

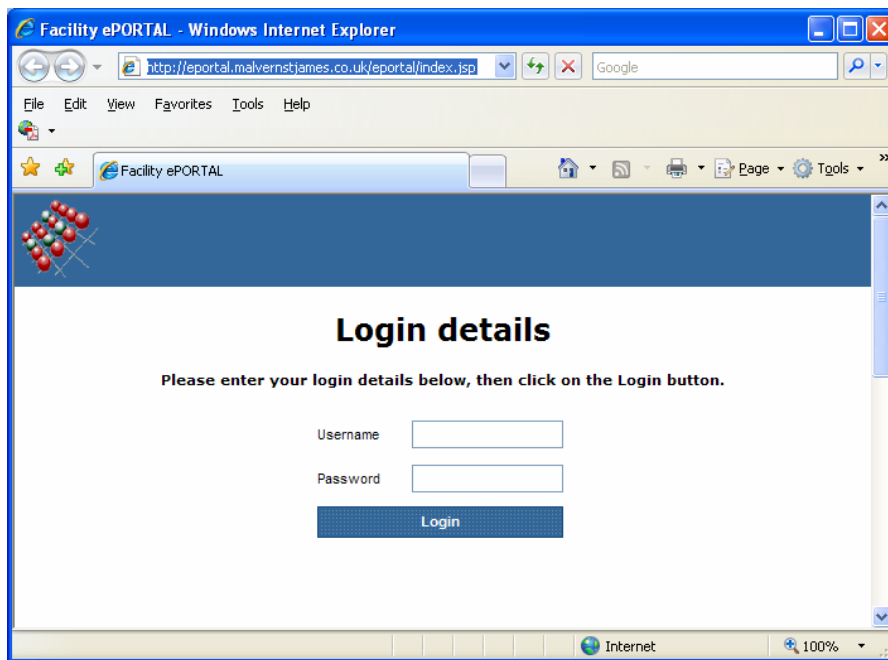
Instructions for viewing results on line

Launch **Internet Explorer**.

In the address bar type <http://eportal.malvernstjames.co.uk> (there is no need to type www.)

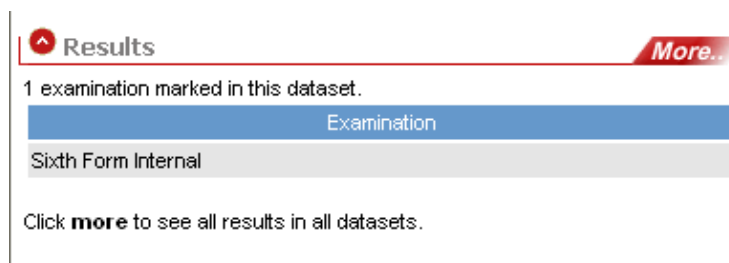
To save you having to type this in every time, when the Eportal page has loaded go to Favourites on the toolbar and **Add to Favourites**.

You will be presented with a Login screen, enter your Username and password and click the **login button**.



Your personal screen will open.

Find the **results part** on the left hand side of the screen and click on the red **More** button.



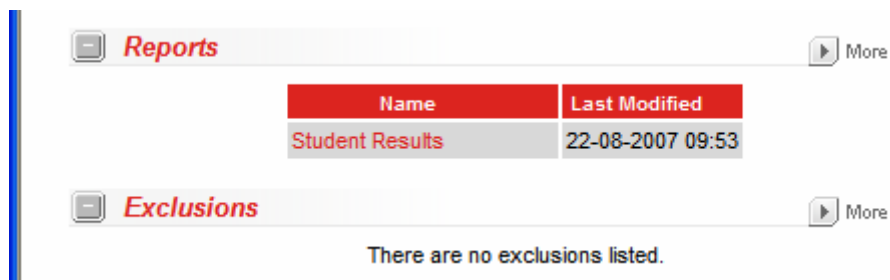
Another window will open and will show your latest results.
(AS sample shown)

AS Level			
Dataset	Subject	Teacher	Grade
2004/2005	R. S.	Salmon, Rachel	A
2004/2005	Drama	Fisher, Juliet	A
2004/2005	English	Morris, William	C
2004/2005	Biology AL	Evans, Carol	C

Under Results you can only see overall grades for a subject. If you would like to view any module marks - go to the **Reports section** on the left hand side of the page, below the results part.

The name of the report(s) you will need will be **Student Results GCSE 10** and/or **Student Results A2/AS 10**, (Obviously these reports won't exist until results day!).

Shown below is an example of what you will see at the moment if you already have some module results.



The screenshot shows a web interface with a blue vertical bar on the left. The main content area has two sections: 'Reports' and 'Exclusions'. The 'Reports' section has a 'More' button and a table with two columns: 'Name' and 'Last Modified'. The table contains one row with the text 'Student Results' and the date '22-08-2007 09:53'. The 'Exclusions' section has a 'More' button and the text 'There are no exclusions listed.'

Name	Last Modified
Student Results	22-08-2007 09:53

Click on Student Results

Please try out your username and password before you leave school for the summer. We would also advise you to try them again, as soon as you are able, on the machine you will use to access your results.

If you have any difficulties please speak to Mrs Palmer or Mr Wylde or email icttech@malvernstjames.co.uk or admin@malvernstjames.co.uk

You will not be able to access eportal on Wednesday 18th August or Monday 23rd August. You will only be able to access eportal on Thursday 19th August for (AS and A2 results) and Tuesday 24th August (GCSE results) once Miss Waterfeld has given permission for the results to be released – we normally aim to do this by 10 am BST **but this cannot be guaranteed.**