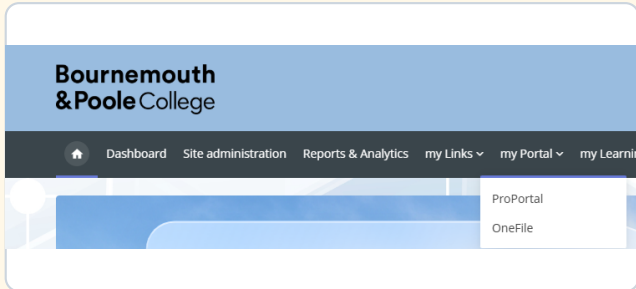


HOW TO LOG AN ABSENCE IN PROPORTAL

A quick guide for students

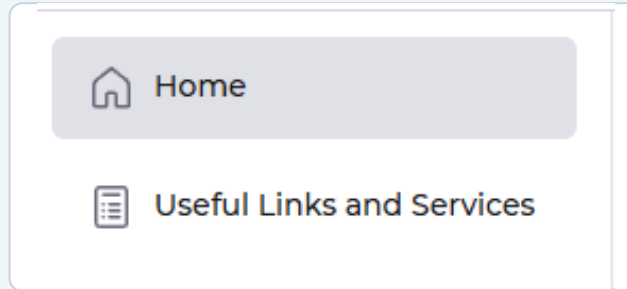
Bournemouth
& Poole College

1 OPEN PROPORTAL



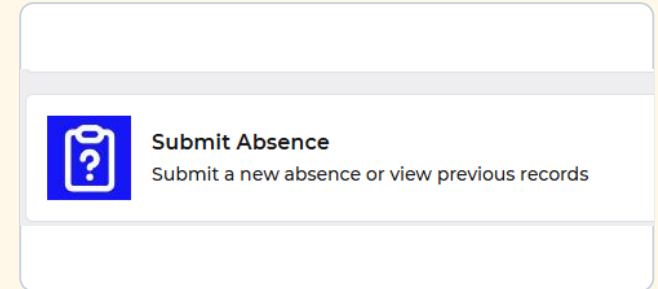
In Moodle, open My Portal and select ProPortal.

2 OPEN THE MENU



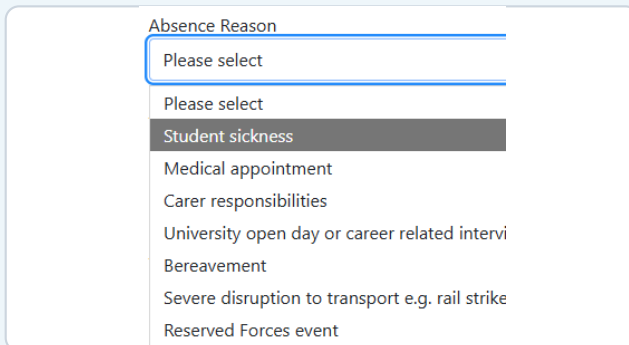
In ProPortal, select Useful Links and Services.

3 SELECT SUBMIT ABSENCE



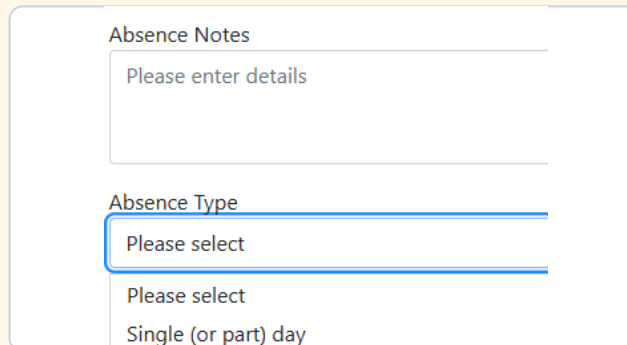
Choose the Submit Absence tile.

4 CHOOSE A REASON



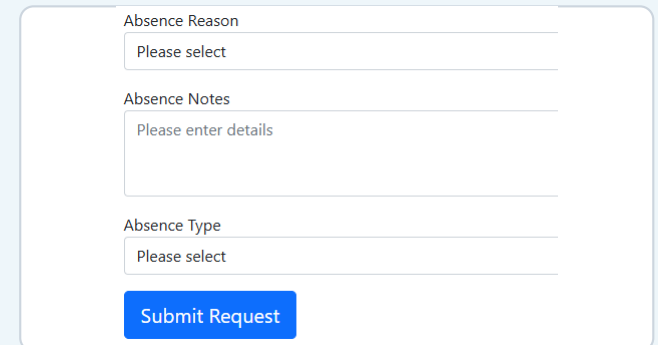
Select the reason that best describes your absence.

5 ADD THE DETAILS



Add a brief note. Choose Single (or part) day or Multiple days, then enter the requested dates and times.

6 SUBMIT THE REQUEST



Check everything is correct and select Submit Request.

REMEMBER Report your absence as soon as possible. Provide evidence for appointments or events if requested. Submitting the form records your request; the College will confirm whether the absence is authorised.