

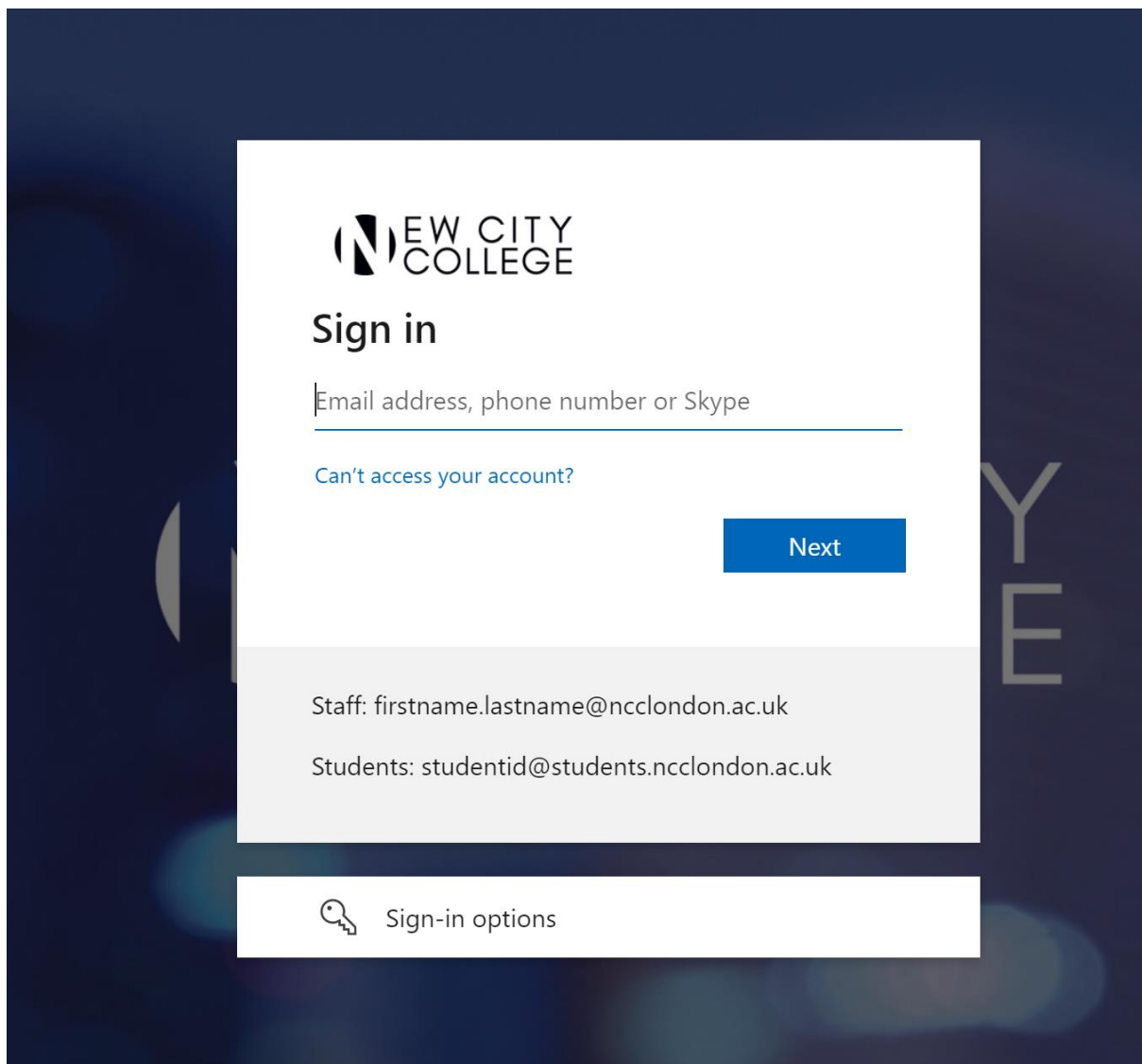
## HOW TO ACCESS YOUR PROPORTAL ACCOUNT

Step 1: Type or copy the below link to the internet browser on your phone, tablet, laptop or PC:

<https://Proportal.ncclondon.ac.uk/ProPortal/>

Step 2: You will see the below screen pop up. You will need to **use your new college email address** to login. Your college email address is your student ID number @students.ncclondon.ac.uk

You can find your student ID number in the email where you accessed this guidance document. Your email address will look something like this: [12345678@students.ncclondon.ac.uk](mailto:12345678@students.ncclondon.ac.uk)



**NEW CITY COLLEGE**

### Sign in


Email address, phone number or Skype

[Can't access your account?](#)

Next

Staff: firstname.lastname@ncclondon.ac.uk

Students: studentid@students.ncclondon.ac.uk

 Sign-in options

Step 3: You will next be asked to add your password. Use the password provided in the email from the college.



New City College

Sign in

Sign in

Staff : [firstname.lastname@nclondon.ac.uk](#)  
Students : [studentid@students.nclondon.ac.uk](#)  
[Can't access your account?](#)

Step 4: If this is your first time login to ProPortal, you will be asked to change your password. Your new password needs to be at least 8 characters long. Enter the new password twice and click "submit".



New City College

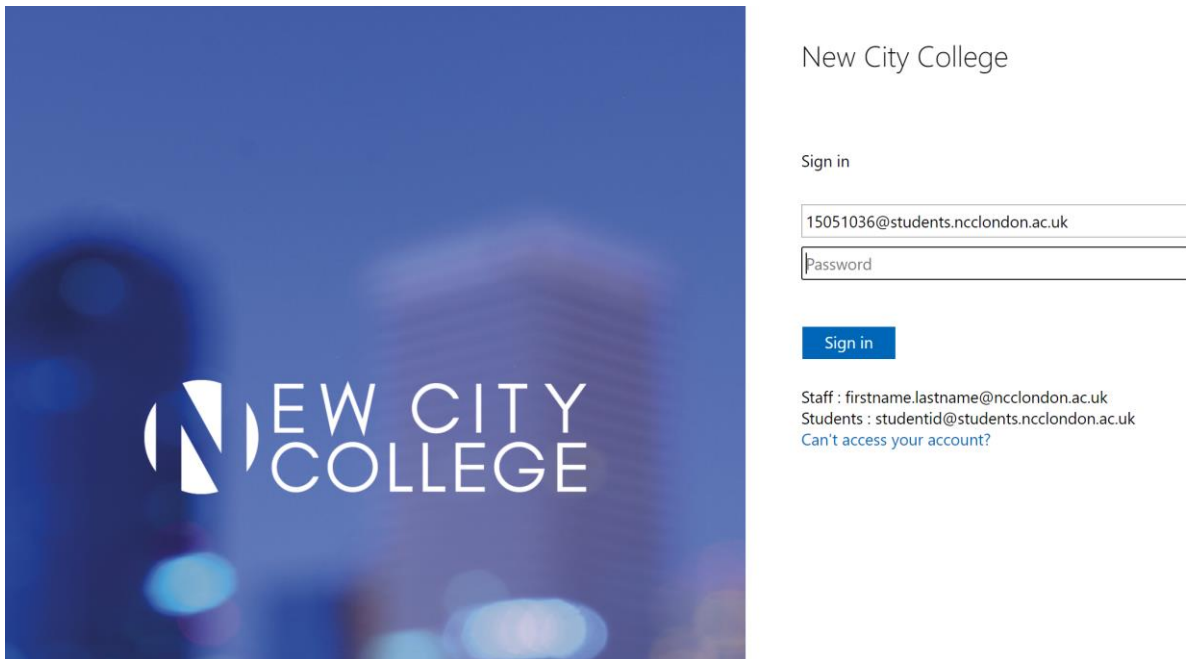
Update Password

You must update your password because your password has expired.

Submit

Cancel

Step 5: You will then be asked to login using the new password that you have just set.



New City College

Sign in

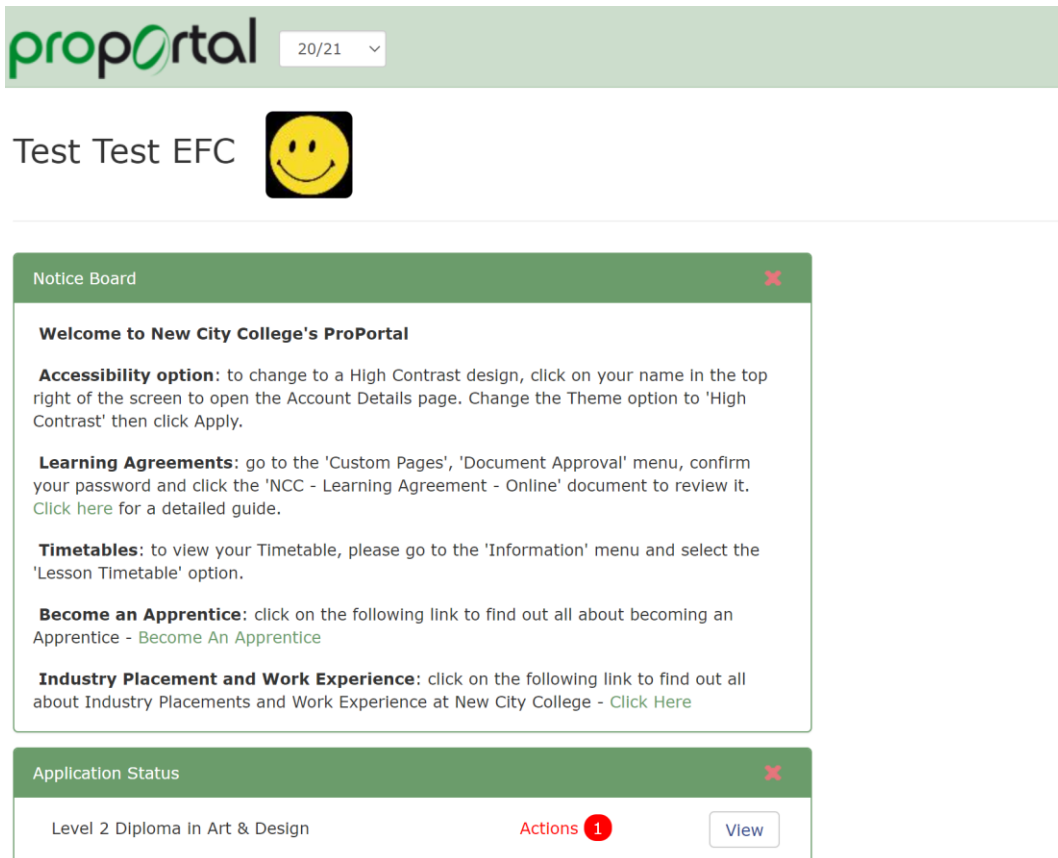
15051036@students.nclondon.ac.uk

Password


Sign in

Staff : [firstname.lastname@nclondon.ac.uk](#)  
Students : [studentid@students.nclondon.ac.uk](#)  
[Can't access your account?](#)

Step 6: Welcome to ProPortal. You will see the home page of your ProPortal account with information about enrolment, induction and your timetable (after you have completed your enrolment).



proportal 20/21

Test Test EFC 

Notice Board

**Welcome to New City College's ProPortal**

**Accessibility option:** to change to a High Contrast design, click on your name in the top right of the screen to open the Account Details page. Change the Theme option to 'High Contrast' then click Apply.


**Learning Agreements:** go to the 'Custom Pages', 'Document Approval' menu, confirm your password and click the 'NCC - Learning Agreement - Online' document to review it. [Click here](#) for a detailed guide.

**Timetables:** to view your Timetable, please go to the 'Information' menu and select the 'Lesson Timetable' option.

**Become an Apprentice:** click on the following link to find out all about becoming an Apprentice - [Become An Apprentice](#)

**Industry Placement and Work Experience:** click on the following link to find out all about Industry Placements and Work Experience at New City College - [Click Here](#)

Application Status

Level 2 Diploma In Art & Design **Actions**  [View](#)