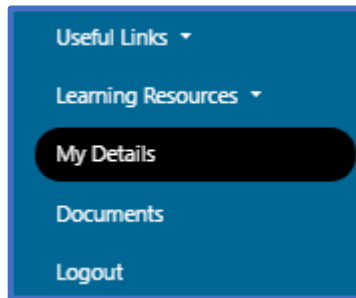
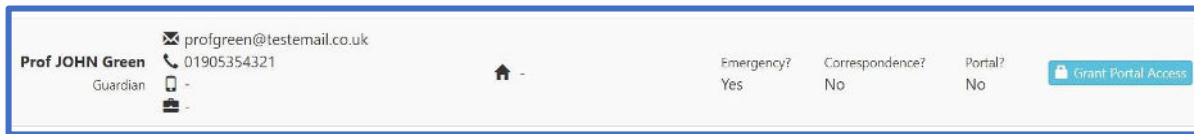


How students can enable access for Parent(s) / Guardian(s)

- Ensure at least one of your **Parent(s) / Guardian(s)** has an email address listed on your **Student Portal** (student.wsfc.ac.uk)
- You can view this by going to **My Details** on the left-hand side of your **Student Portal**



- Under **Contact Details** will be a list of your **Parent(s) / Guardian(s) Contact Details**



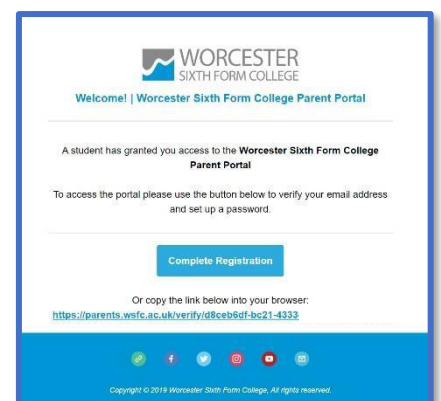
- To the right of the **Parent(s) / Guardian(s) details** will be a blue **Grant Portal Access** button
- On the next page that appears, click on the green **Grant Access** button to **confirm** and then when it shows **Access Granted** click **OK**



*If you have not sure how to do this, please see your **Tutor** or come to **IT Support** and we can help get the correct **Parent(s) / Guardian(s)** details on your account*

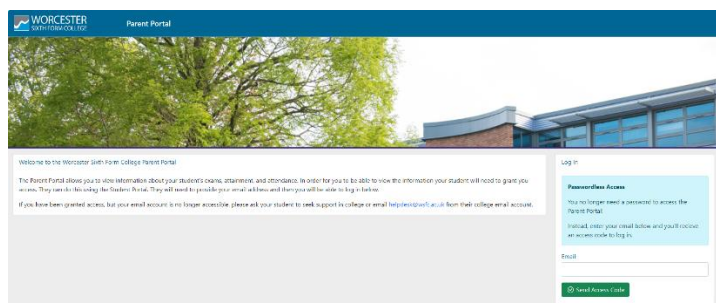
How Parent(s) / Guardians(s) can access the Parent Portal

- Once access has been granted by the student, then **Parent(s) / Guardian(s)** will immediately receive an email from **Worcester Sixth Form College** with instructions to confirm your email address and create a password for secure access
- Click on the **Complete Registration** button in the email to begin this process

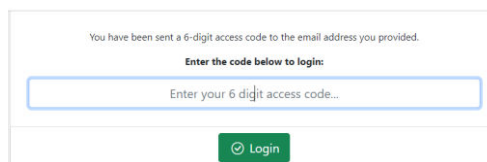


How to use the Parent Portal

- Go to parents.wsfc.ac.uk and enter your email address and select 'Send Access Code'. The Access Code will be emailed to you. Enter the code to continue.



- Enter the Access Code and click **Login**



- The first page you see when you login is the **Summary** which contains details on –

Tutor

Head of Year

Messages for the Student

Timetables for the Current Week

Attendance

Declare an Absence for Today

Upcoming / Overdue Assignments
(a future feature)

Current Courses & Progress

College Bulletins

Day	Time	Attendance	Count	Lesson	Tutor
Monday, 04 November 2019	08:50 - 10:15	99%	3.19	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Kiel Vaughan, KMV
	10:35 - 12:00	43%	1.28	2A1 Core Support Year 2	Sallie Hawker, SJH
	12:00 - 13:25	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
Tuesday, 05 November 2019	08:50 - 10:15	88%	2.23	2R1 Tutor Group - SDR Year 2	Sian Robinson, SDR
	10:35 - 12:00	99%	3.19	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Kiel Vaughan, KMV
	12:00 - 13:25	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
Wednesday, 06 November 2019	08:50 - 10:15	99%	3.19	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Kiel Vaughan, KMV
	10:35 - 12:00	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
	12:00 - 13:25	99%	3.19	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Kiel Vaughan, KMV
Thursday, 07 November 2019	08:50 - 10:15	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
	10:35 - 12:00	0%	G.43	1A1 Tutor Consultation - SDR	Sian Robinson, SDR
	12:00 - 13:25	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
Friday, 08 November 2019	08:50 - 10:15	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN
	10:35 - 12:00	0%	G.43	1A1 Tutor Consultation - SDR	Sian Robinson, SDR
	12:00 - 13:25	99%	3.15	2S1 IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip)	Laura Nevin, LEN

Course	Grade	Progress
Core Support Year 2 (Year 2)	MTG	-
IT - BTEC L3 Extended Diploma (Year 2 of Foundation Dip) (Year 2)	MTG DDD	Progress Above
IT - BTEC L3 Foundation Diploma (Year 1)	MTG DISTINCTION	Progress -
Tutor Group - SDR Year 2 (Year 2)	MTG	Progress -

- From the **Menu** across the top of the **Parent Portal** you can view pages with more detailed information on **Attendance**, **Progress**, **Assignments** *(a future feature)* and **Exam Results**

If you require any help using the **Portal** in the future, please contact the **IT Support Helpdesk** on helpdesk@wsfc.ac.uk