BHASVIC

BHASVIC Parent Portal Quick Reference Guide

How to ... *View Your Young Person's UCAS Reference*

1.   Introduction

This document provides brief notes explaining how to access your young person's UCAS Reference through the BHASVIC Parent Portal.

2.   Pre-requisites

Please ensure that you have authenticate your Parent Portal Account and have linked your Parent Portal Account to your student. If you require any support with this process, please refer to the additional Quick Reference Guides under the Concertina Folder titled 'How to use the BHASVIC Parent Portal' on the Parents' and Carers' Dashboard.

Please note UCAS References will be available at the start of your student's A2 year.
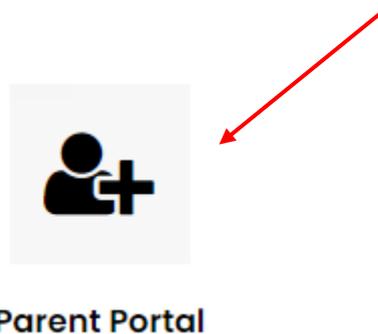
3.   Instructions

3.1   Accessing the BHASVIC Parent Portal

From the BHASVIC website home page, select the "Parents & Carers" menu option at the top of the page.

Scroll down to see the icons on the Parent & Carer Dashboard. Click the "Parent Portal" icon.

Parent Portal

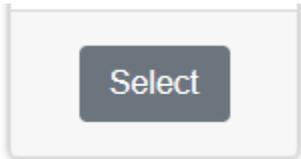This will display the Parent Portal log in screen.

How to … *View Your Young Person's UCAS Reference*

BHASVIC Parent Portal

Enter your email address and your password. Click 'Login' to proceed to your Parent Portal Account.

Email Address
Enter Email

Password
Enter Password

[Login]   [First Time User]   [Forgotten Password]

If you have never logged into the BHASVIC Parent Portal, you will need to authenticate your account as a 'First Time User.' Further instructions may be found under the additional Quick Reference Guides under the Concertina Folder titled 'How to use the BHASVIC Parent Portal' on the Parents' and Carers' Dashboard.
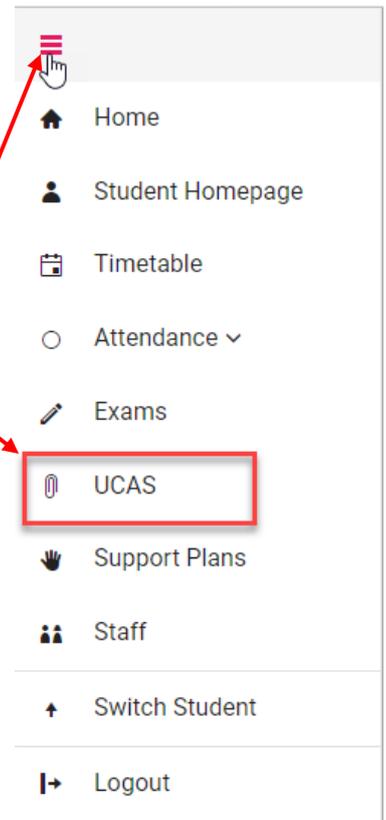
3.2   Accessing the UCAS Reference

Select

After you have logged in, you will see your student's card. Clicking 'Select' on your student's 'card' will take you to your student's dashboard.

☰

🏠 Home

👤 Student Homepage

📅 Timetable

○ Attendance ⌄

✏️ Exams

📎 **UCAS**

✋ Support Plans

👥 Staff

↟ Switch Student

↦ Logout

Expanding the Burger Menu on the top left of the Student Dashboard will display multiple pages that you can view relating to your student. Clicking on the page 'UCAS' will reveal your student's UCAS Reference.

Please note, that for the UCAS Reference to be displayed, this is conditional to the UCAS Reference being uploaded to the Parent Portal, roughly at the start of students' A2 year.

4.   Further Information

If you encounter any problems with these notes, or need more detailed advice, please contact the CIS Team for further assistance. Please note that the preferred method of contact is by email to address cis@bhasvic.ac.uk.

BHASVIC Parent Portal