

Parent Portal - Guide for Carers, Guardians and Parents on logging in

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Step 1

Type or copy this link to the internet browser on your phone, tablet, laptop or PC: <https://parentportal.ncclondon.ac.uk/proportal>, or follow the [Access my account](#) link in the email we have sent you.

Step 2

You will see the below screen pop up. You will need to **use the username we have emailed you** to login. This is the letter 'c' followed by a Student ID number, then '@parents.ncclondon.ac.uk'.

It will look something like this: c15051036@parents.ncclondon.ac.uk

If you do not see this screen, go to <https://login.microsoftonline.com/> and use the same details. This might happen if you are logged in to another Windows account.



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`

Parents: `contactid@parents.ncclondon.ac.uk`

 [Sign-in options](#)

Step 3

You will next be asked to add your password. Use the temporary password provided in the email from the College.

New City College

Sign in

Sign in

Staff: firstname.lastname@ncclondon.ac.uk

Students: studentid@students.ncclondon.ac.uk

Parents: contactid@parents.ncclondon.ac.uk

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

Step 4

If this is your first time accessing ProPortal, you will be asked to change your password. Enter the new password twice and click 'submit'.

Help us to keep our Students' data secure: use something

memorable to you that others will not be able to guess.

New City College

Update Password

You must update your password because your password has expired.

Step 5

You will then be asked to login using the new password that you have

just set.

New City College

Sign in

Sign in

Staff: firstname.lastname@ncclondon.ac.uk

Students: studentid@students.ncclondon.ac.uk

Parents: contactid@parents.ncclondon.ac.uk

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

Step 6

Welcome to ProPortal. You will see the home page of your ProPortal account with the name of the linked Student account you can view.

Click this to see information about enrolments and attendance, and notify us of any absences.

  ProPortal New City College 24/25 

 Home

 Attendance

 Reports

 Accessibility

 About

Welcome Contact 15051036

Please Select a student

 Test Account
(15051036)