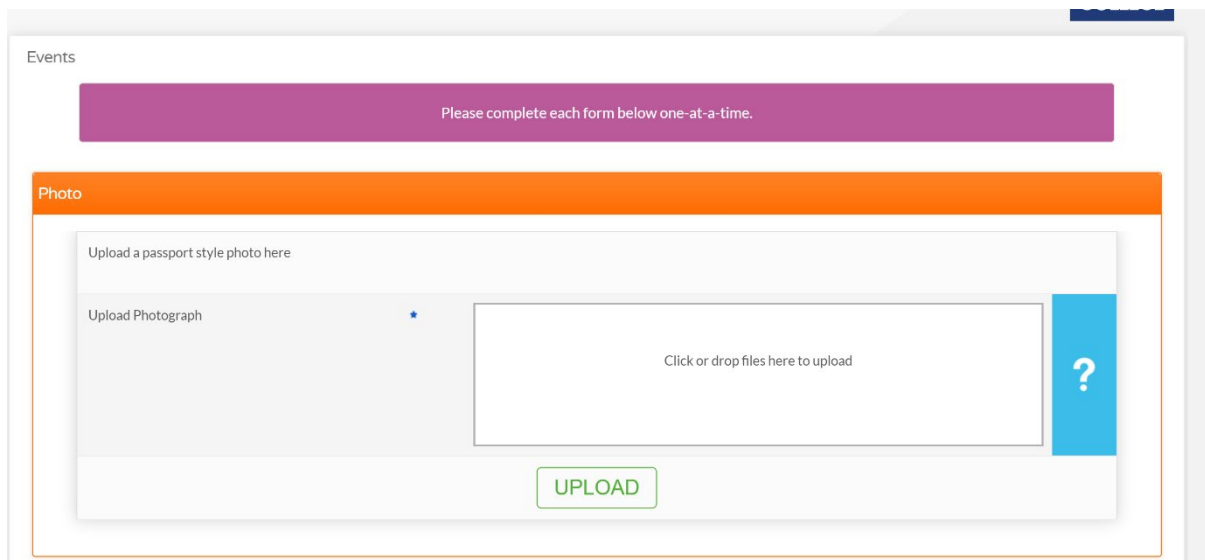



Log in to the Newman Portal using the username and password provided in the email from College.

Once logged in you will be prompted to upload three things; a passport style photo for your College ID, a copy of your ID e.g. Birth Certificate or passport and your GCSE results (once you have them.)

When you login your homepage should look like the screens below:



The screenshot shows a web interface with a header 'Events' and a purple banner that reads 'Please complete each form below one-at-a-time.' Below this is a section titled 'Photo' with an orange header. Inside the 'Photo' section, there is a text prompt 'Upload a passport style photo here' and a form area. The form area has a label 'Upload Photograph' with a small blue asterisk, a large white box with the text 'Click or drop files here to upload', a blue button with a white question mark, and a green 'UPLOAD' button at the bottom.



Click inside the box to find an image to upload, alternatively drag and drop your image into this space, then click upload. Once this is done it cannot be changed.

### Identification Document

Please upload a copy of your identification here. This can be your passport, birth certificate or other official document.

Files

Click or drop files here to upload

?

UPLOAD

Click inside the box to find a screenshot, photo or scanned in copy of your ID document to upload, or drag and drop your file before clicking upload. Once this is done please contact the college if you need to change it.

### GCSE Upload

Upload your GCSE results here:

Files

Click or drop files here to upload

?

UPLOAD

Click inside the box to find either a screenshot or photo of your GCSE results or drag and drop the file into the box before clicking upload. You can upload multiple images to this field.

It is important that you upload your GCSE results BEFORE your enrolment appointment. Please do this with plenty of time so your interviewer has time to review your results before your interview begins.

If you are not able to upload your results, please let us know so we can help to resolve the issue.