Home Portal Registration Guide

e e e ⊖ Chonebrui × C e → C O homeportal coursepto couk homeportal	ر ٤[*
Welcome Hypu strady have a HomePortal account, plasse login biblow: Image: Address of Card Number Passeord Forgotion your passeord?	On a course with us? Sign up to HomePortal now to follow your progress enline!
Cap2 solutions	

To register please click the 'Register Now' Button



Enter member Date of Birth & either member registered email or postcode

Register Now			
Step 1 Locate your member record	Step 2 Answer security questions	Link additional 🔶	Step 4 Finalise your registration
	Please enter login details for your	r account to finalise the process.	
Your Email Address	joe.bloggs@gmail.com		
O Set a Password		↔ please enter your password	
O Confirm Password		 please confirm your password 	

Customer sent confirmation link. When you click the link your account is activated.

	C HomeFortal X	1 ²
bor	C in homeportal.coursepro.co.uk/register	11
	neportai	
	Register Now	
	register now	
	Step 1 Example 1 Step 2 Step 3 Finalise your members Locale bor record Answer security questions Link additional members Finalise your members	
	Member CP100885	
	Continue	
	Cap2 subdorm	

To register please click the 'Register Now' ButtonEnter your one time member number



Click 'Add another member' to register another child to account. Proceed to finish when done.



After registering to login type in your registered email address and password and click the login button.

homepor	tal				Logout
Overview Alma	Overviev Below are all of the class	V sses currently being :	attended. Anythir	ng requiring your attention will be marked v	with a yellow b
Greta	A Stage 1-2	Tue 12:00	20~	3 prepaid sessions remaining	More Pay
	Erika Stage 1-2	Tue 12:00	33~	Direct Debit customer	More
	Greta Stage 1-2 Greta is now ree	Thu 12:00	43~ ext level.	9 prepaid sessions remaining	More

On login you will see an overview of your child's accounts. This will display if they are marked for movement or if there are any issues with your account.

Erika				
Stage 1-2	Tue 12:00	33-	Direct Debit customer	More
Greta				
1-2 Stage 1-2	Thu 12:00	43-	9 prepaid sessions remaining	More
Greta is now rea	dv to move to the ne	xt level.		Move

When your child is ready to move a message will appear on the overview tab, to move just click the 'Move' button. You should now see a list of all available classes to move into to click the 'Move' button again to move to the one you want.

HomePortz → C (S homep	al × 0	2/move/8/19			슈 ⁴
homepor	tal				Logout
Overview	Moveme	ent			
👤 Alma	Current Class			Moving to	
Erika	Stage 1-2			Stage 3-	4
Greta Thursday 12:00 Course History	Time Teacher Course Centre West	Thu 12.00pm Jane Swimschool tminster Leisure Centre	\rightarrow	Time Teacher Course Centre	Tue 12.30pn Jan Swimschoo Westminster Leisure Centre
+ Add More	Final Date in CU	RRENT Class Thursday 27 October		First Date in	n NEW Class Tuesday 1 November
	< Back				Move >

You will be shown the end date off current lessons and a start date for the new class. To confirm click the 'Move' button.



Click on each child/member to see full details of how they are progressing through program.

0 0 KomePortal	×				*
← ⇒ C 🔇 homeport	al.coursepro.co.	uk/1342/move/8			\$ \
homeporta	al				Logout
Overview	Move	ement			
1 Alma	Current Class	k		Moving to	
L Erika	Stage 1	-2		Stage 3	
Greta	Time	Thu 12.00pm	\rightarrow	Time	See below
- Oreta	Teacher	Jane		Teacher	See below
Course History	Course	Swimschool		Course	Swimschool
Course History	Centre	Westminster Leisure Centre		Centre Westm	inster Leisure Centre
+ Add More	Tuesday Stage 3-4	12:30	Jane	Small Pool	Move
	Thursday Stage 3-4	09:30	Agatha	Small Pool	Move
	Friday				
	Stage 3-4 Stage 3-4	09:30	Agatha	Small Pool	Move



Once completed a confirmation message will appear.

For any questions or further information on registering for home portal please contact 01292 269793.