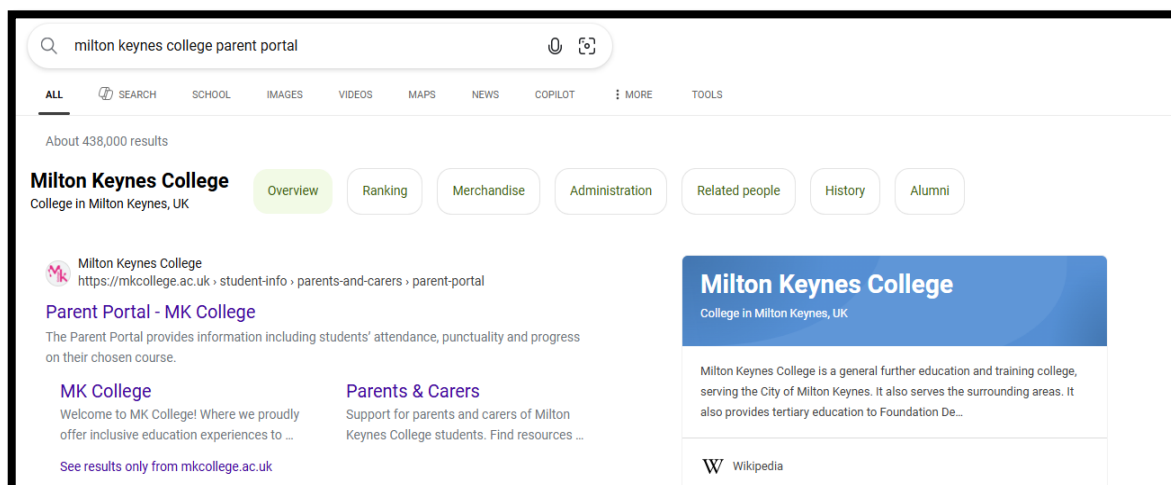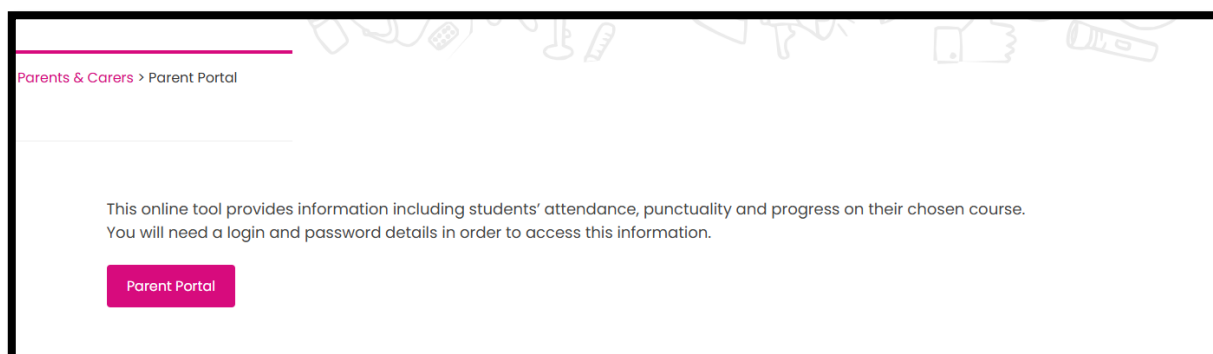# Parent Portal login guide:

In a search engine (internet browser) if you search for Milton Keynes college Parent Portal and click the first link (Parent Portal – MK College)

You will be then taken to this page, if you click the pink Parent Portal box you will be taken to a login screen,

If you already have an account created with us for parent portal from a previous year and still have a student enrolled with us at the college, you will be able to log in right away, if not click submit an account request and follow the next steps.
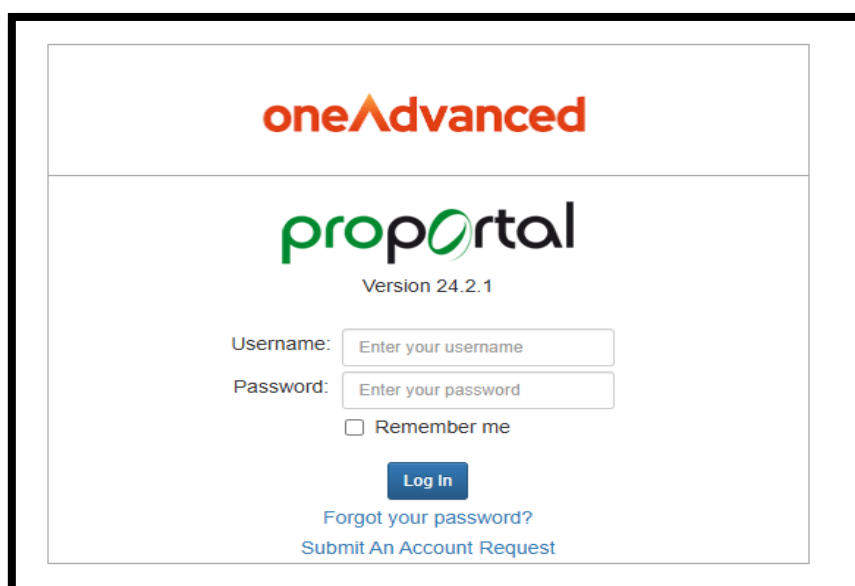
Fill in your account details below.

Make sure that the email address that you choose to use is the same one that you have given us as a contact email for the student you are creating the account for.

Request a new account

Your details

Please enter **YOUR** details. The email address you provide will be your username and must match the contact details on the college system.

Forename:

Surname:

Email:

Confirm email:

Your password

Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:

Confirm Password:

Once you've filled out your account details you will have to search for the student you want to attach to your account (+ Add Student), to do this you will need the students reference number and the students' details, after you have searched in your preferred way, please double check you have selected the correct student.

After this the requested student will have to authorise this access, they will need to follow these steps:

They will need to go onto their ILP, students can access their ILP through the MYMKC App. Scroll down to the box that's called 'Progress: My ILP'. Once they are logged into the ILP, they can access their account details by clicking on their name in the top right of the portal screen. From here they can tick the box to allow other accounts to view their data, which allows access by authorised accounts.
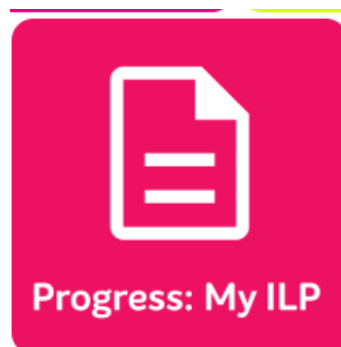
If the requested Student is over 18 then we would just need to get a written confirmation from the student before we process the account. If the student is ticked as high needs, as well as being over 18, in pro then I let Alasdair know the situation and normally he will write an email to the student to let them know that a parent/Guardian has requested this information and we have created an account for them.