

STUDENT QUICK GUIDE

STEP ONE



YOUR ESCG ACCOUNT

YOU CAN ACCESS MOST SYSTEMS WITH YOUR 6-DIGIT STUDENT NUMBER AND YOUR DATE OF BIRTH AS YOUR PASSWORD.

USERNAME IS:
YOUR STUDENT NUMBER
E.G. 101112

PASSWORD IS:
YOUR DATE OF BIRTH
E.G. 30071966

STEP TWO



GET ONLINE

YOU CAN CONNECT YOUR PERSONAL PHONE, LAPTOP, OR TABLET TO ESCG-GUEST WI-FI FOR INTERNET ACCESS. FIND THE WIRELESS NETWORK ESCG-GUEST AND CLICK 'CONNECT', ONCE CONNECTED:

OPEN YOUR PREFERRED WEB BROWSER

YOUR BROWSER WILL AUTOMATICALLY REDIRECT TO A REGISTRATION PAGE.

LOG IN WITH YOUR NETWORK ACCOUNT USERNAME AND PASSWORD.

STEP THREE



GET YOUR TIMETABLE

YOU CAN SEE YOUR LIVE TIMETABLE BEFORE START OF TERM.
OPEN A WEB BROWSER AND GO TO:

PROPORTAL.ESCG.AC.UK

IF PROMPTED LOGIN WITH YOUR ESCG IT ACCOUNT AND PASSWORD

FROM THIS DASHBOARD MAKE SURE IN THE TOP THE DATE READS 23/24

THEN SELECT "INFORMATION" AND THEN "LESSON TIMETABLE"

MAKE SURE YOU SELECT THE WEEK BEGINNING TO 11/09/2023

STEP FOUR



GET CONNECTED

YOU NOW HAVE A NEW MICROSOFT EMAIL ACCOUNT AND IT'S IMPORTANT YOU CHECK THIS REGULARLY TO STAY IN THE LOOP AS THIS IS YOUR MAIN EMAIL ADDRESS.

ACCESS FROM ANY WEB BROWSER BY GOING TO
HTTPS://OUTLOOK.COM
EMAIL ADDRESS IS:
YOURSTUDENTNUMBER@ESCG.AC.UK
E.G.101112@ESCG.AC.UK
PASSWORD IS:
WHAT YOU CHANGED IT TO IN STEP 1.

STEP FIVE



GOOGLE CLASSROOM

YOU NOW HAVE A NEW GOOGLE ACCOUNT THAT GIVES YOU ACCESS TO GOOGLE CLASSROOMS.

GOOGLE ADDRESS IS:

STUDENTNUMBER@CHROME.ESCG.AC.UK
E.G.101112@CHROME.ESCG.AC.UK

PASSWORD IS:

WHAT YOU CHANGED IT TO IN STEP 1.

STEP SIX



PRINTING

YOUR ONLINE ACCOUNT HAS BEEN CREDITED WITH £15 OF FREE PRINTER CREDIT.

PRINT FROM ANY COLLEGE COMPUTER AND COLLECT YOUR WORK BY SCANNING YOUR ID CARD AGAINST ANY OF THE SHARED PRINTERS LOCATED AROUND THE COLLEGE.

1. SCAN YOUR CARD
2. TAP ON THE USERNAME BOX TO BRING UP THE KEYBOARD.
3. TYPE YOUR NETWORK ACCOUNT USERNAME AND PASSWORD AS IN STEP 1, INTO THE BOXES.
4. PRESS 'SET'.

