

HOW TO FIND YOUR RESULTS ON PROPORTAL

Open Askham Bryan College website <https://www.askham-bryan.ac.uk/>

Click the 'exam results' link/banner
or select 'Student Access' link at the bottom of the home page

Log in to ProPortal for Students using your **college username and password**
(your username is your student number found under the barcode on your college badge, for example ABC12345678)

IMPORTANT

If you have changed your mobile number or your phone, you must contact IT (01904 772277 or IT@askham-bryan.ac.uk) to update your multifactor authentication

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

- Click '**INFORMATION**' from left menu
- From dropdown list click
 - '**Enrolments**' for overall grade or
 - '**Exams**' for unit grades

The screenshot shows the ProPortal for Students interface. On the left is a navigation menu with a 'Home' icon and a list of links: INFORMATION (expanded), Achievements on entry / English and Maths tracking, Academic Feedback, Detailed Attendance, Markbook Information, Enrolments (selected), Assessment Schedule, Lesson Timetable, Exams, Exam Timetable, and Submit Add Address Change Request. The main content area is titled 'Enrolments' and displays student information: Student Name (ABC00000000), (She/Her), a profile icon, and the Askham Bryan College logo. Below this is a table of enrolments.

Course Code	Course Name	Group Code	Completion Status	Grade	Outcome
L2AC73Y-REV	Academic Progress Review	3A	Continuing		
L2AC73Y-PAD	Progression and Development	3A	Continuing		
L2AC73Y-TUT	Tutorial (group and individual)	3A	Continuing		
L2AC73Y-WPT	Work Placement	3A	Continuing		
L2AC73Y	L2 CG TC in Agriculture	3A	Continuing		
L2AC73Y-IND	Induction	3A	Continuing		
L2AD12Y	L2 AQA GCSE English		Continuing		
L2AD17Y	L2 EDEX GCSE Maths		Continuing		
L2AC73Y-ENR	Enrichment	3A	Continuing		

Change your password online:

- Browse to <https://login.microsoftonline.com/> and enter your college email address (for example *ABC12345678@my.askham-bryan.ac.uk*) then click 'Next'
- On the next page click 'Forgotten my password' and follow the on-screen instructions
- You will need to wait about ten minutes after changing the password as the college servers need to be updated but once that is done you should have access to your account and all college resources including ProPortal
- After resetting your password you can log in to ProPortal as before using your college username (for example *ABC12345678*) and your new password. Please note that this is **NOT your college email address** but your student number found on your college badge under the barcode, for example *ABC12345678*

Change your address or details in ProPortal:

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