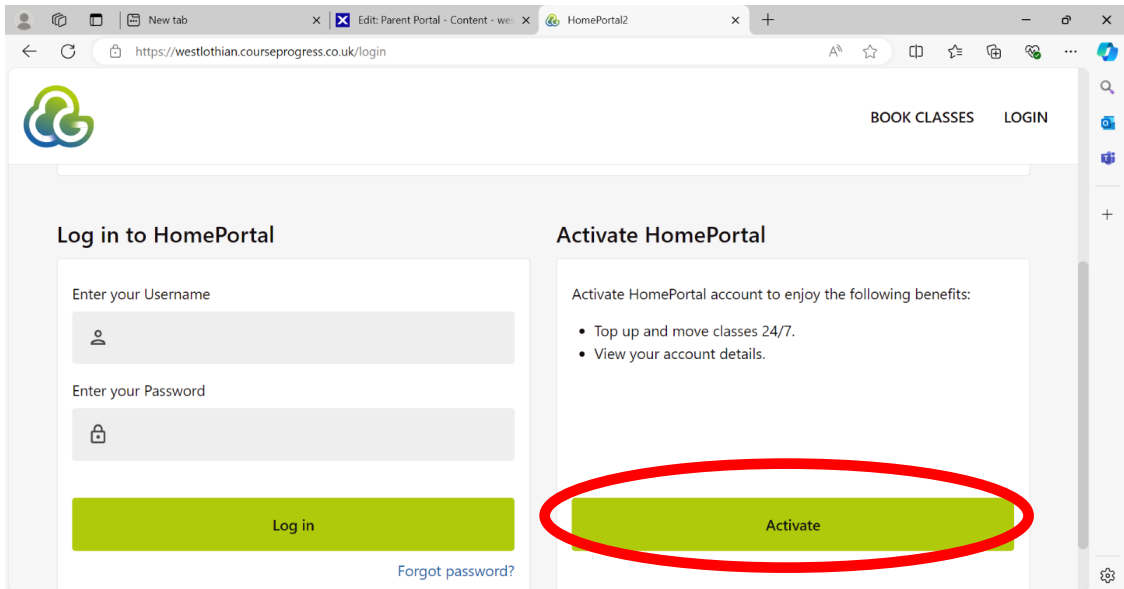
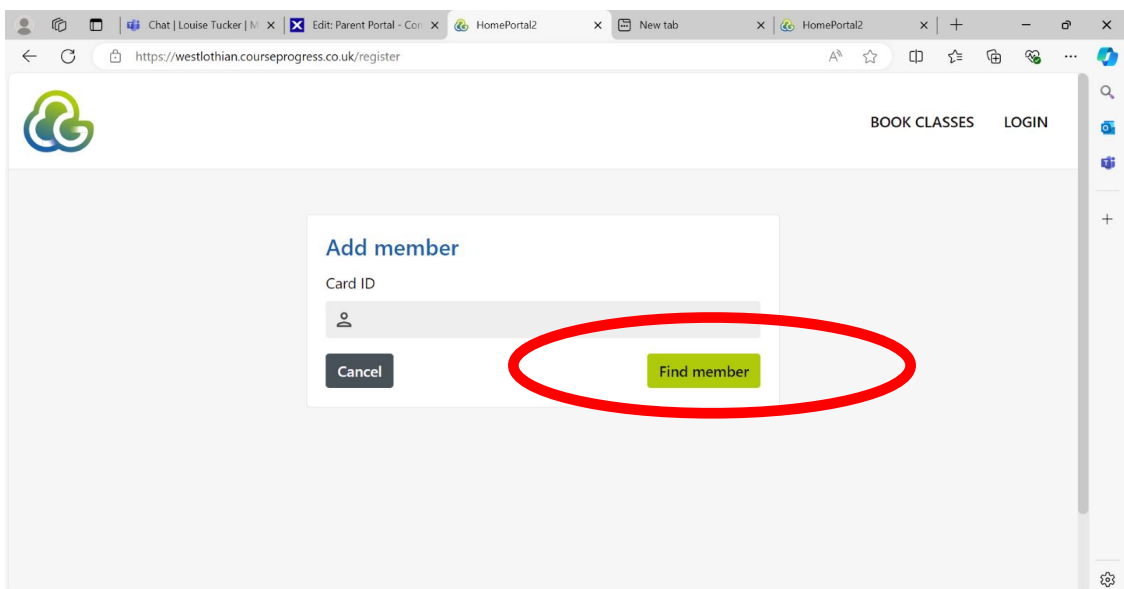


HOW TO REGISTER ON THE PARENT PORTAL

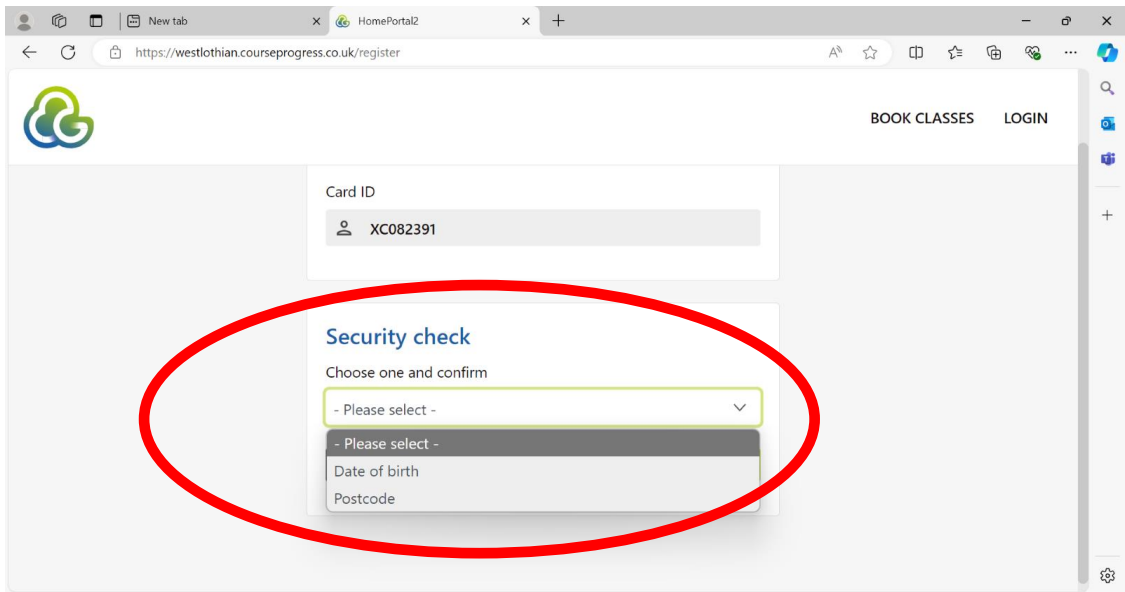
Once your child is booked into their first coaching session, go to <https://westlothian.courseprogress.co.uk/login>
Click on 'Activate'



Enter your child's card ID – this will be on the back of your child's membership card, underneath the barcode and will start with 'X'
Click 'Find member'

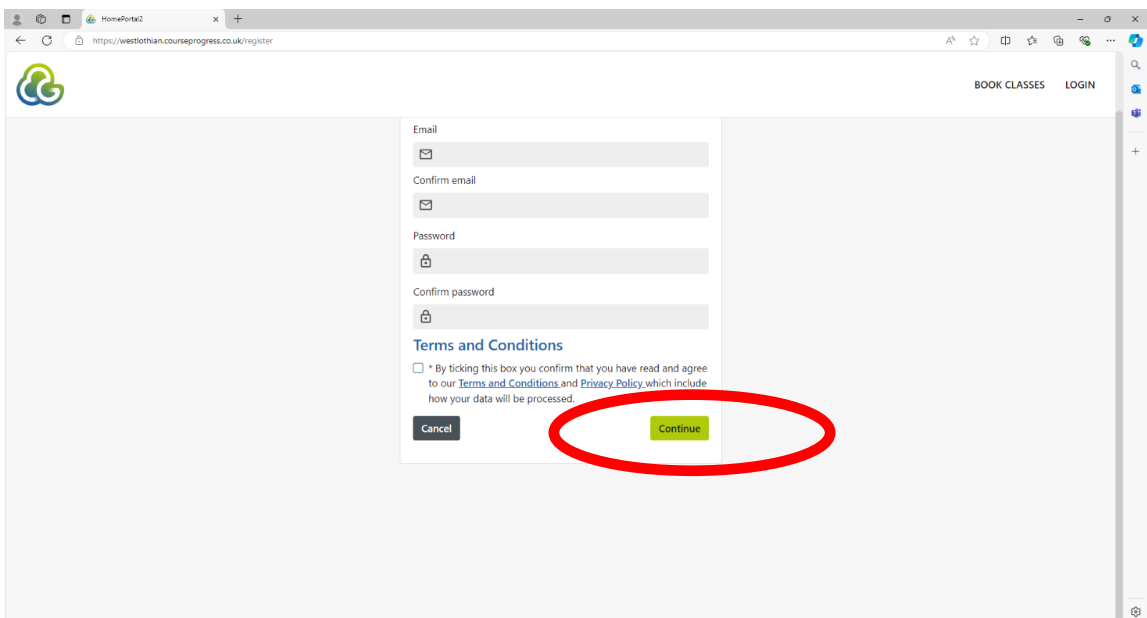


Click on the drop down box and choose a security check question

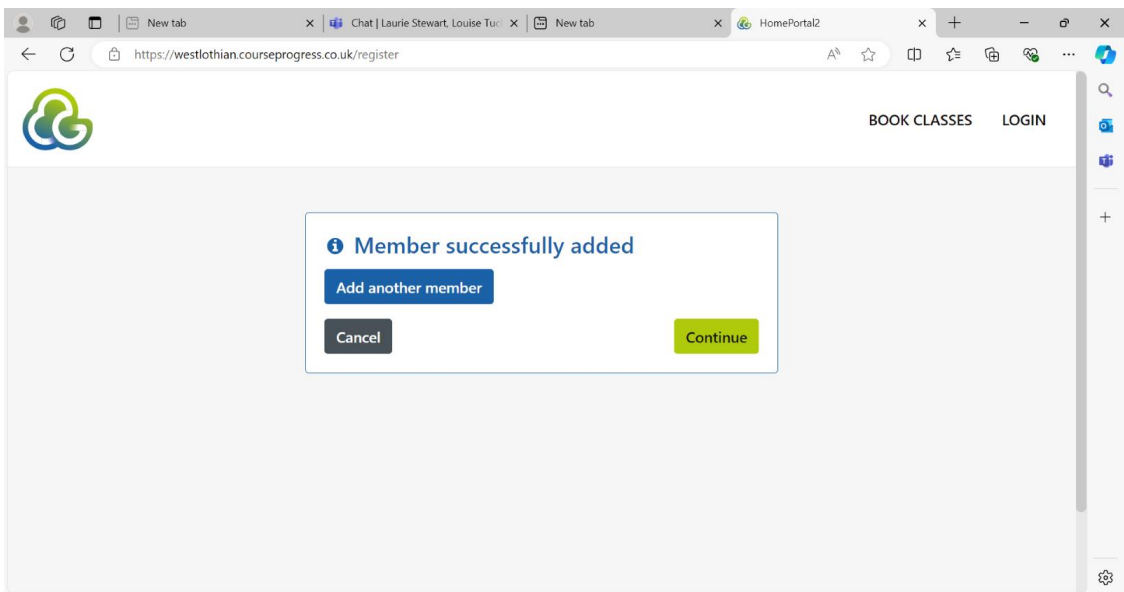


Enter security check information and click on 'Confirm'

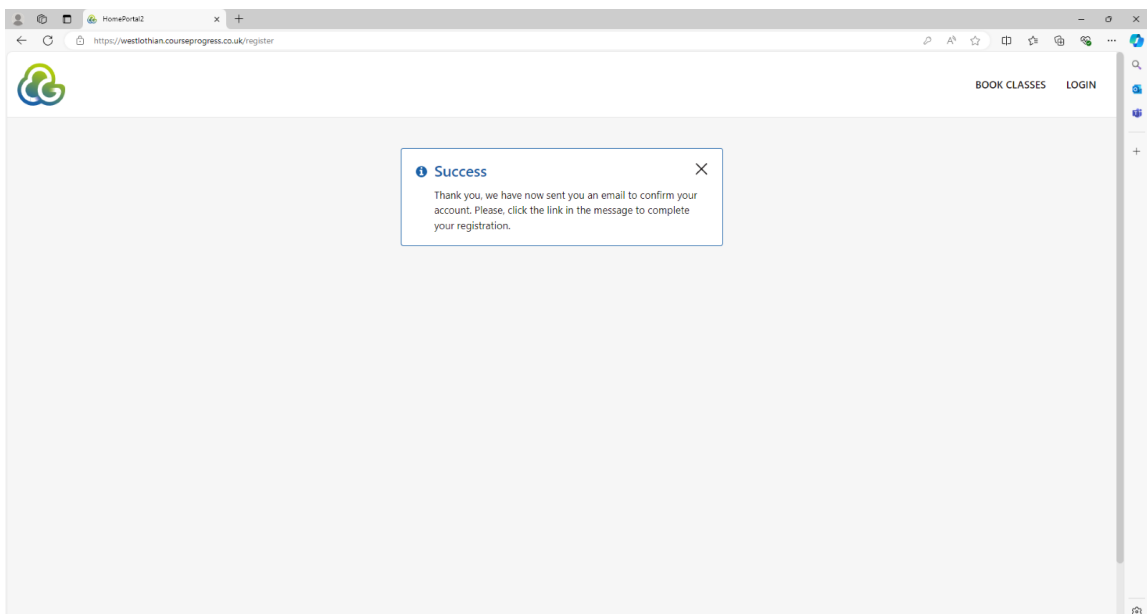
Fill in the requested information to complete the registration process. Then read and tick the Terms & Conditions and then click 'Confirm'



Click on 'Continue' if you only have 1 child **OR** if you wish to link another child click on 'Add another member' and follow the previous process until you come back to this screen



Once submitted, you will receive the below message



You will receive an activation email from our system provider- please check your spam folder if needed.
FROM: GoLearn noreply.notification@coursepro.co.uk



The email will read:

“Dear XXXX

Welcome to Home Portal, your online account that allows you to view progress at Xcite XXXX.

Please click on the following link to activate your account.

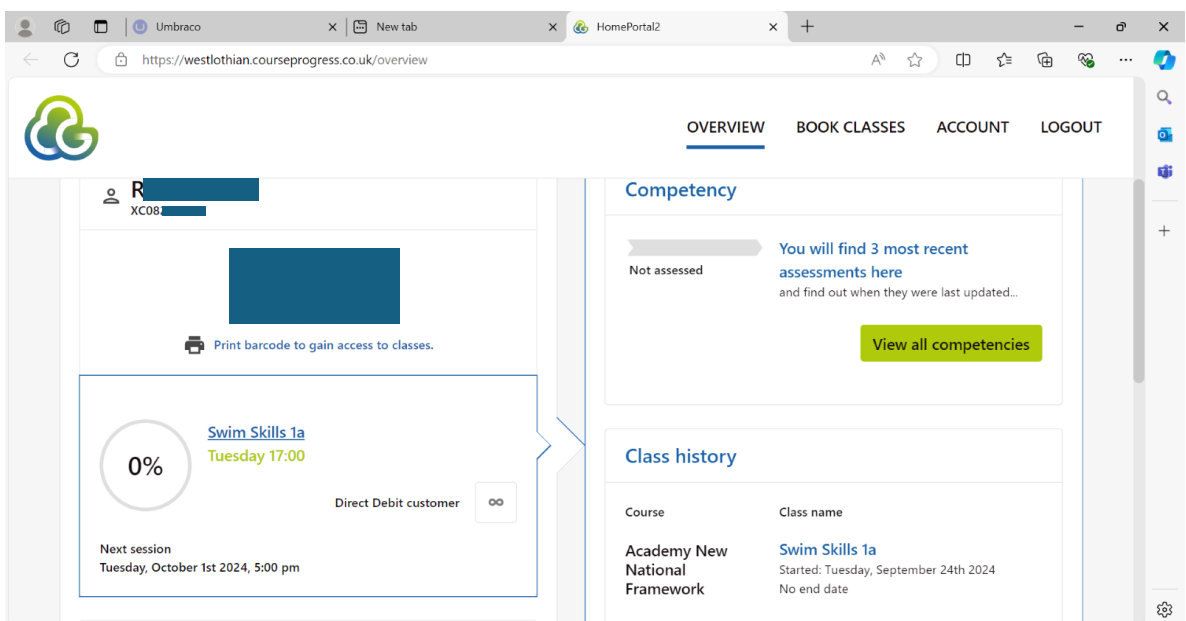
For security reasons, you will be asked to provide either the postcode or date of birth of the member.

<LINK>

You are receiving this email because you have recently purchased lessons with us. ”

***Please click on the email link to register your child onto ParentPortal**

You have successfully logged into ParentPortal



The screenshot shows a web browser window with the URL <https://westlothian.courseprogress.co.uk/overview>. The page features a navigation menu with 'OVERVIEW', 'BOOK CLASSES', 'ACCOUNT', and 'LOGOUT'. The main content area is divided into several sections:

- Competency:** A section titled 'Competency' with a progress bar showing 'Not assessed'. It includes the text 'You will find 3 most recent assessments here and find out when they were last updated...' and a green button labeled 'View all competencies'.
- Class history:** A table with columns 'Course' and 'Class name'. It lists 'Academy New National Framework' and 'Swim Skills 1a' (Started: Tuesday, September 24th 2024, No end date).
- Swim Skills 1a:** A section showing '0%' progress for 'Swim Skills 1a' on 'Tuesday 17:00'. It also indicates 'Direct Debit customer' and 'Next session: Tuesday, October 1st 2024, 5:00 pm'.

