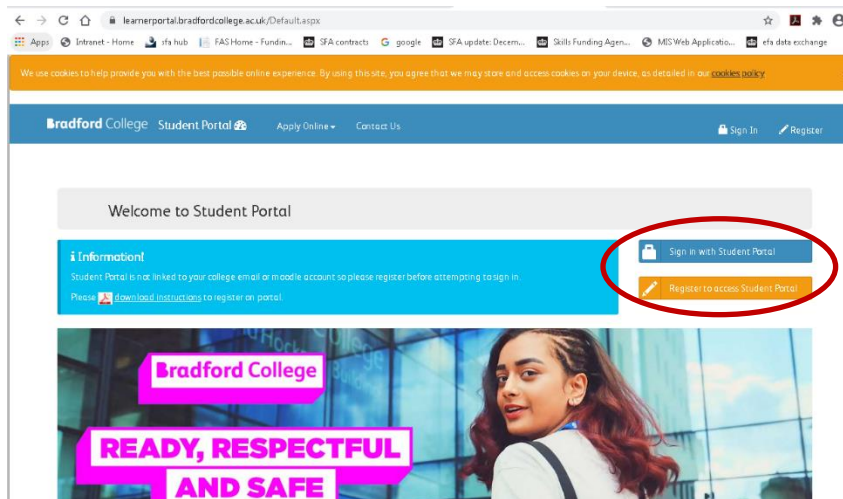


## How to access Bradford College's Student Portal

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

#### 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.

User name	<input type="text" value="Student ID"/>
Password	<input type="password" value="Password"/>
Confirm password	<input type="password" value="Confirm password"/>
DOB	<input type="text" value="Date of Birth (dd/mm/yyyy)"/>
<input type="button" value="Register"/>	

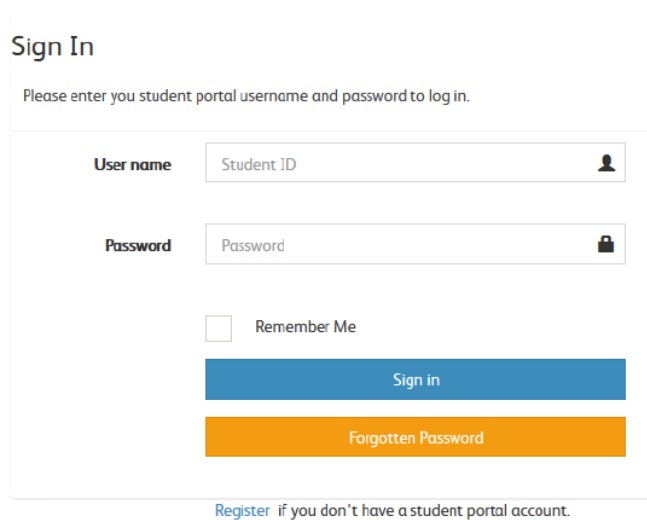
When you have entered your details, please click on the green **Register** button. You will see this message saying your account has been created, and you should now sign in:

#### Well done!

Your account has been successfully created. Click **Sign In** 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 <https://learnerportal.bradfordcollege.ac.uk/> and click on the blue **Sign in with Student Portal** button, you will be asked to enter your user name and password:



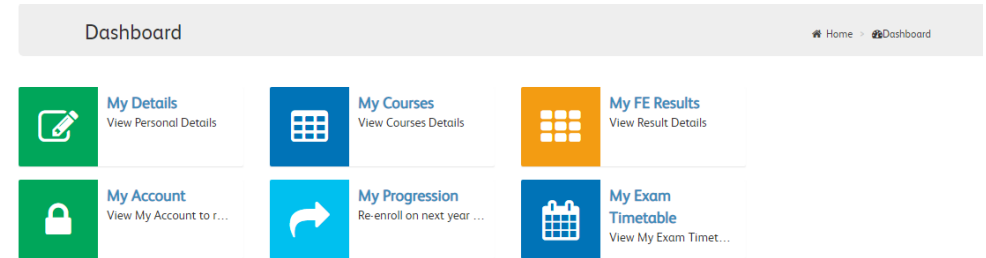
The screenshot shows the 'Sign In' page of the Student Portal. At the top, it says 'Sign In' and 'Please enter your student portal username and password to log in.' Below this are two input fields: 'User name' with 'Student ID' and a person icon, and 'Password' with 'Password' and a lock icon. There is a 'Remember Me' checkbox. Below the fields are two buttons: a blue 'Sign in' button and an orange 'Forgotten Password' button. At the bottom, there is a link: '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.



- Click on **My FE Results**