Instructions on how to add UCI number to ProPortal
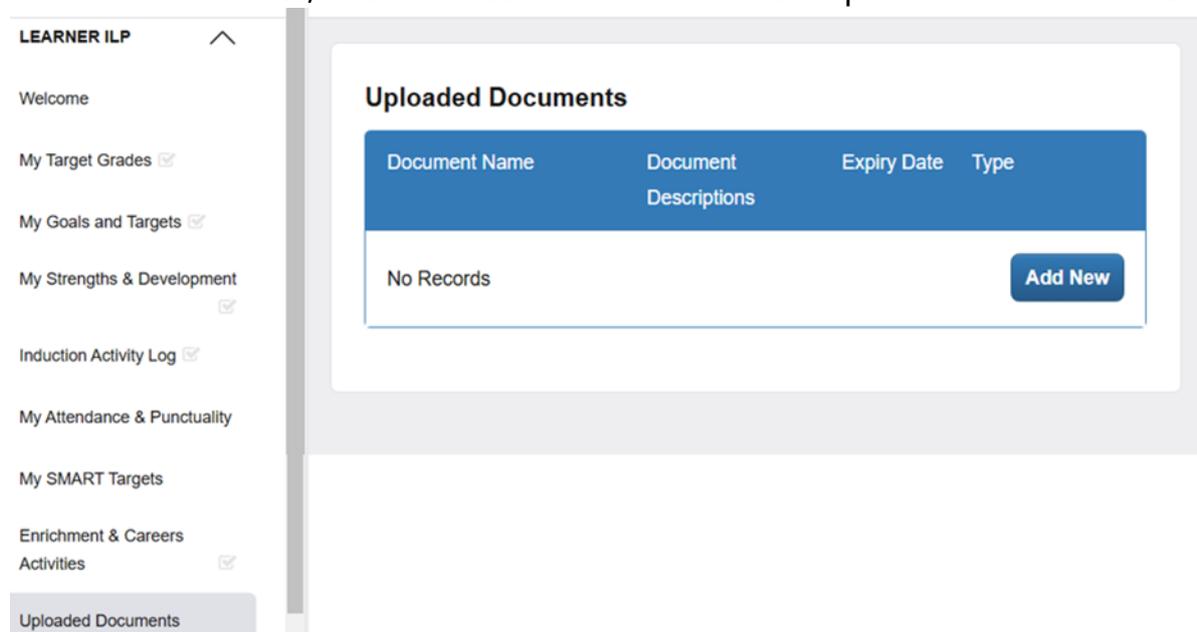
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Instructions on how to add UCI number to ProPortal

Once you've logged into the MyNCC Dashboard, click on ProPortal

Once in ProPortal, click on Learner ILP and then uploaded documents

To add the scanned copy of your statement of results, click on the add new button.

- Click on the choose file button and choose the file you'd like to upload from the computer
- Once you've chosen the file, type "Statement of Results" in the Document Descriptions box
- Choose "UCI reference" from the Type drop down

- Click the Save button to upload your document.

Once the document has been uploaded, we'll be able to update your UCI number to ensure your results are carried forward from your previous centre.