

Accessing and Signing Learning Agreement on ProPortal

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If you have not previously logged in to a New City College system, you first need to visit <https://login.microsoftonline.com/>.

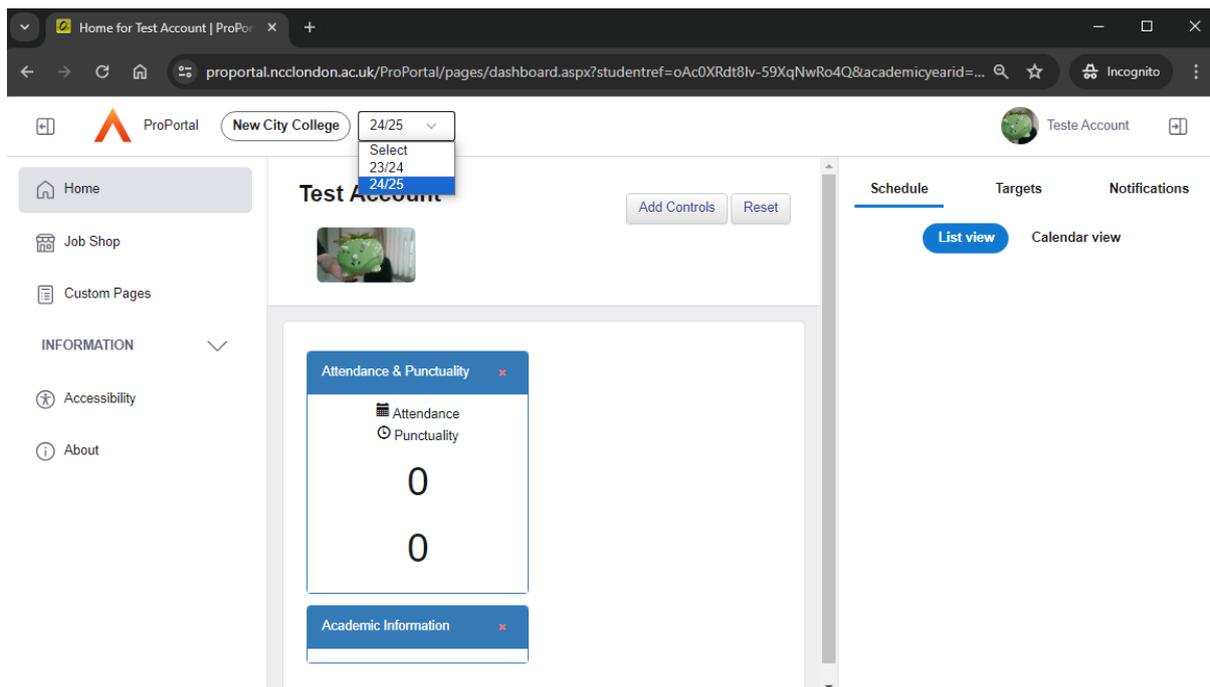
Log in with:

- Username - your Student Email in the format StudentIDNumber@Students.NCCLondon.ac.uk, e.g. 15067895@Students.NCCLondon.ac.uk
- Password - your date of birth in the format ddmmYYYY, e.g. 32122001 if your birth date is 32 December 2001

Please see the full guide [here](#).

Step 1

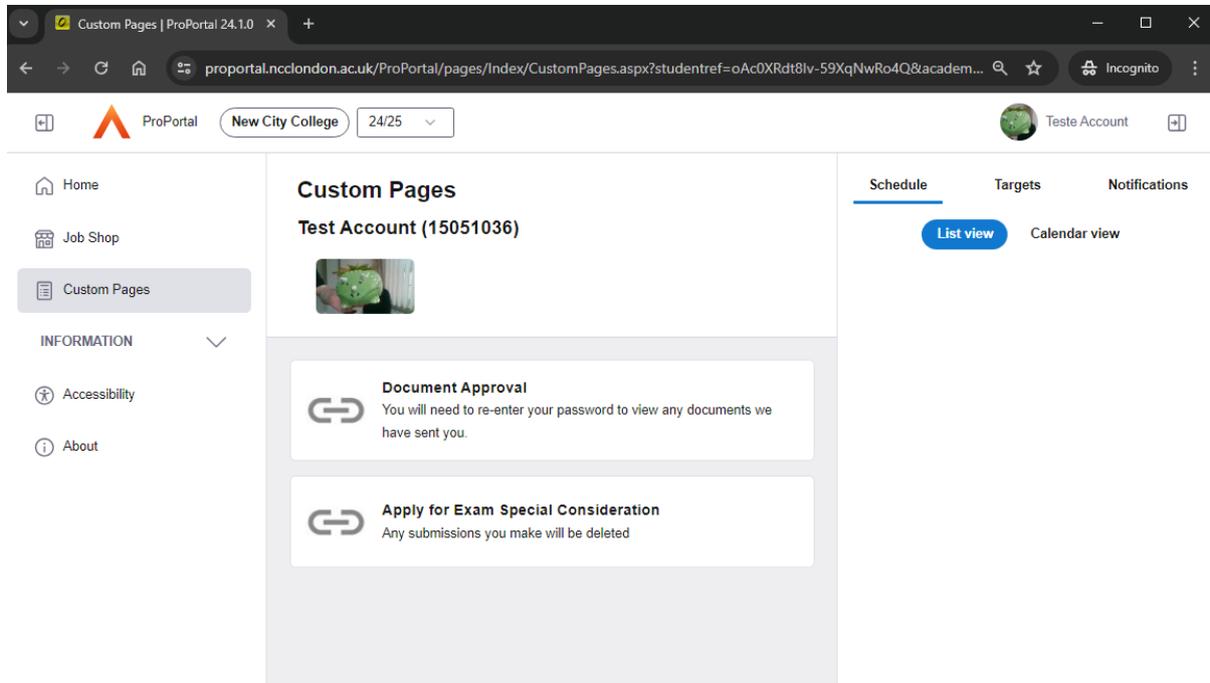
Depending on when you view the ProPortal home screen, you may need to change the Academic Year to review a 24/25 Learning Agreement.



The screenshot shows the ProPortal dashboard for a 'Test Account'. The browser address bar displays the URL: `proportal.ncclondon.ac.uk/ProPortal/pages/dashboard.aspx?studentref=oAc0XRdt8lv-59XqNwRo4Q&academicyearid=...`. The page header includes the ProPortal logo, 'New City College', and a dropdown menu for the academic year, currently set to '24/25'. A dropdown menu is open, showing options for '23/24' and '24/25'. The main content area features a 'Test Account' profile card with a photo of a green piggy bank. Below the profile card, there are two summary cards: 'Attendance & Punctuality' showing '0' for both metrics, and 'Academic Information'. The right sidebar contains navigation tabs for 'Schedule', 'Targets', and 'Notifications', with 'List view' and 'Calendar view' buttons under 'Schedule'.

Step 2

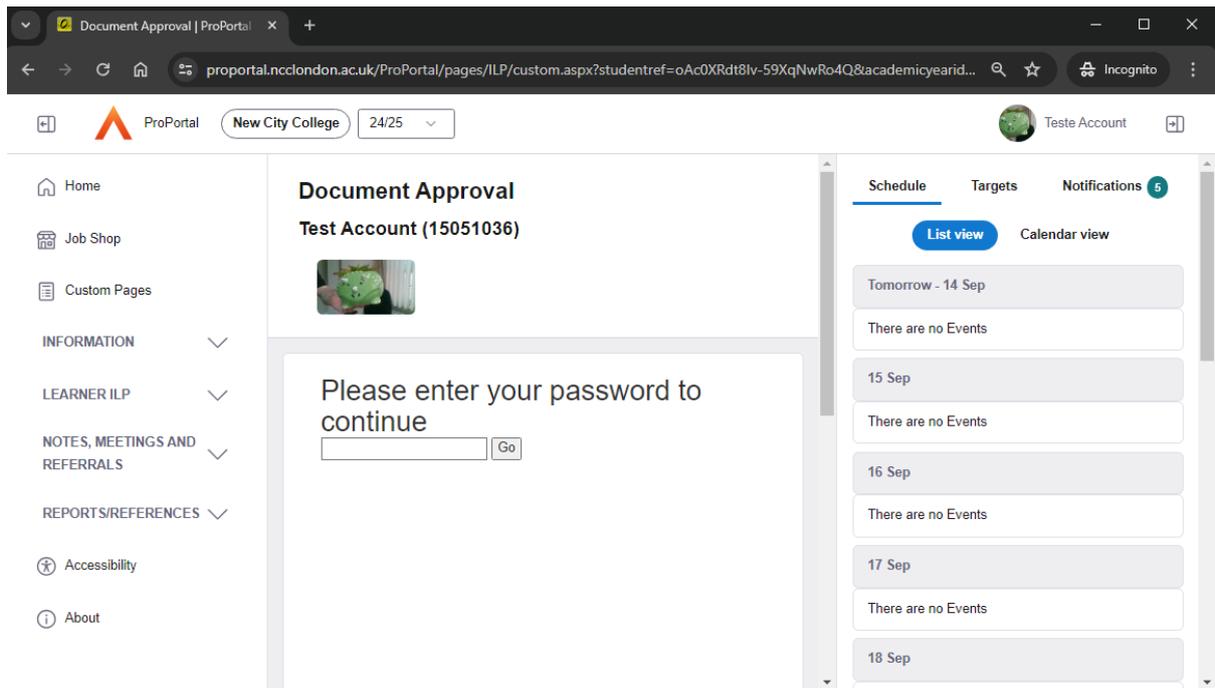
On the Custom Pages menu select the Document Approval option:



The screenshot shows a web browser window displaying the ProPortal interface. The browser's address bar shows the URL: `proportal.nclondon.ac.uk/ProPortal/pages/Index/CustomPages.aspx?studentref=oAc0XRdt8lv-59XqNwRo4Q&academ...`. The page title is "Custom Pages | ProPortal 24.1.0". The user is logged in as "Teste Account". The main content area is titled "Custom Pages" and "Test Account (15051036)". There are two main sections: "Document Approval" and "Apply for Exam Special Consideration". The "Document Approval" section includes a link icon and the text: "You will need to re-enter your password to view any documents we have sent you." The "Apply for Exam Special Consideration" section includes a link icon and the text: "Any submissions you make will be deleted". The left sidebar contains navigation options: Home, Job Shop, Custom Pages (highlighted), INFORMATION (with a dropdown arrow), Accessibility, and About. The right sidebar contains tabs for Schedule, Targets, and Notifications, with a "List view" button and a "Calendar view" option.

Step 3

Re-enter your, now changed, password to continue. If you encounter issues with this step on a mobile device, please try using a laptop or PC:



Step 4

You will see a list of any documents we have sent for your approval. Currently, this is a summary of your personal and enrolment information on the 'Learning Agreement - Online' document.

If you have previously reviewed and rejected a document, you must open the replacement 'Pending your approval' version.

Click or tap on the document name to open it on screen:

The screenshot shows a web browser window with the URL `proportal.nclondon.ac.uk/ProPortal/pages/ILP/custom.aspx?studentref=oAc0XRdt8lv-59XqNwRo4Q&academicyearid...`. The page title is "Document Approval" for "Test Account (15051036)".

On the left is a navigation menu with the following items:

- Home
- Job Shop
- Custom Pages
- INFORMATION
- LEARNER ILP
- NOTES, MEETINGS AND REFERRALS
- REPORTS/REFERENCES
- Accessibility
- About

The main content area features a table titled "Documents for approval":

Documents for approval	Date Created	Status
NCC - Learning Agreement - Online (15051036)	31/07/2023 12:17	Pending your approval

On the right, there is a sidebar with tabs for "Schedule", "Targets", and "Notifications" (5). Under "Schedule", there are buttons for "List view" and "Calendar view". The calendar view shows dates from "Tomorrow - 14 Sep" to "18 Sep", with each date box containing the text "There are no Events".

Step 5

Once opened, read through the document:

Document Approval

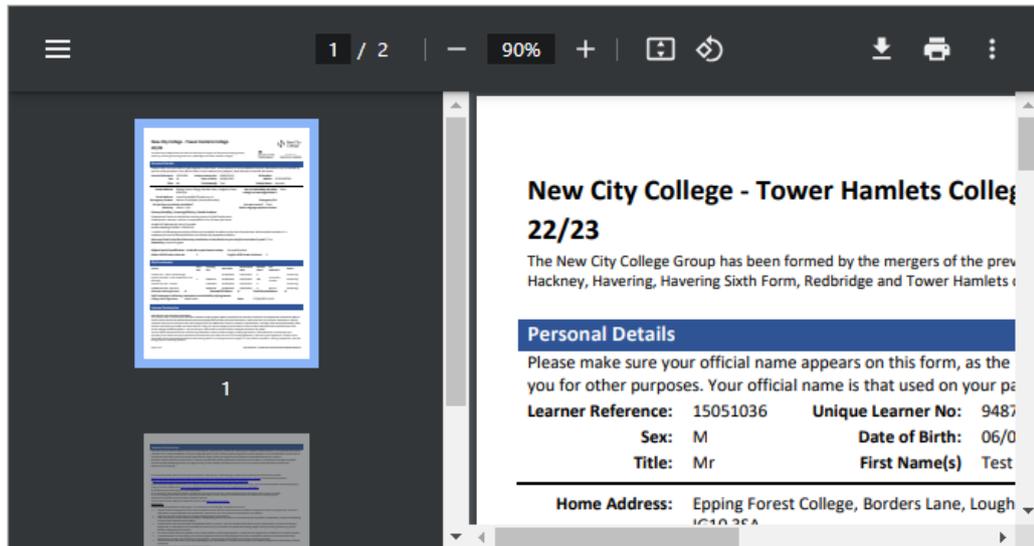
Test Account (15051036)



Documents / Document to approve

Please carefully review the below document

Once you have checked it please complete the form at the bottom of the page



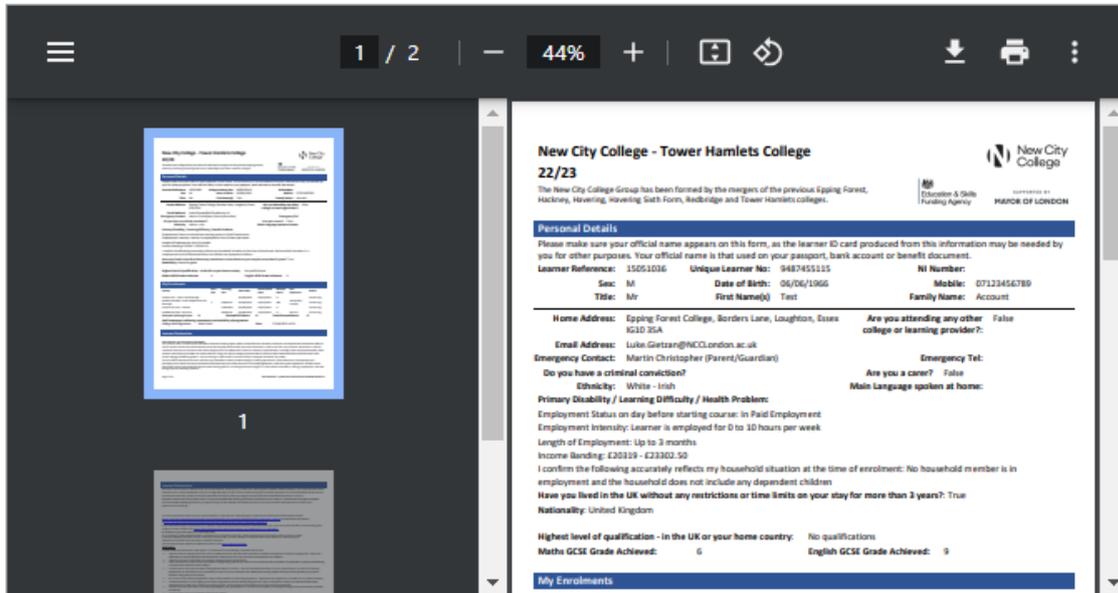
The screenshot shows a document viewer interface. The document title is "New City College - Tower Hamlets College 22/23". The content includes a paragraph stating: "The New City College Group has been formed by the mergers of the previous Hackney, Havering, Havering Sixth Form, Redbridge and Tower Hamlets colleges." Below this is a section titled "Personal Details" with the following information:

Please make sure your official name appears on this form, as the name you use for other purposes. Your official name is that used on your passport.	
Learner Reference: 15051036	Unique Learner No: 9487
Sex: M	Date of Birth: 06/0
Title: Mr	First Name(s): Test
Home Address: Epping Forest College, Borders Lane, Loughborough, Leicestershire, LE11 3SA	

Step 6

Once you have read the document, please select either the Approve or Reject option then click or tap the 'Submit' button:

Thank you, your response has been saved.



This Document was Approved on 13/09/2024 09:37

If you select the 'Reject' option, please tell us what needs to change **including the correct information**, then click or tap the 'Submit' button. We will contact you to discuss any amendments and re-issue an updated document.

After reading the above, please **Approve** if all details are correct to the best of your knowledge

If anything in the above document is incorrect, please click to **Reject** it and provide a brief comment explaining what is wrong.

Approve Reject

Please comment here on what is wrong in the document

My GCSE Maths Grade is 8|

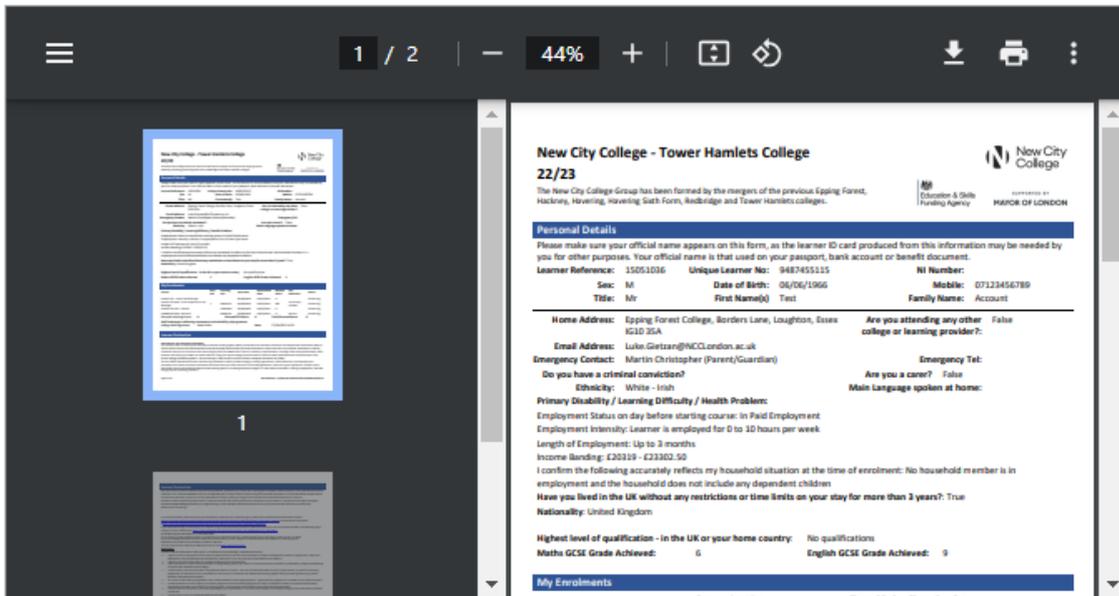
Submit

Step 7

You will see at the top of the screen that your review has been saved:

Documents / Document to approve

Thank you, your response has been saved.



This Document was Approved on 13/09/2024 09:37

If you want to refer to the document again, or download it, you can click or tap on its name as before to reopen it.

Document Approval
Test Account (15051036)



Documents for approval	Date Created	Status
NCC - Learning Agreement - Online - SP (15051036)	31/07/2023 12:21	Pending your approval

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