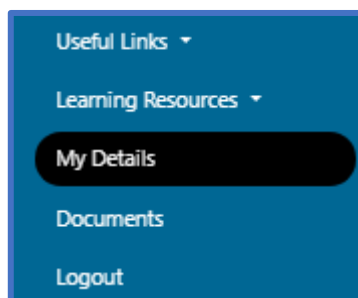


## How students can enable access for Parent(s) / Guardian(s)

- Ensure at least one of your **Parent(s) / Guardian(s)** has an email address listed on your **Student Portal** ([student.wsfc.ac.uk](http://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**

<b>Prof JOHN Green</b> Guardian	✉ profgreen@testemail.co.uk ☎ 01905354321 📱 - 🏠 -	🏠 -	Emergency? Yes	Correspondence? No	Portal? No	🔒 Grant Portal Access
------------------------------------	--	-----	-------------------	-----------------------	---------------	-----------------------

- 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**

Are you sure you want to grant this contact access to the Parent Portal? The contact will be emailed a link to verify their email address and setup a password.

👉 Grant Access to Prof JOHN Green

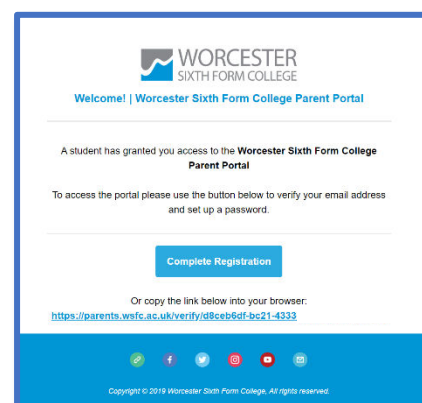
Access Granted!

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*

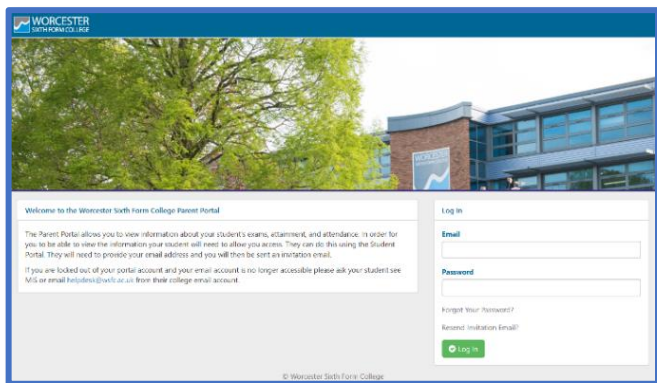
## How Parent(s) / Guardians(s) can access the Parent Portal

- 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

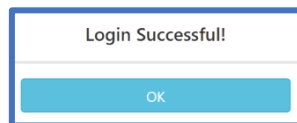


## How to use the Parent Portal

- Go to [parents.wsfc.ac.uk](https://parents.wsfc.ac.uk) and login with the email address and password previously created



- Click **OK** on the login confirmation



- 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

Course	MTG	Progress
Core Support Year 2 (Year 2)	-	-
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](mailto:helpdesk@wsfc.ac.uk)