your account will be activated by an administrator as soon as we are able to and you will be sent another email with your login details.

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You will receive an email to acknowledge your request from parentportal@hopwood.ac.uk - this can take up to 10 minutes to be sent.

ProPortal Account Request

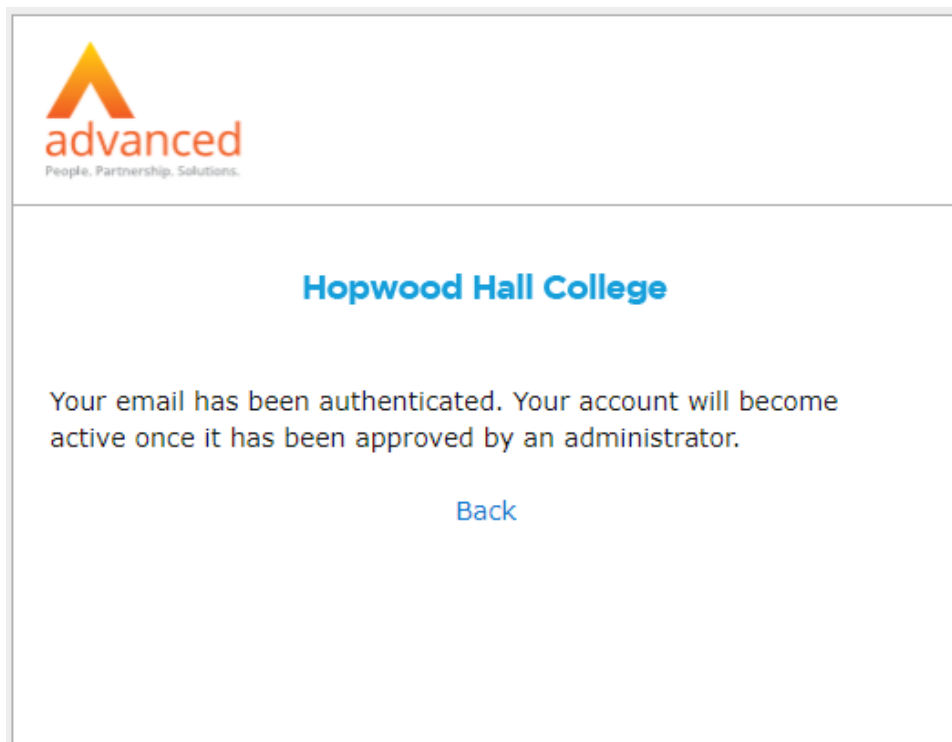


Hopwood Hall College Parent P... 12:14
To You ...

You submitted a request for a ProPortal account. To complete the request and show that the email you provided is valid please click on the following link to authenticate your email.

<https://proportal.hopwood.ac.uk:443/AccountRequest?>

Once you have received this email, you will be required to click a link confirming your request followed by another once your request has been authorised.

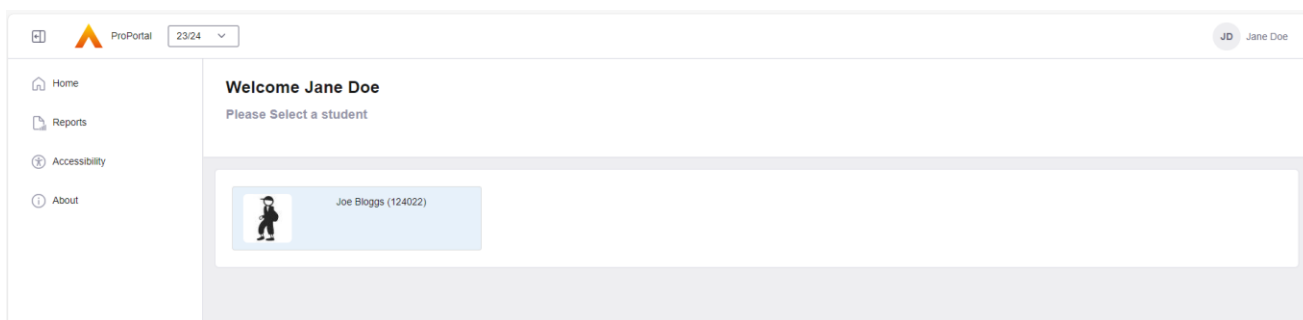


Authorisation should take no longer than one working day.

You will then be able to log onto the system with the username/password you specified when applying for access.

Step Four

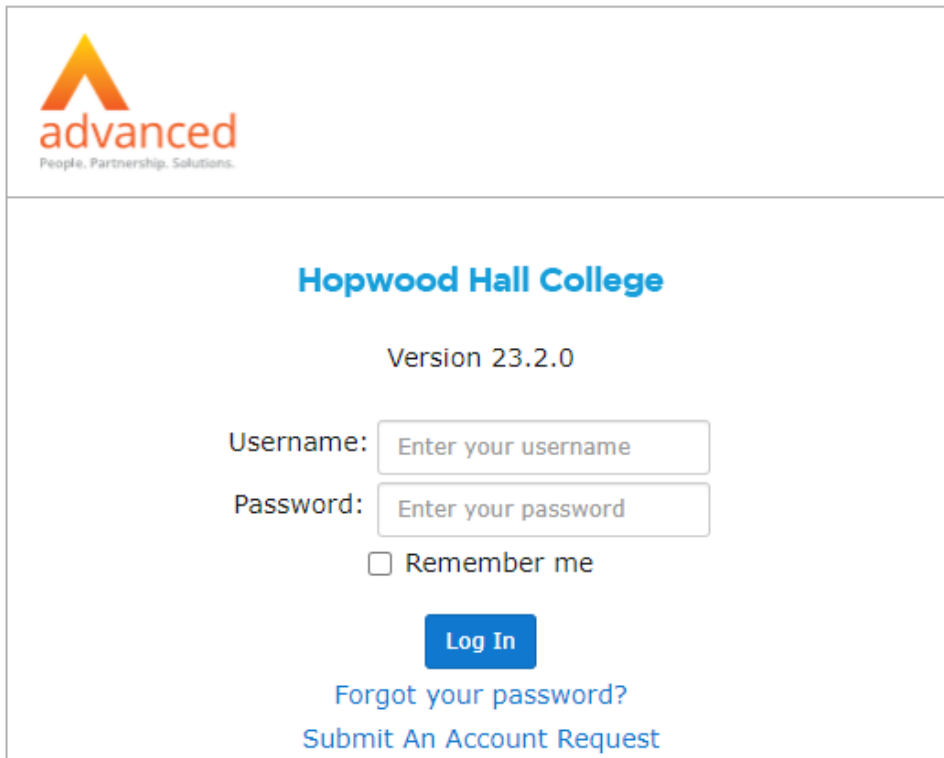
When you log in you will see a link to view information for your son/daughter/guardian(s). Click on a learner to access their information.



Password Reset

To reset your password

Go to the main login page <https://proportal.hopwood.ac.uk/> and click the 'Forgot your password?' Link.



advanced
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Hopwood Hall College

Version 23.2.0

Username:

Password:

☐ Remember me

[Log In](#)

[Forgot your password?](#)

[Submit An Account Request](#)

For further information

To discuss learner attendance, punctuality or any other pastoral issue please contact the designated Student Support Tutor for the learner.

If you are experiencing any technical difficulties, please contact us by emailing:
parentportal@hopwood.ac.uk