VALE of GLAMORGAN COUNCIL

Professional Portal

Registering & Creating a New Portal Account

August 2021

Directorate of Learning and Skills

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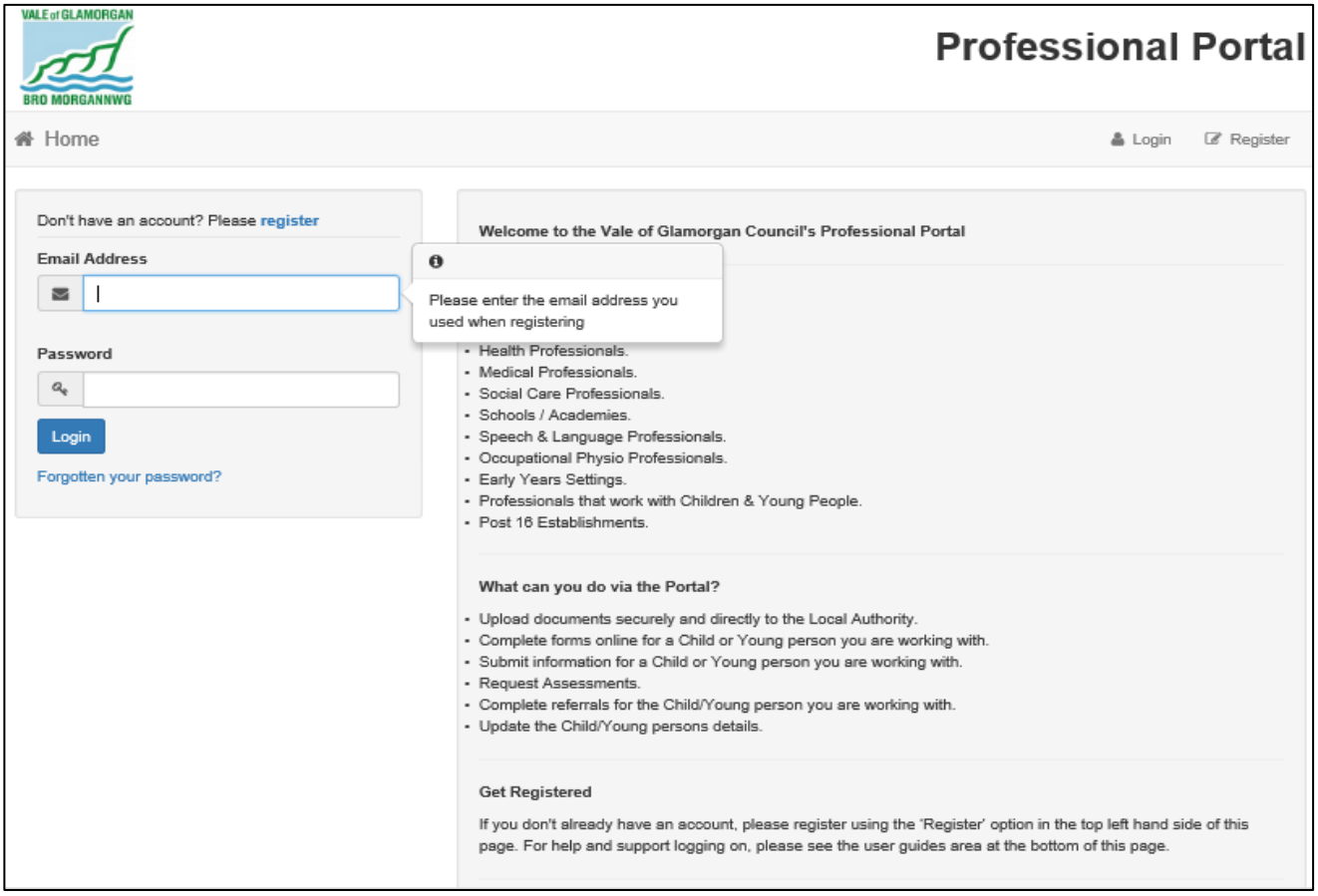
Registering as a user – Your Security Details

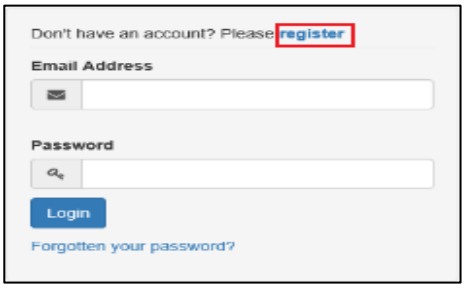
Using Internet Explorer versions 10 and 11, Firefox, Edge or Google Chrome, navigate to:

https://admissions.valeofglamorgan.gov.uk/ProfessionalPortal_LIVE/Account/Login

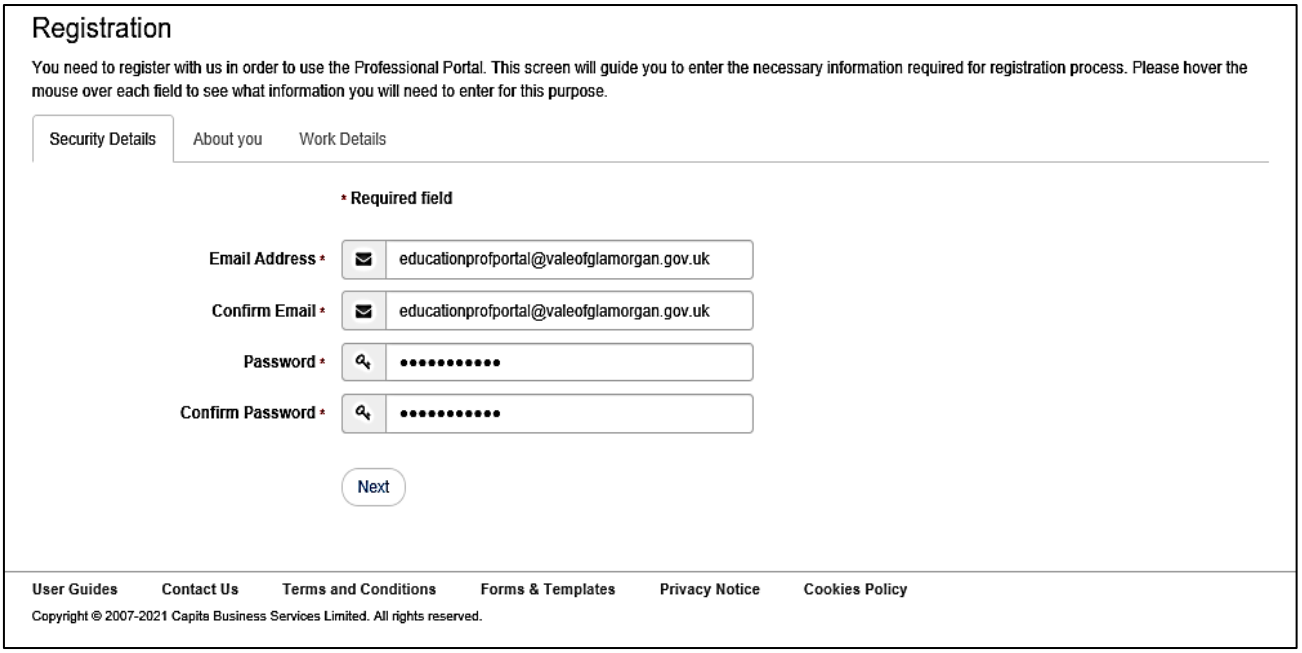
You should see the Homepage of the Professional Portal (see below).



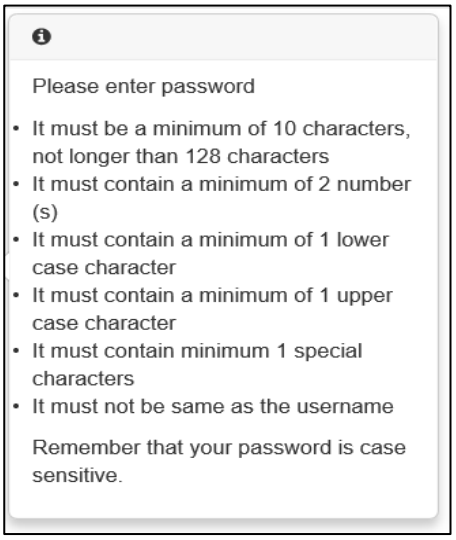
1. **Save the link to your Favorites for easy access in the future.**
2. **On the left-hand side of the screen, left click the register button (see below).**



Please use a work email address and not personal



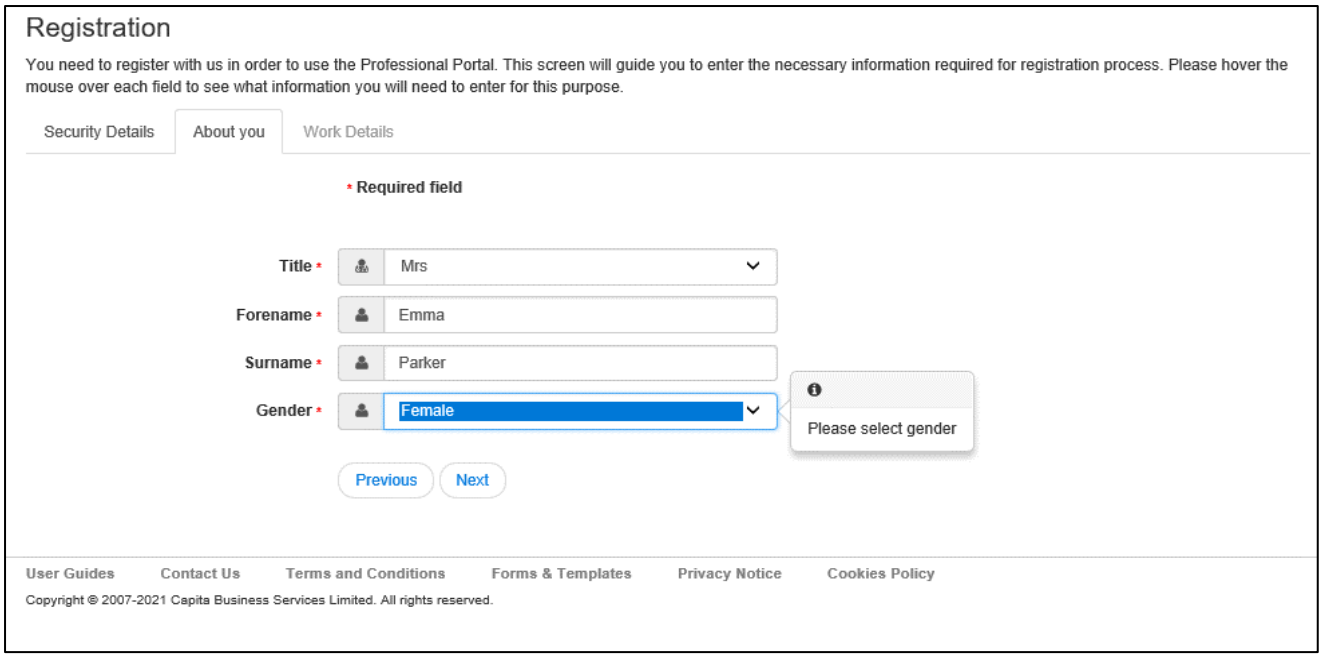
Your password will need to include the below.



Click Next

Registering as a User – About You

Add your details and click Next



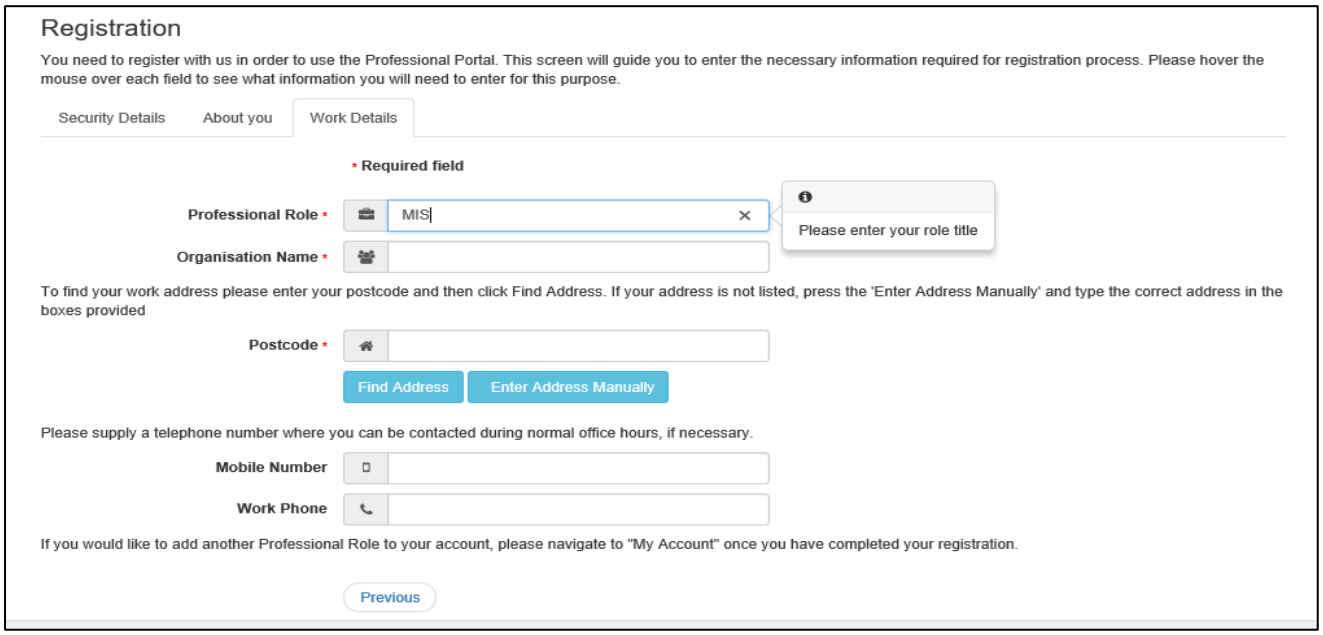
Registering as a User – Your Work Details

Role and Organistation

The Professional Role and Organisation Name boxes are mandatory.

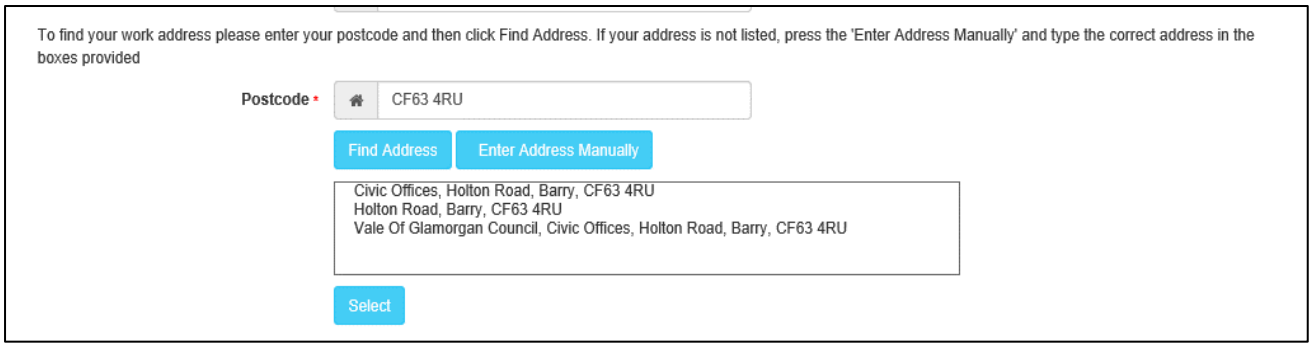
You can free type into the Professional Role box, which brings up a drop-down box of roles.

If your role does not appear, free type your role in and the system will accept it.

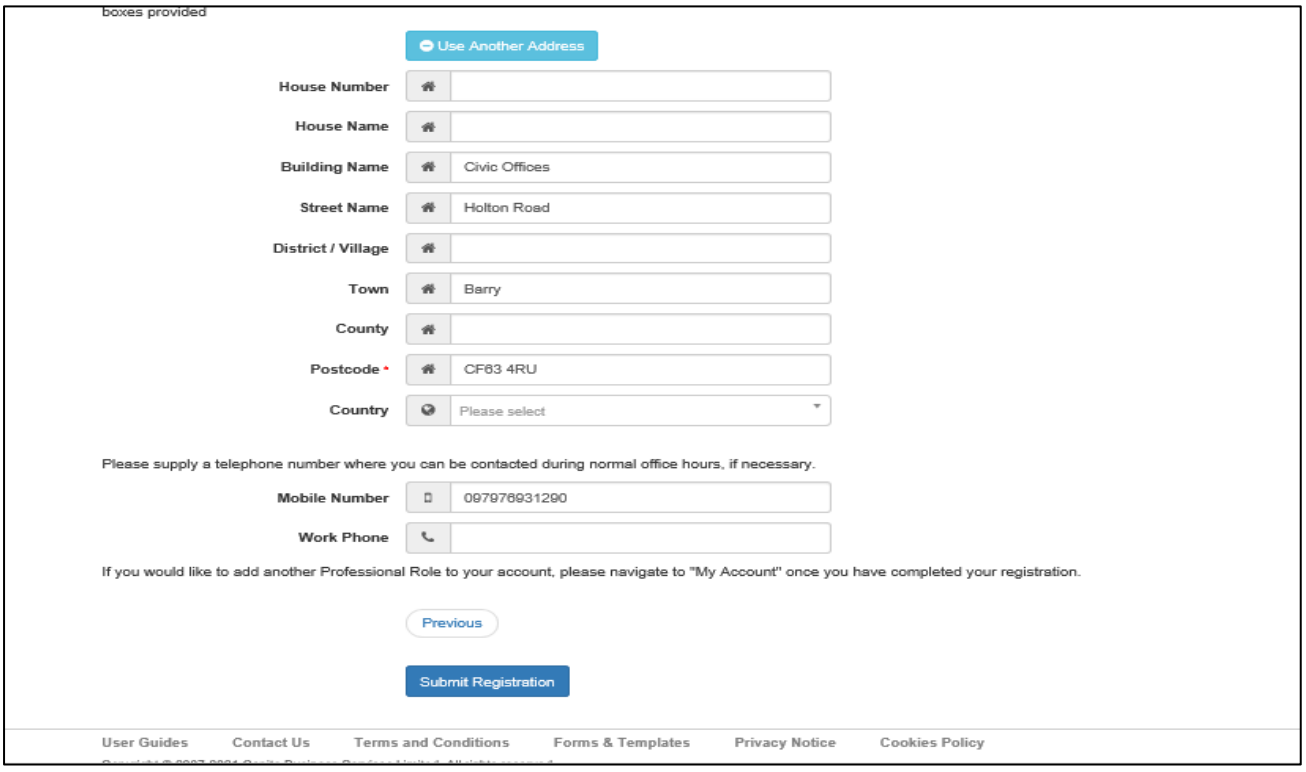


Address

You can either find the address automatically searching by postcode, or enter it manually.



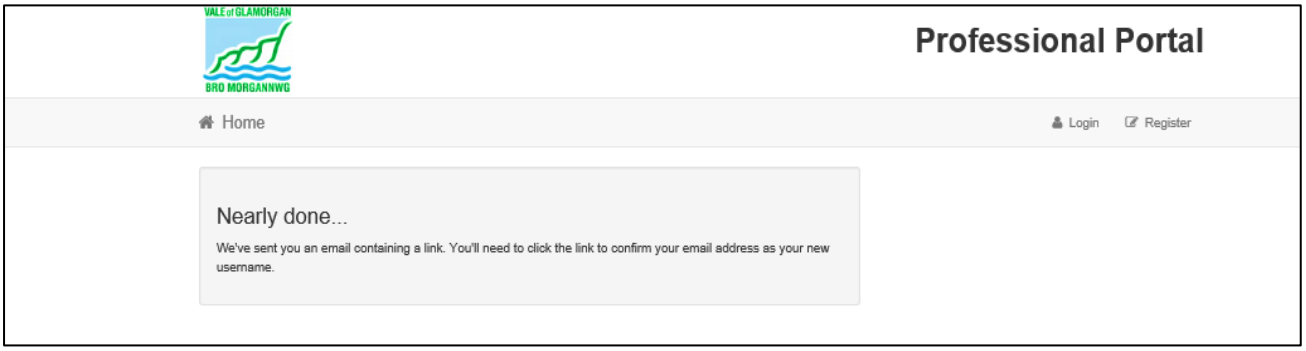
Find the correct address, highlight it by clicking on it and then press select:



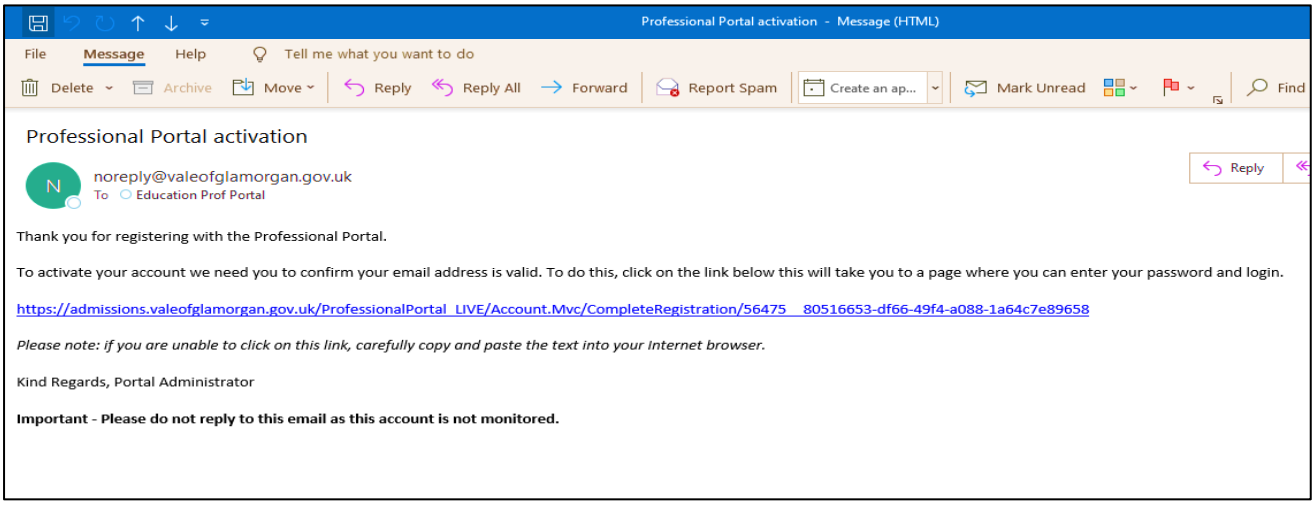
The Mobile Number and Work Phone boxes are not mandatory however, we would appreciate contact numbers being entered.

Press 'Submit Registration' when complete.

You will now see this:



Go to the email account you used to register for the Portal and look for the email below:



If you don't receive an email, please check your SPAM or JUNK Email Accounts.

Click on the link within the email to confirm your registration – you will be taken to the below.

Click on Home and sign in for the first time.

Two Step Verification – The Last Step

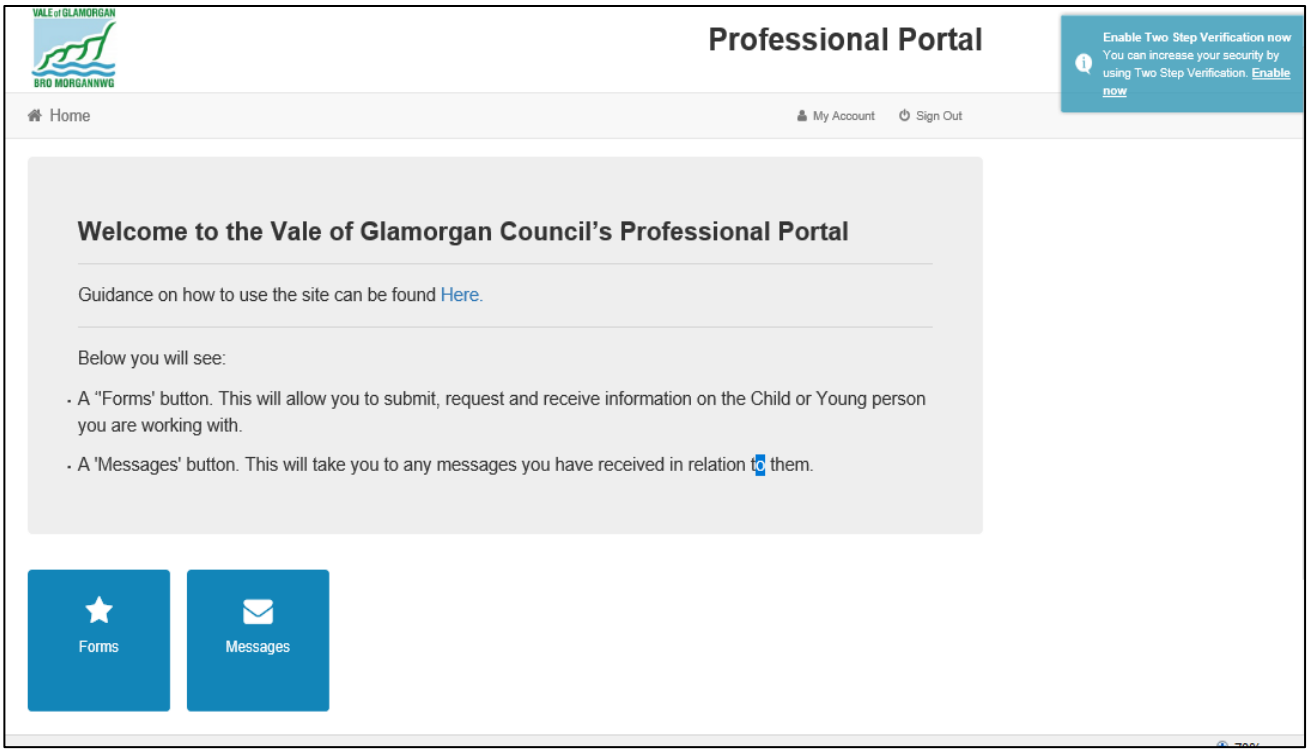
To access the forms section within the Professional Portal, a two-step verification process is required. This is due to the sensitive nature of information that is being entered onto the Portal.

Two step verification means that when logging into the Portal, you will first need to enter your username andpassword. You will then receive an email containing a unique code.

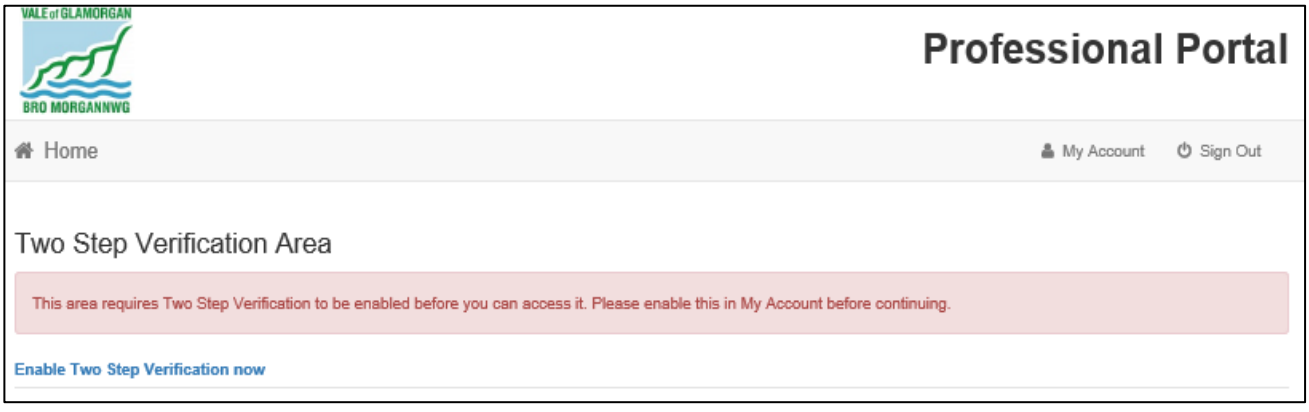
This code needs to be entered before youcan access the Portal.

Log in to the Portal for the first time.

Once logged into the Portal select the icon labelled 'Forms' – as below.

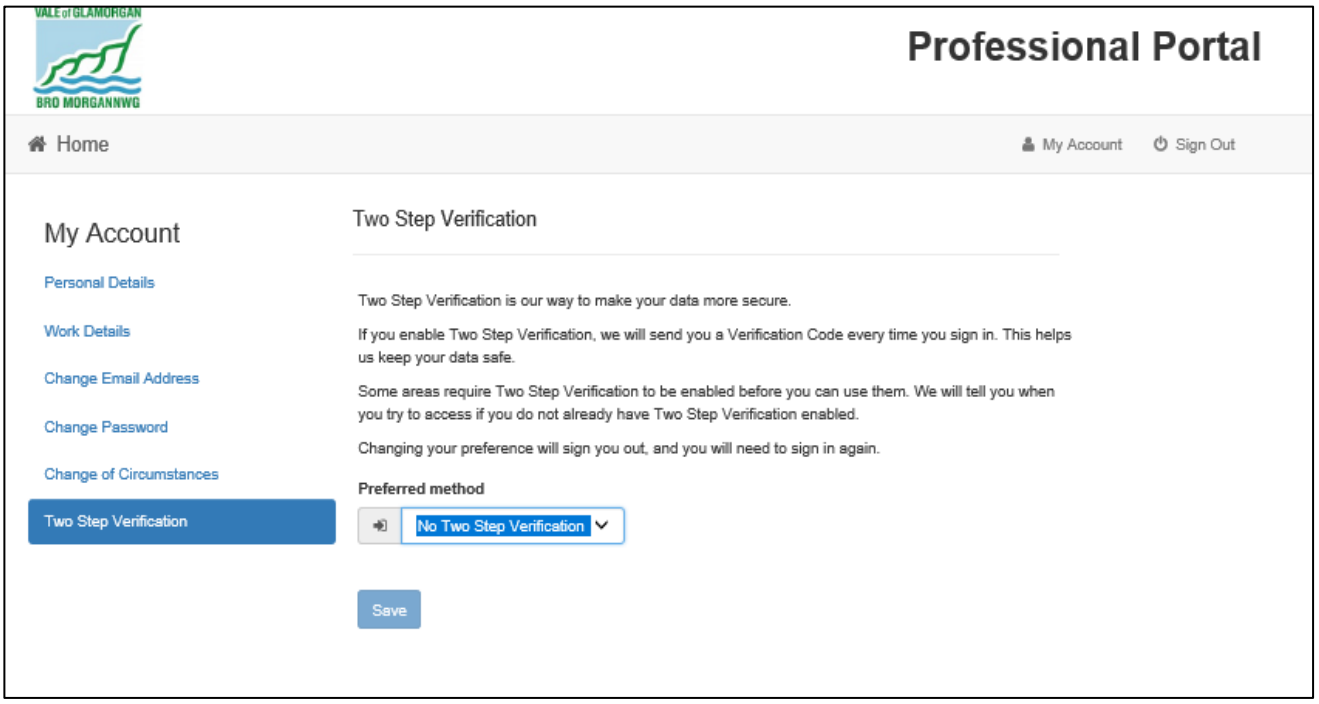


Click on 'Forms'. You will then be taken to the page below:



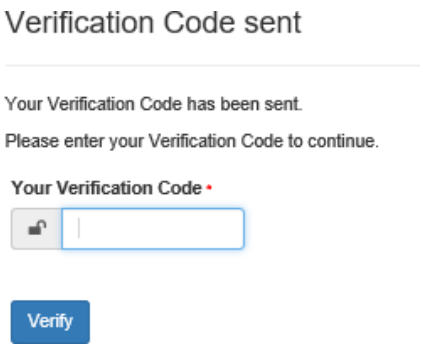
Click on 'Enable Two Step Verification now' and you will be taken to the page below.

Select 'Email' as your preferred method



You will be logged out of the system and taken back to the Homepage.

When logging into the Portal from now on, you will need to enter your username and password. You will then be asked to enter a unique verification code. This code will be sent to your registered email address.



Congratulations you now have a Professional Portal Account