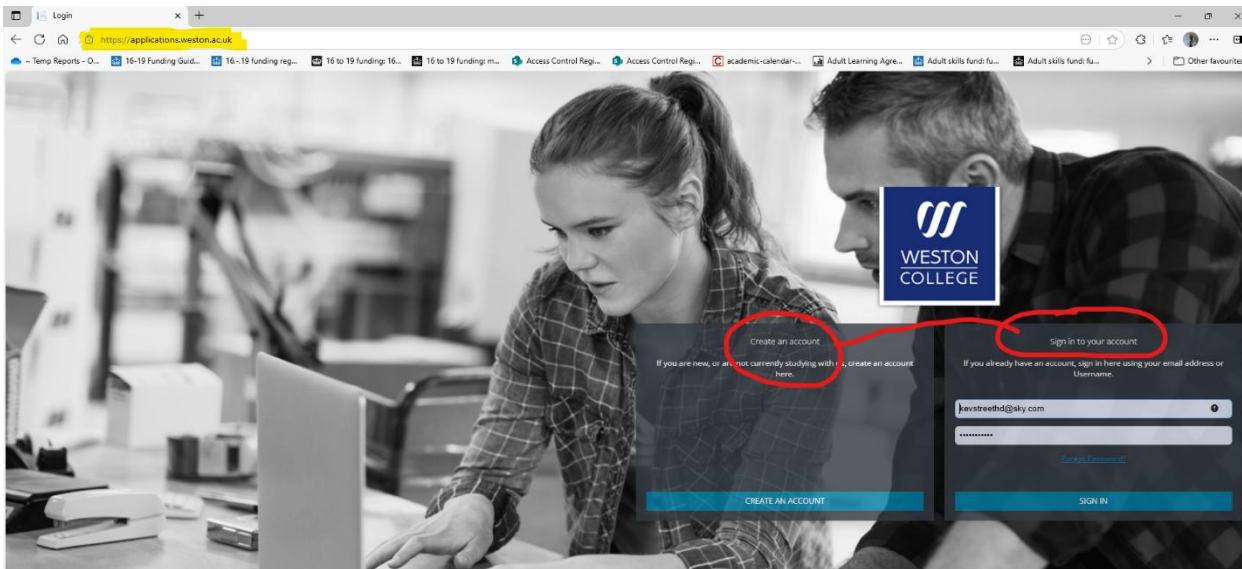


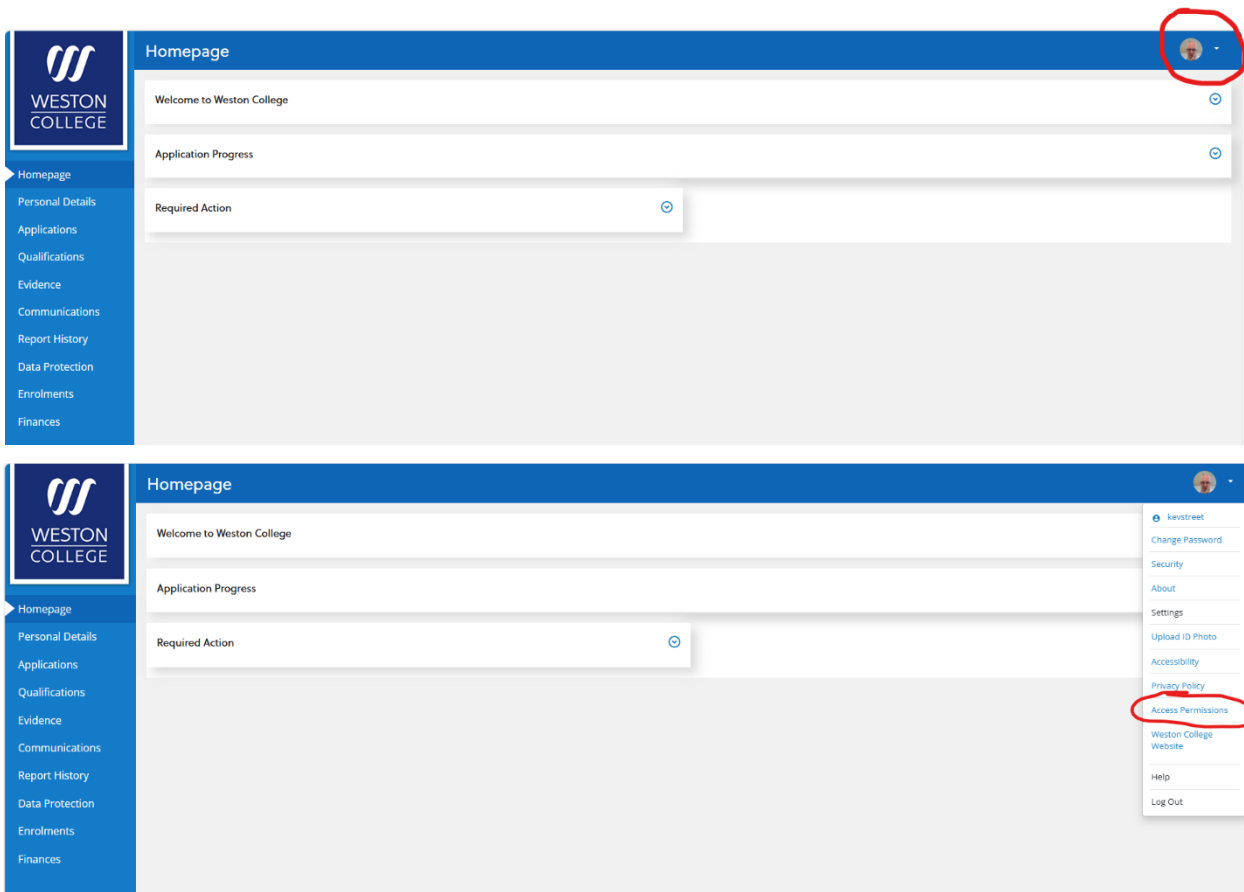
How to Access and Log in to Parent Hub

Please access OnTrack Learner Hub via this link: <https://applications.weston.ac.uk>

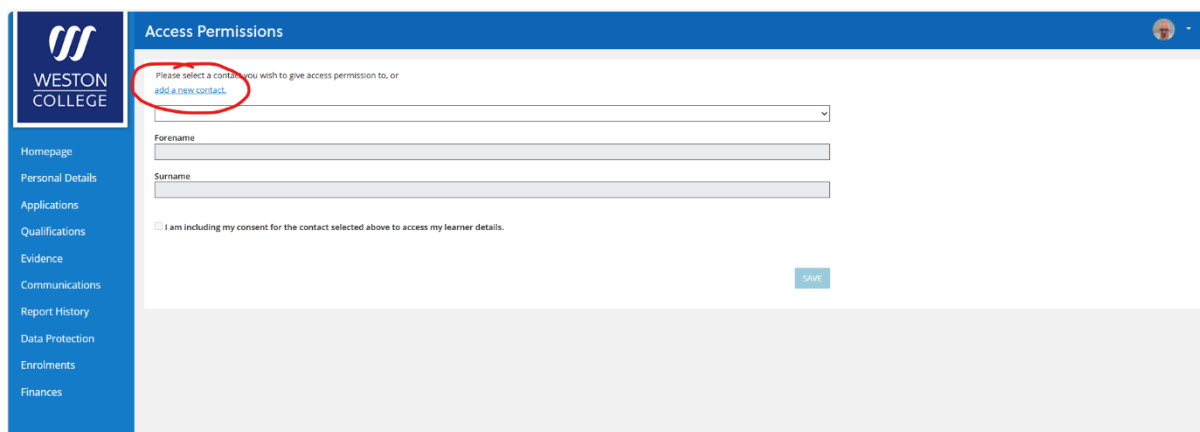
1. The learner will need to login using their application email address and password (not their WS email). If they haven't got a college account, they can create one using the left-hand option but will then have to wait a day or so for this to be validated.



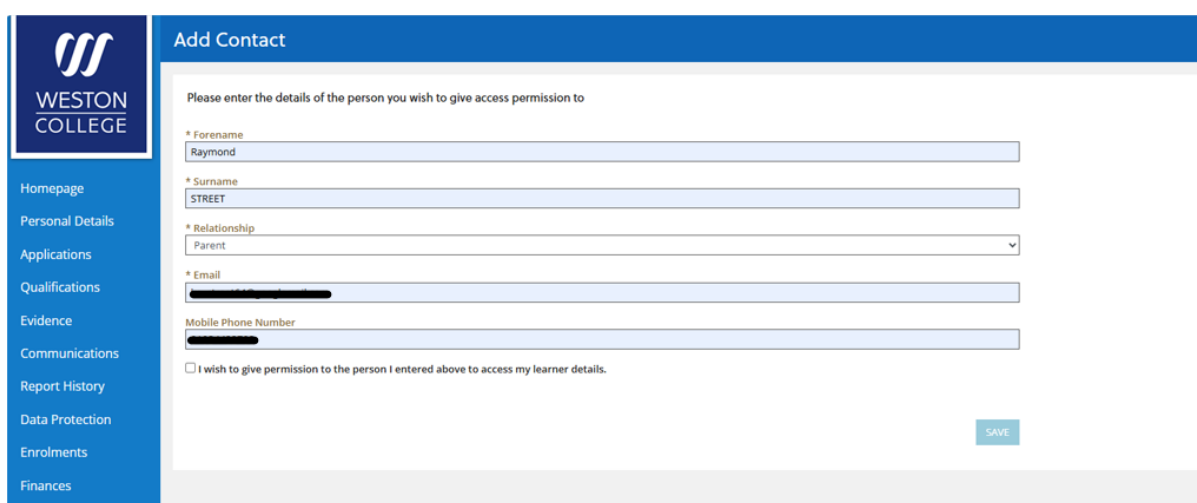
2. Once logged in, the learner should click onto their photo in to top right-hand corner and then on 'Access Permissions' from the drop-down menu:



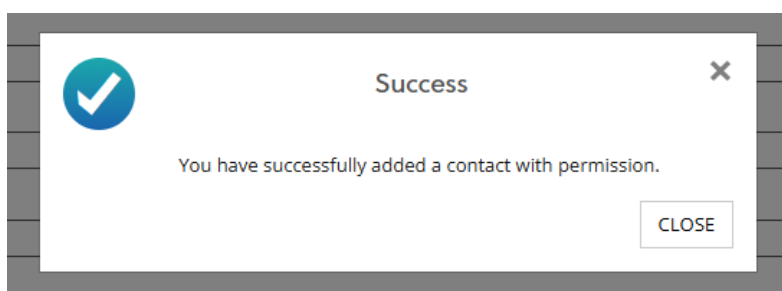
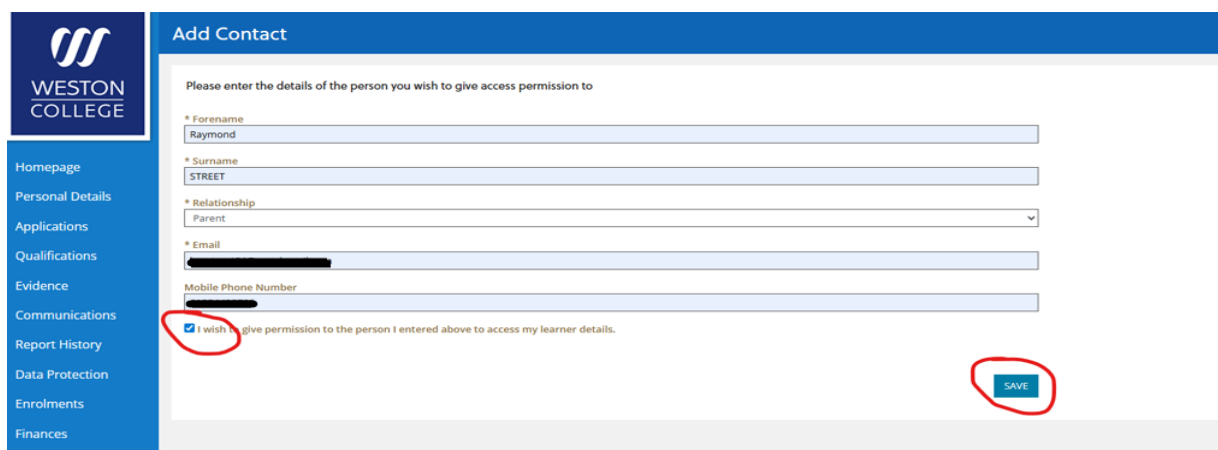
3. Click on 'add a new contact'



4. Please complete the 4 mandatory fields marked with an * (plus the parent/contact's Mobile Number field if known).



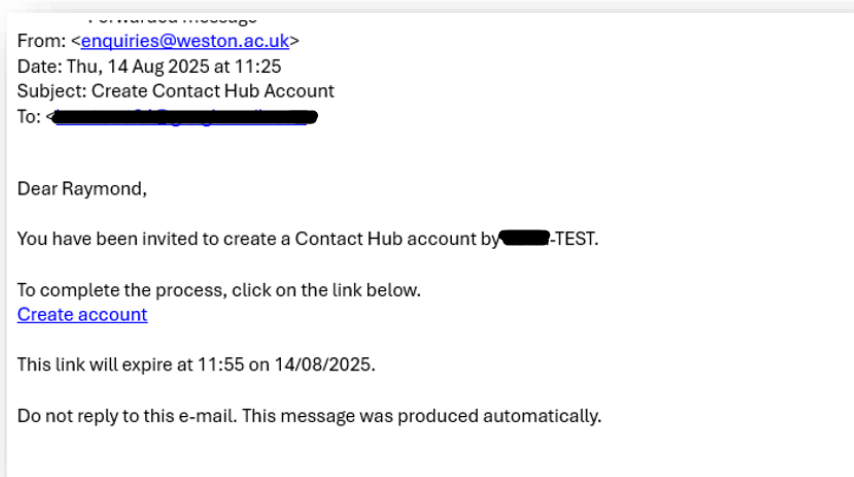
5. Ensure the Permission box is ticked and then click 'save'.



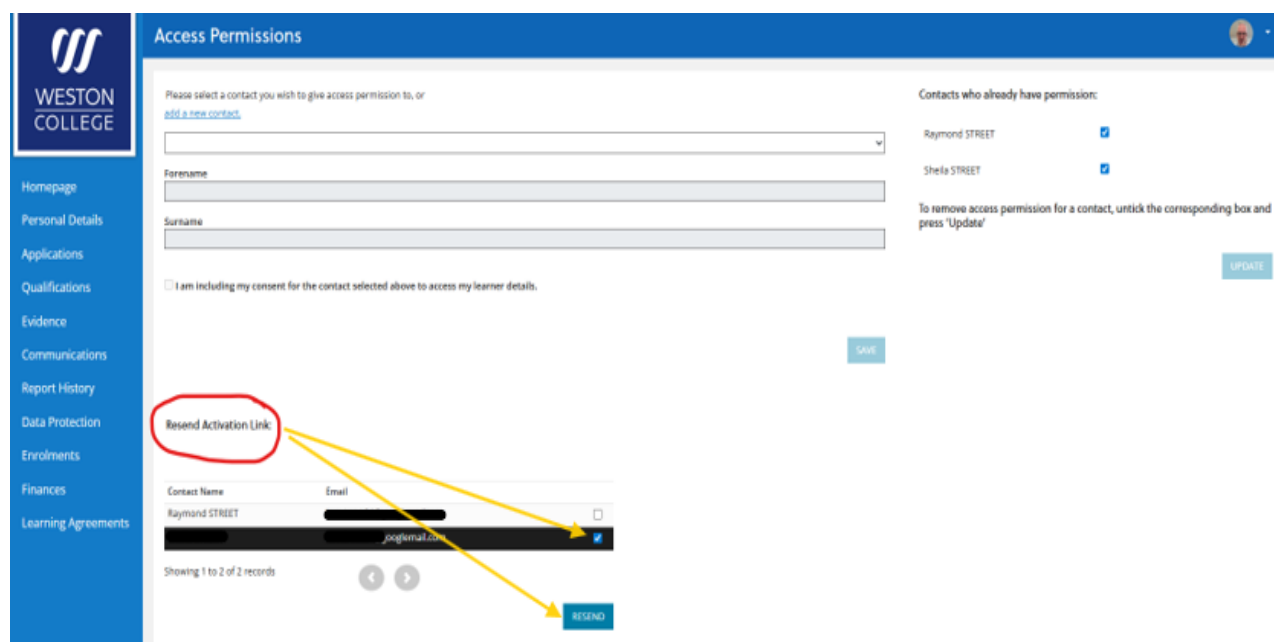
6. Please repeat process for additional parent/contact details
7. The learner process is now complete.

At this point the new record will need to be confirmed by Weston College. Once the contact record has been confirmed, an email will be sent to the parent/contact email that was provided. Please note, this will not be instant

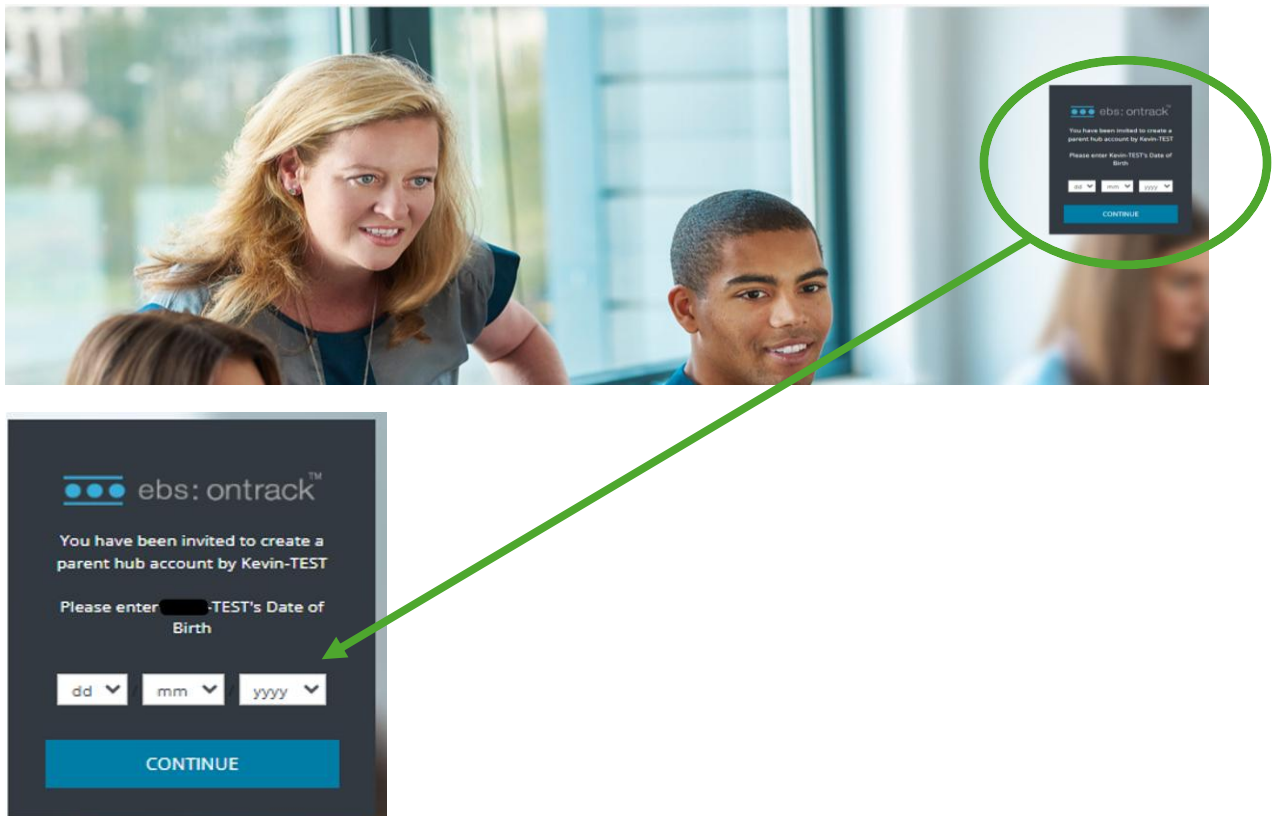
An example of an email sent to the Parent/Contact (once Weston College have confirmed the new Person record):



Please note. The link within the email will expire after 24hours. The learner will need to login to their account and re-send the link again if the link expires. To do this, please tick the box against the contact email and click resend:



8. When the parent/Contact clicks the link in the email, the page will ask them to confirm the Date of Birth of the learner who sent the link, as seen below:



9. The parent/contact should then confirm their own email address (this should be the email address the link was sent to by the learner)



10. The parent/contact can then create and confirm their own password for OnTrack



11. To log into the Parent Hub, the parent/contact will need to log onto OnTrack and clicked “To login to Parent Hub please click here””



12. If this is the first time logging in, please click on ‘No account? Create one’



13. Please input the email address the link was sent to and click next



14. The parent/carer should then be able to create their own password for their account. This should match the password previously entered in OnTrack in step 10.
15. A verification code should then be sent to the parent/contact email address previously input. Please input the verification code in the box below and click next.



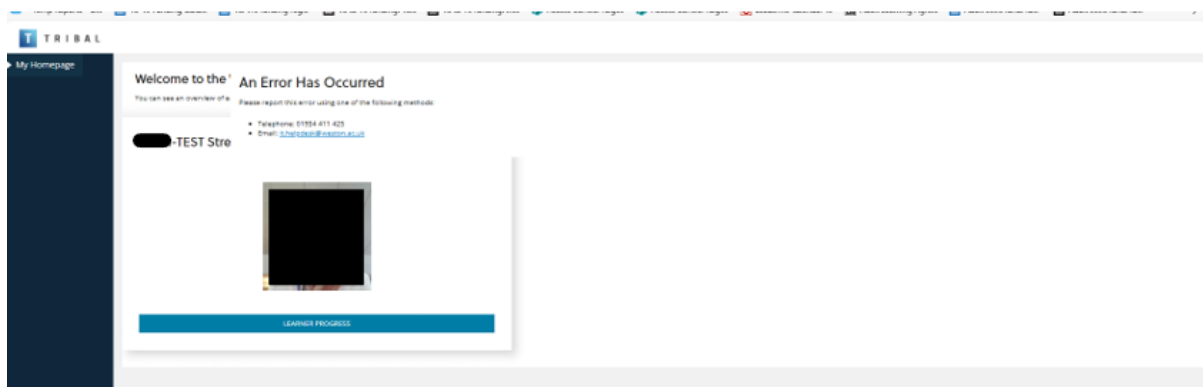
The image shows a login screen for Weston College EBS B2C. On the left is a large banner with an aerial view of a coastal town and the text "CREATING BRIGHTER FUTURES". The Weston College logo is in the top center. On the right is a login form with the title "WESTON COLLEGE EBS B2C". It contains a field for an email address (redacted), a section titled "Enter code" with the text "We just sent a code to [redacted]", and an input field for the code. A blue "Next" button is at the bottom right of the form.

16. This should log you into the Parent Hub. Please note, once the account is created you can log in with the email and chosen password at any time.

END OF PROCESS

Notes:

The OnTrack 'read-only' pages will look like these:



(Click on learner progress to see the below screens)

