Setting up your Home Portal Account

- Open the Home Portal website at http://courses.sllcbooking.co.uk/homeportal/
- If this is your first time in using Home Portal, select Register now
- Enter your Card ID
- Select Continue
- Add the Members Date of Birth
- Add either the Members email address or Postcode
- Select Continue
• If you are adding more than one child, you can select the Add another member option and repeat the above steps

• If you are not adding any more members at this point, select ‘That’s everyone, proceed to finish’
- Enter your email address
- A password and confirm the password
- Read the Terms and conditions and tick to say you have done so
- Select Continue
• You will now be sent an email to confirm your account

• Click on the link
• Click on the link within the email, to confirm your account

• This will take you back to the Home Portal website for you to Login
Logging into Home Portal

- Visit [http://courses.sllcbooking.co.uk/homeportal/](http://courses.sllcbooking.co.uk/homeportal/)
- Enter your Card ID or email address
- Enter your Password
- Select Login
- The Overview tab displays
- The basic information for everyone on your Home Portal account will be displayed
- This includes: the class they are in, the day and time of their class, how much of the class exit criteria they have completed, the type of membership they have
- The option to see More detail regarding this person
By selecting the More button, you are presented with:

- exit criteria for that person's course (competency),
- the level achieved
- the date achieved
- Course History
• From within the Course History tab, you can see
  
  o The current class
  o Previous classes
  o Start dates
  o End dates
  o Course attended
  o Option of more detail of the current course
- The settings tab allows you to change your password
- The Add People tab allows you to add more people to your Home Portal account
- By doing this, you will not need an account for each child, but just this one account to view all your children on our selection of courses