

ACCESSING YOUR STATEMENT OF EXAM ENTRY



There are three different ways to access Proportal

Important – do not google “New College Proportal “– the top results take you to an incorrect page!

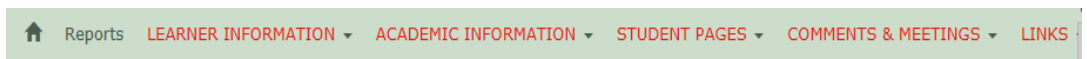


1.
 - a. Visit **www.newcollege.ac.uk** and click on **Students** – then select **Proportal** (may have to scroll to bottom of the page to find this on a mobile)
 - b. Enter **https://compass.newcollege.ac.uk/ProPortal** directly into your internet browser
 - c. Visit **vle.newcollege.ac.uk** and select **Proportal**

2. Login to Proportal – Your username is your New College email address which is your six digit student ID followed by **@newcollege.ac.uk** for example: **123456@newcollege.ac.uk** and use your current New College password. The default password if you have not changed it is your date of birth (8 digits) eg: 01012001

(If you have forgotten your password, please contact our IT Department Direct Line: 01793 732864 to get it reset).

3. Depending on the screen size of device you are using, you will either see a **Horizontal Menu Bar** at the top of the page or a



4. Select **Reports**  from the Menu


5. Select **5. My Statement of Exam Entry** in Reports List



Report Name	
1. My Timetable (click on Adobe PDF to open)	ⓘ
2. My Absences	ⓘ
5. My Statement of Exam Entry	ⓘ
6. Exam Resit Form	ⓘ

4 Reports



6. Click on the  **Adobe PDF** icon (either located to the right on laptops or bottom on mobiles) to open your Statement of Entry which can be saved or printed. Please ensure you check this report regularly to ensure you keep up to date with any last minute changes.