# Bradford College

# How to access Bradford College's Student Portal

Using a device that connects to the internet – it works best using Google Chrome. In the address bar type in: <u>https://learnerportal.bradfordcollege.ac.uk</u> – and press Enter.

### 1. Student Portal login page



If you have **not used the Student Portal before**, you need to register. To do this, click on the orange *Register to access Student Portal* button (go to 2 – for instructions on registering).

If you have **already registered**, click on the blue *Sign in with Student Portal* button (go to 3 – for help signing in).

### 2. Register your details

At the Register screen, you need to enter your details.

Your user name is the Student ID number that appears on your enrolment card.

Type in a password of your choice. Please note it must:

- be between 8 and 15 characters long
- include at least 1 upper case letter (e.g. A B C)
- include at least 1 lower case letter (e.g. a b c)
- include at least 1 number (e.g. 1 2 3 4 5 6 7 8 9 0
- Do not include special characters such as: @!?£\$\*#

### Register

#### A Note!

# Please note that to register on the Student Portal, you must be enrolled or have an active application in college.

Password must be at least 8 characters, no more than 15 characters, and must include at least one upper case letter, one lower case letter, and one numeric digit, and no special character. After you have registered, a copy of your username and password will be emailed to your College and Personal email accounts.

DOB Date of Birth (dd/mm/yyyy)
Confirm password Confirm password
Password Password
User name Student ID

When you have entered your details, please click on the green **Register** button. You will see this message saying your account has been created, and you should now sign in:

#### Well done! Your account has been successfully created. Cli K <u>Sign In</u> to access Student Portal. A copy of your username and new password is emailed to your College and Personal email accounts for your records. Please keep it safe.

## 3. Signing into the Student Portal

When you visit <u>https://learnerportal.bradfordcollege.ac.uk/</u> and click on the blue *Sign in with Student Portal* button, you will be asked to enter your user name and password:

### Sign In

Pleαse enter you student	portal username and password to log in.		
User name	Student ID		
Password	Password		
	Remember Me		
	Sign in		
	Forgotten Password		
	Register if you don't have a student portal account.		

Your user name is the Student ID number that appears on your enrolment card. Your password is the one you set when you registered on the Student Portal site.

### 4. Navigating the Student Portal

When you have successfully logged into the Student Portal, your username will be displayed in the top right-hand corner of the screen.

You will see a Dashboard, showing options for you to select.



# 5. Click on My Exam Timetable

Your exam information will be on the next page so to view, either click to page 2



Date	Start	End	Awarding Body	Exam	Room	Seat
01/11/2021	09:30	11:15		C700U10-1 - Eng Lang Component 1 20th Cent Lit	2F-09 - General Classroom (David Hockney Building - 2F- 09)	A4
02/11/2021	09:30	11:00			2F-09 - General Classroom (David Hockney Building - 2F- 09)	A4