

Accessing Results on ProPortal

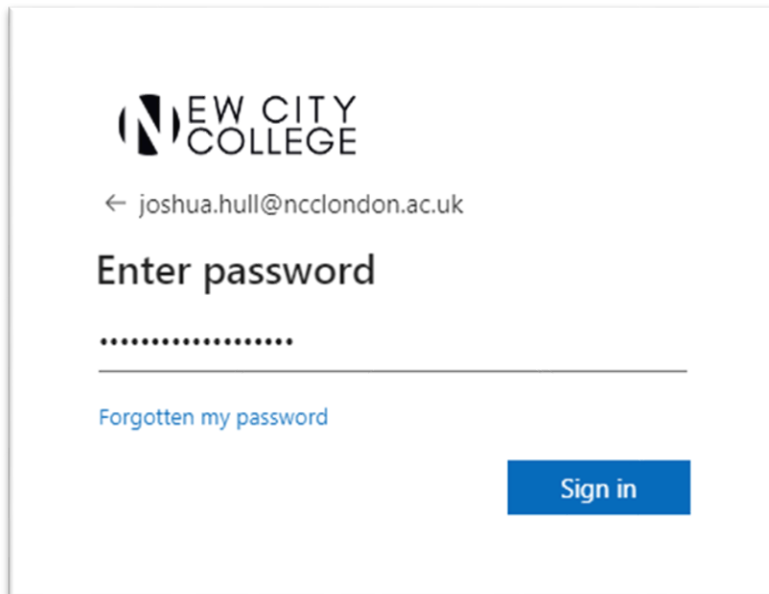
Documentation by Systems

You will need to log into the system first.

Step 1 – Login to the [MyNCC Dashboard](https://ncclondon.myday.cloud/dashboard/home) <https://ncclondon.myday.cloud/dashboard/home>

Step 2 – Enter your [Email address](#) and then click on the [Next](#) button.

Step 3 – Enter your [password](#) and then click on the [Sign in](#) button.



NEW CITY COLLEGE

← joshua.hull@ncclondon.ac.uk

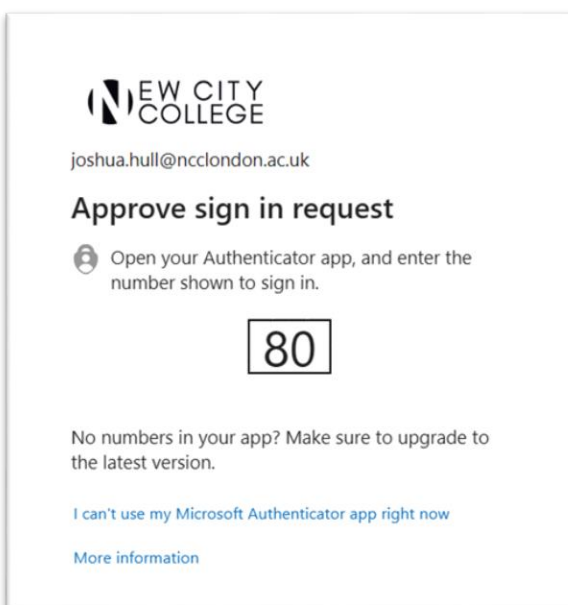
Enter password

.....

[Forgotten my password](#)

Sign in


Step 4 – You may be asked to authenticate your account, open your [Authenticator app](#) and enter the number on your phone to sign in to [MyNCC](#).



NEW CITY COLLEGE

joshua.hull@ncclondon.ac.uk

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

80

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

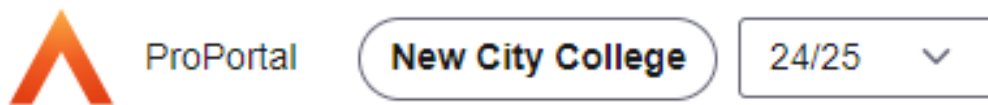
[More information](#)

If you are experiencing difficulty logging in, authenticating your account and/or have forgotten your password then contact ITServiceDesk@NCCLondon.ac.uk

Step 5 – Once logged in to the [MyNCC Dashboard](#), click on the [ProPortal](#) tile.



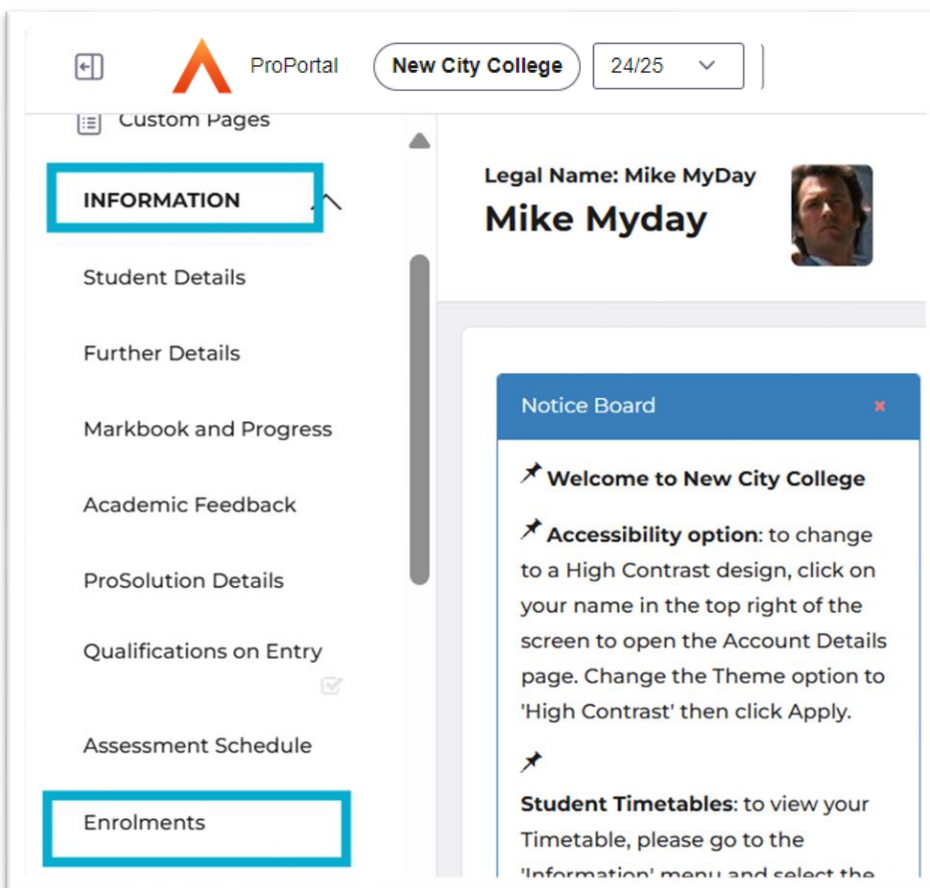
Step 6 – Ensure the correct [academic year](#) is shown in the top left of the screen.



Step 7 -To view the result for the qualification/s,

[Go to Information](#) from the menu bar at the left-hand side of the screen

[Then click Enrolments](#) from the drop-down menu.



Your overall result will be listed on the screen under the **Grade** column.

Course Code	Course Name	Group Code	Completion Status	Grade	Outcome	Start Date	Expected End Date
G-ENGMA-24	Ardleigh Green - English and Maths Programme	1	Continuing			02/9/2024	04/07/2025
G-01205-23-Q01	Level 3 Extended Diploma in Art and Design Practice (Graphics and Photography)	1	Continuing			04/9/2024	04/07/2025

Step 8 – To view the results for an individual unit:

Select [Information](#) from the menu bar

Select [Exams](#) in the drop-down menu.

Your unit results will be listed on the screen.

If you cannot read the Entries properly, try [hiding the side menus](#):

Click the [arrow buttons](#) at the top right, or top left, of the page.

This will widen the columns on the table.



ProPortal

New City College

JT

James Turley



Viewing your statement of results (GCSE & A Level)

For **GCSE** and **A Level** Qualifications a Statement of Results will be available on your ProPortal account around lunchtime of results day.

Step 1

Select **Learner ILP** from the menu bar at the left of the screen,

Then click **Uploaded Documents**.

The screenshot shows the ProPortal interface. On the left is a vertical menu bar with the following items: **LEARNER ILP** (highlighted with an orange box), 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** (highlighted with an orange box). The main content area displays the **Uploaded Documents** table (also highlighted with an orange box). The table has four columns: Document Name, Document Descriptions, Expiry Date, and Type. It contains five rows of data. An 'Add New' button is located at the bottom right of the table.

Document Name	Document Descriptions	Expiry Date	Type
20220705_084730.jpg	Test3		
ALevel Survey Student.jpg	test4		
Astute.jpg	Test		
ProMUploadExample.mp4	Test Large File		
TestUCIRef.docx	Test		UCI Reference

[Add New](#)

The Statement of Results will be listed in the uploaded documents list

Click on the document to access the statement.

If your results do not appear then please contact MIS@NCCLondon.ac.uk