

# Instructions on how to add UCI number to ProPortal

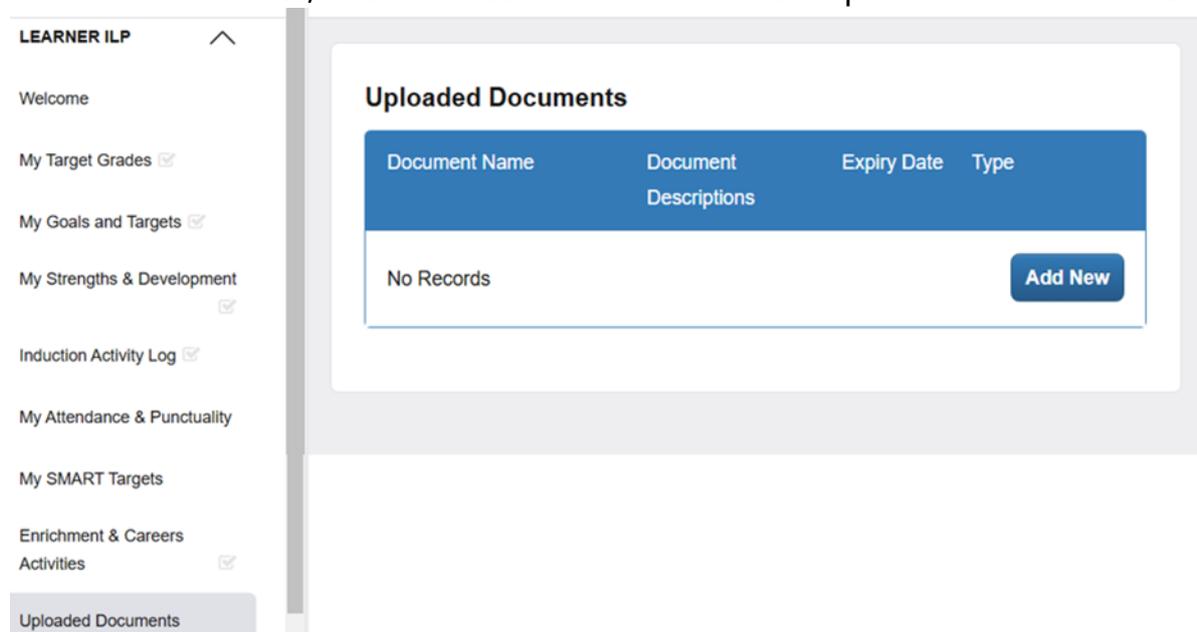
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## Instructions on how to add UCI number to ProPortal

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



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

A screenshot of the ProPortal interface. On the left is a sidebar menu under the heading "LEARNER ILP" with an upward arrow. The menu items are: "Welcome", "My Target Grades" (with a checkmark), "My Goals and Targets" (with a checkmark), "My Strengths & Development" (with a checkmark), "Induction Activity Log" (with a checkmark), "My Attendance & Punctuality", "My SMART Targets", "Enrichment & Careers Activities" (with a checkmark), and "Uploaded Documents" (highlighted in grey). The main content area is titled "Uploaded Documents" and contains a table with a blue header. The header has four columns: "Document Name", "Document Descriptions", "Expiry Date", and "Type". The table body is empty, showing "No Records". A blue "Add New" button is located in the bottom right corner of the table area.

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

The screenshot shows the 'LEARNER ILP' interface. On the left is a navigation menu with the following items: 'Welcome', 'My Target Grades', 'My Goals and Targets', 'My Strengths & Development', 'Induction Activity Log', 'My Attendance & Punctuality', 'My SMART Targets', 'Enrichment & Careers Activities', and 'Uploaded Documents' (which is highlighted). The main content area is titled 'Uploaded Documents' and contains a table with the following structure:

Document Name	Document Descriptions	Expiry Date	Type
No Records			

An 'Add New' button is located in the bottom right corner of the table area.

- 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.