


## Introduction

Parents can now register for access to the Parent Portal using the following instructions.

## Step 1

Access the page <https://gateway.bcot.ac.uk/Account/ParentRegistration.aspx> and complete the requested details.


|   |   |
|---|---|
| <p>PARENT / GUARDIAN DETAILS</p> <p>First Names <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>Postcode <input type="text"/> <b>Find</b> <input type="text"/></p> <p>Address <input type="text"/><br/> <input type="text"/><br/> <input type="text"/><br/> <input type="text"/></p> | <p>INSTRUCTIONS</p> <p>The BCoT Parent Portal allows you to view your student's timetable, attendance, comments, reports, progress and work experience.</p> <p>Complete the form to grant yourself access to see your student's details. Clicking the Register button will send you an email containing login details for the system.</p> <p>You must enter a valid email address if you are a new user. The student names, date of birth and student reference must exactly match the data we hold in college. This can be found on the student's ID badge.</p> <p>Please be aware that for security purposes, if you enter invalid details you will <b>NOT</b> be informed which details are incorrect, instead an email will be sent to you informing you that there was an error in the details you entered.</p> <p>If you already have a login for the Parent Portal log in before trying to access another student.</p> |
| <p>STUDENT DETAILS</p> <p>First Names <input type="text"/></p> <p>Surname <input type="text"/></p> <p>Date of Birth &lt; DD/MM/YYYY &gt; <input type="text"/></p> <p>Student Ref <input type="text"/></p>   |   |
| <p> <input type="text"/> <b>New Code</b> <b>Register</b></p> <p>Enter the code from the above image: <input type="text"/></p>  |   |

The Find button can be used to find an address from the postcode entered. The student details entered must exactly match the details we have at the college; if there is a difference an email will be sent indicating that not all the details were correct, but will not state what was wrong.

If the student details are entered correctly then an email will be sent to containing a link to another web page which will allow registration to be completed.

## Step 2

Click the link in the email to access this page:



Welcome to the Basingstoke College of Technology Reporting Gateway. For security purposes, before you can view details of your student's progress at the college, you must confirm their Student Reference number (which can be found on their ID badge) and their date of birth.

**NELSON MANDELA**

Student Ref

Date of Birth

[Confirm Details](#)

Please confirm the student's reference number and their date of birth above then click 'Confirm Details'.

Confirm the Student Ref and Date of Birth to complete registration.

## Step 3

To access another student at the college click the **Link yourself to a new student** button.

**Student Details**

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3075372 NELSON MANDELA

Timetable for Monday

| Start Time | End Time | Activity |
|------------|----------|----------|
| 09:00      | 17:00    |          |

You do not have permission to view this student's data

Timetable

Attendance

Comments

Reports

Progress

Activities

Link yourself to a new student