

Your NCC Parent/Carer Account

- To access the MyNCC app and ProPortal you will need an NCC account
- You may have received an email to set up the account
- If not, you can check your details and update if needed by accessing your young person's ProPortal account
- When you receive the email – Give consent for contact by **email** and **text** in order to set up your account to access Student Progress



Guardian Contact Update

Welcome

Please confirm the Student's Date of Birth (use the earliest date if you have more than one young person studying with us).

DD



MMM



YYYY



Confirm

Sign and agree to data sharing in order to access Student Progress

Your Details

We currently hold the following details.

Address:	Mobile Tel:	Telephone:	Email:
No Address	07123456789	No Telephone	Janesmith@gmail.com

If your contact details are wrong please email: CurriculumAdministrators.RBC@NCCLondon.ac.uk

Contact Preferences

These preferences affect how we will contact you to keep you up to date with information related to College life. In an emergency, we will attempt to use all contact information we have recorded.

By Post ☐ By SMS ☐ By Phone ☐ By Email ☒

Save Contact Preferences

Please tick
POST: SMS:
PHONE:EMAIL
& Save

Your NCC Account

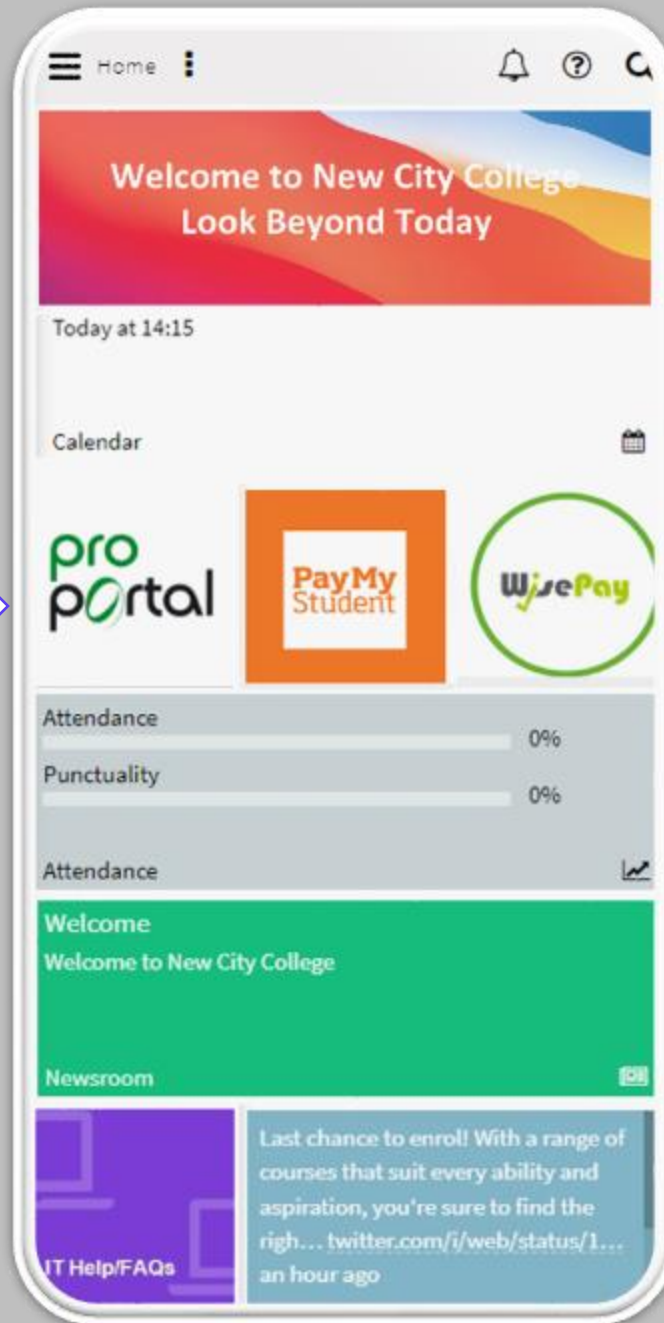
- You will then receive an email with your parent account username c123456@parents.ncclondon.ac.uk and a temporary password
- Click the link in the message to activate your account and set your password
- If you have difficulty accessing MyNCC, or need further help please contact Info@ncclondon.ac.uk

MyNCC App

(Guides and QR codes are on the website)

- <https://ncclondon.myday.cloud/> on a computer
- Search Apple or Google Play store for MyNCC or use the QR code below
- Install
- Log in
- Enable Notifications

Apple	Google Play
	



Notifications

Banner

Calendar – timetable, meetings and dates

ProPortal – student absence, progress and more

WisePay – top up college ID card

Bursary applications

Attendance data from ProPortal

News and events

Link to Help articles

Twitter

More information is available in ProPortal



Notify absence (this is not an “authorised” absence)



Attendance details



Notes and comments



Meetings



Progress



Published Progress Reviews

How to Notify Absence

The screenshot shows the 'Myday User' interface for New City College. The top navigation bar includes the college logo, a dropdown menu for '22/23', and a main menu with 'Information' highlighted. The 'Information' dropdown menu is open, showing various options, with 'Notify Absence' highlighted. The main content area is divided into several sections: 'Notice Board' with a welcome message and links for accessibility, learning agreements, student timetables, and programme meetings; 'Recent My Notes'; 'Markbook and Progress' for 'MIS T Course Grp 1' showing 0% completion; 'My Attendance & Punctuality' showing 'N/A' for both; 'Upcoming Meetings' for 22/09/2022, 23/09/2022, and 26/09/2022; 'Application Status'; and 'My Learning Diary' with meeting details for the same dates. A 'More..' button is present in each of these sections. The bottom of the page shows a URL and a 'Timeout: 30 mins' indicator.

proportal
NEW CITY COLLEGE

22/23

Information

Student Details

Markbook and Progress

ProSolution Details

Qualifications on Entry

Assessment Schedule

Enrolments

Application Manager

Detailed Attendance

Weekly Attendance

Weekly Attendance Summary

Notify Absence

Submit Add Address Change Request

Submit Edit Address Change Request

Notify Absence

Submit Personal Details Change Request

Submit Outcome Change Request

Submit Add Contact Change Request

My Attendance & Punctuality

Attendance: N/A

Punctuality: N/A

More...

More..

More..

More..

Timeout: 30 mins

Notifying Absence

(These are still recorded as an absence in the reports)

Only the 24
hour clock
format is
accepted

Date From:	15/09/2022	Time From:	09:00
Date To:	15/09/2022	Time To:	17:00
Mark Type:	Notified Absence		
Reason:	N - Notified Absence (ABSENT)		
Authorised Absence Notes:	Type reason here...		
Email Address:	Ash [REDACTED]		