

## **PARENT PORTAL: HOW TO REGISTER**

The website (URL) is: https://proportalparents.barnsley.ac.uk/

- 1. A webpage will open. Please click on 'Submit An Account Request' see image (1).
- 2. Please complete all fields and click 'Submit Request' see image (2).
- 3. Your request will be authorised if the details you input match the student and parent/carer details provided by the student at enrolment.
- 4. You will receive an email confirming this within 48 hours.
- 5. Click on the link in the email (or visit the URL above) and input your username (email) and the password you chose see image (3).





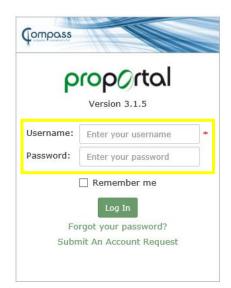


Image (1) Image (2) Image (3)