

HOW TO FIND YOUR RESULTS ON PROPORTAL

Open Askham Bryan College website

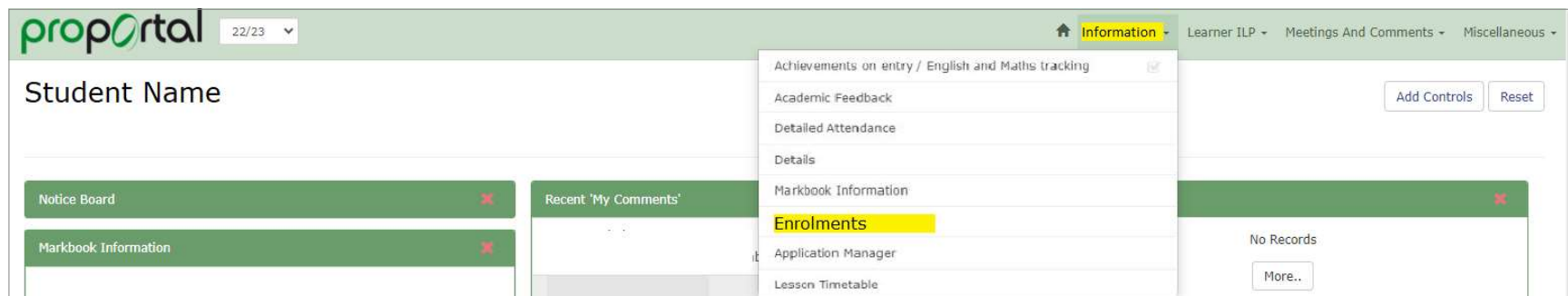
(<https://www.askham-bryan.ac.uk/>)

Click exam results link or banner

Log in to ProPortal using your college username and password

If you have forgotten your password or it has expired, you can change it online. Please see overleaf for instructions.

- Click 'Information ▼'
- From dropdown list click 'Enrolments'



Grade will show against the course details under the heading 'Grade'



Change your password online:

- Browse to <https://login.microsoftonline.com/> and enter your college email (i.e. <studentID>@my.askham-bryan.ac.uk) then click 'Next'
- On the next page click 'Forgotten my password'
- Complete the user verification process by entering the characters displayed on the next screen and click next
- On the next screen you will be asked to confirm your identity by using your preferred method of two factor authentication (2FA) this will either be via text message or through an authentication app
- Once you have verified your identity you will be presented with a screen that will allow you to change your password
- You will need to wait about ten minutes after changing the password to log in to Moodle as the password will need to also be updated on the college servers, but once that is done you should have access to your account and all college resources including ProPortal

Change your address or details in ProPortal:

- Log in to ProPortal
- Click 'Information ▼'
- From dropdown list click 'Submit Add Address Change Request' or appropriate change request
- Select 'Address Type' then enter details and click 'Submit'