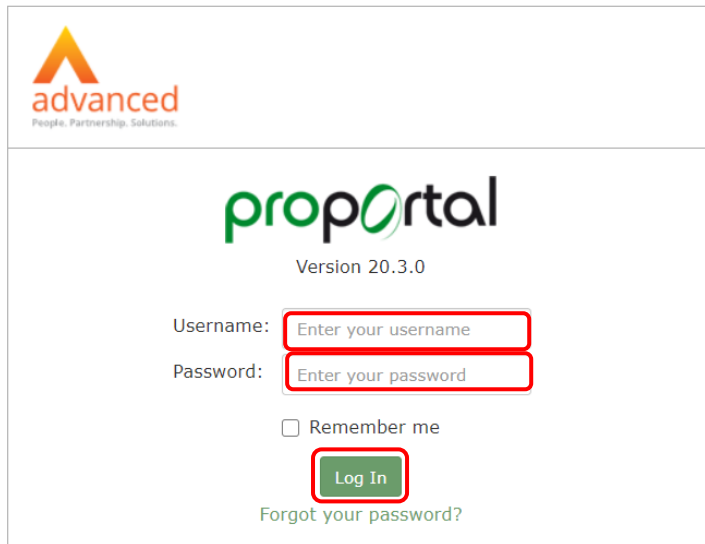


## How to access Plumpton Student Pro Portal

1) You will receive an email from our enquiries team with a link to our Plumpton Student Pro Portal.



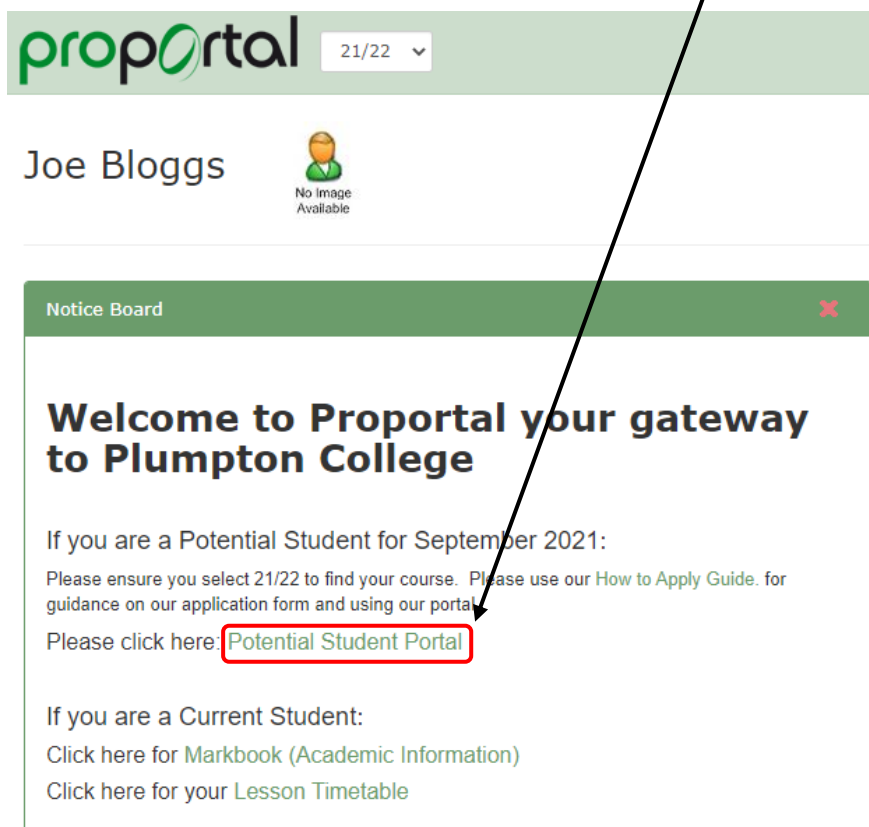
The screenshot shows the login page for the Plumpton Student Pro Portal. At the top left is the 'advanced' logo with the tagline 'People, Partnership, Solutions.'. The main heading is 'propportal' in green, with 'Version 20.3.0' below it. There are two input fields: 'Username:' with a placeholder 'Enter your username' and 'Password:' with a placeholder 'Enter your password'. Below these is a checkbox for 'Remember me' and a green 'Log In' button. At the bottom, there is a link for 'Forgot your password?'.

Your **username** will be the email address used on your application, for example joebloggs@email.co.uk.

Your **password** will be your date of birth in DDMMYYYY format. For example, if your date of birth is 01/03/2014 this should be input as 01032014.

Please note that on your first log in you will be prompted to change your password to one of your choosing.

2) Once logged in you will see this screen. Click on **Potential Student Portal**.



The screenshot shows the dashboard after logging in. At the top is the 'propportal' logo and a dropdown menu showing '21/22'. Below this is the user's name 'Joe Bloggs' and a profile icon with the text 'No Image Available'. A green 'Notice Board' banner is visible, containing the following text:

**Welcome to Proportal your gateway to Plumpton College**

If you are a Potential Student for September 2021:  
Please ensure you select 21/22 to find your course. Please use our [How to Apply Guide](#) for guidance on our application form and using our portal.  
Please click here: [Potential Student Portal](#)

If you are a Current Student:  
Click here for [Markbook \(Academic Information\)](#)  
Click here for your [Lesson Timetable](#)

An arrow points from the text 'Click on Potential Student Portal' in the instruction above to the 'Potential Student Portal' link in the notice board.

3) You will now be able to track the status of your application.

Please ensure you select the **academic year** you are applying for at the top of the screen.

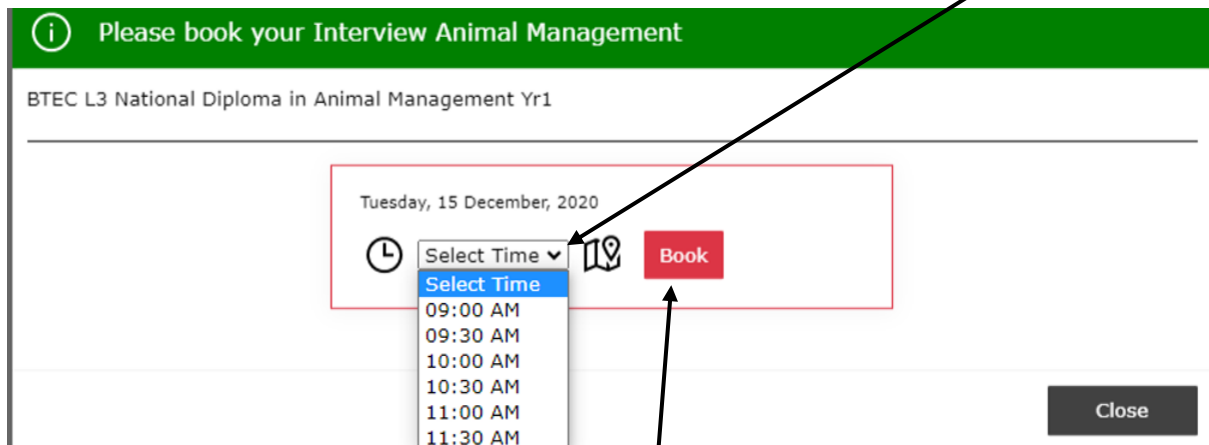
The screenshot shows the 'proportal' interface. At the top, there is a navigation bar with the 'proportal' logo and a dropdown menu for the academic year '21/22'. Below this, the 'Application Manager' section is visible for 'Joe Bloggs'. A progress bar indicates the application status: Applied (4/12/2020), Processed (4/12/2020), Interview (---/--/---), Enrol (---/--/---), and Enrolled (---/--/---). The 'Interview' stage is highlighted in red. Below the progress bar, there are two tabs: 'Actions' and 'Updates'. The 'Actions' tab shows a red box with the text 'Book Interview Animal Management' and 'Interview for Animal Management', with a red 'Action' button. The 'Updates' tab shows two green boxes: 'Processed' and 'Applied', both containing text about the application status.

Actions required by you will appear in the actions tab. Click **Action**.

4) Next, you will be required to select your interview time. You may get the choice of one or more dates, depending on staff availability.

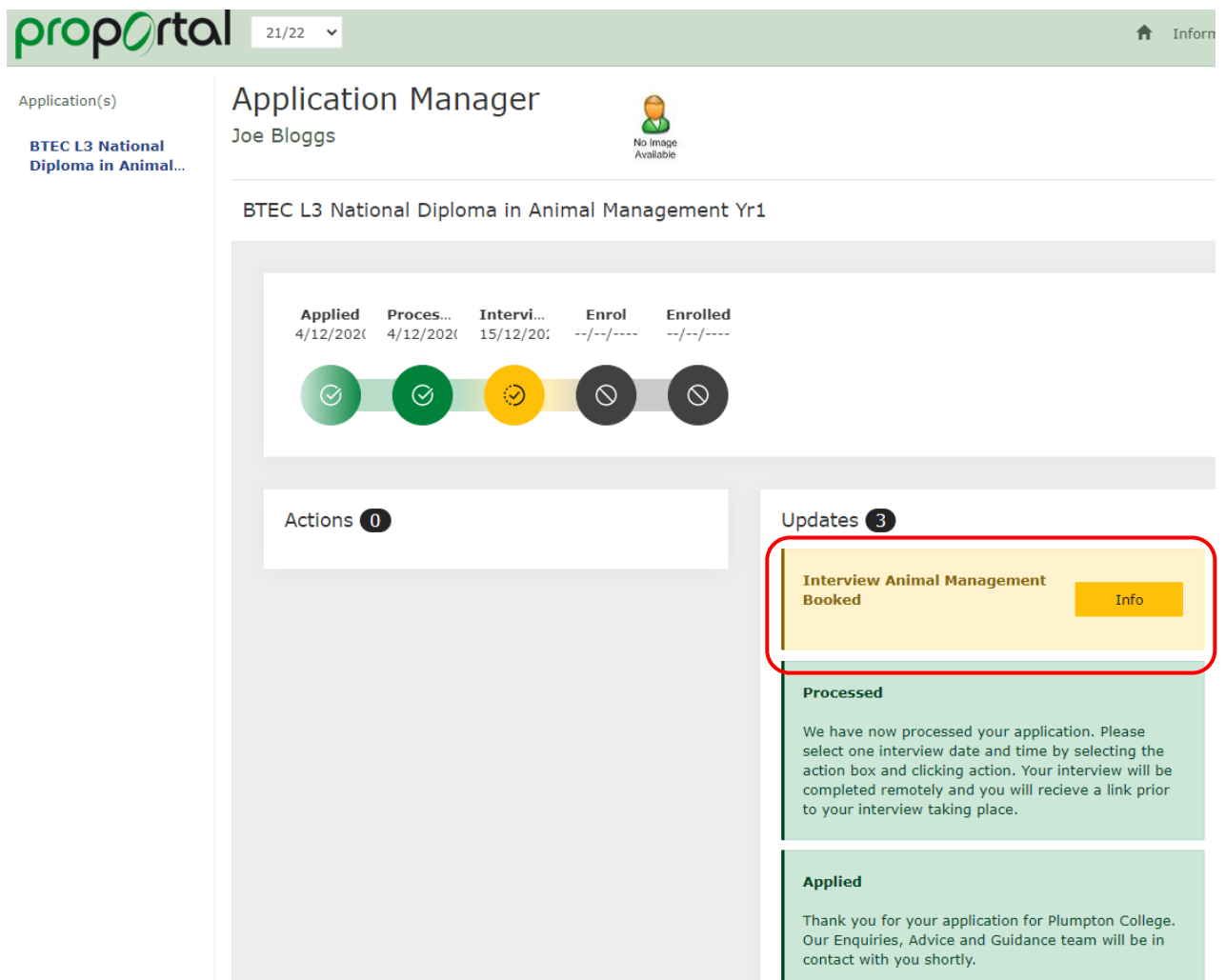
The screenshot shows a modal window titled 'Please book your Interview Animal Management'. The window displays the date 'Tuesday, 15 December, 2020' and a 'Select Time' dropdown menu. A red 'Book' button is visible next to the dropdown. A 'Close' button is located at the bottom right of the modal.

Select the preferred date and time for your virtual interview by clicking on the dropdown next to the date required.

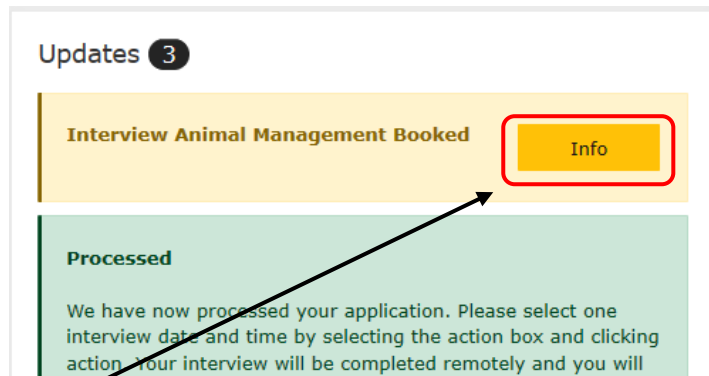


Select the time for the date required and click **Book**.

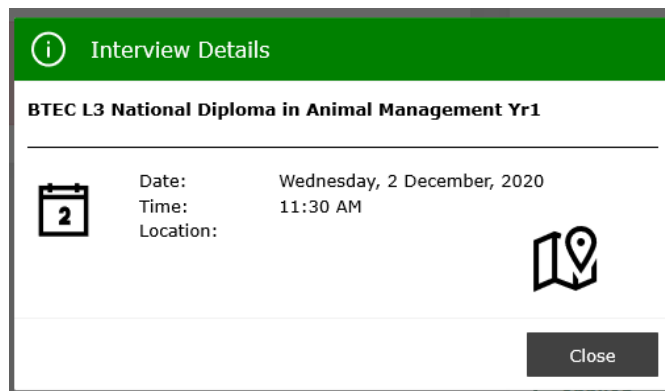
5) Your interview will now show as **Booked**.



6) You can view this information at any time by logging back into the ProPortal system. Remember to ensure the correct academic year is selected each time you log in.



Click **Info** on any of the application stages to access the **details**, as below.



Prior to your interview you will receive a separate email containing a link to a Teams meeting. Please use this link **5 minutes before** your interview is due to take place. You will be invited into the interview when you tutor becomes free.