

Functionality of myPortal

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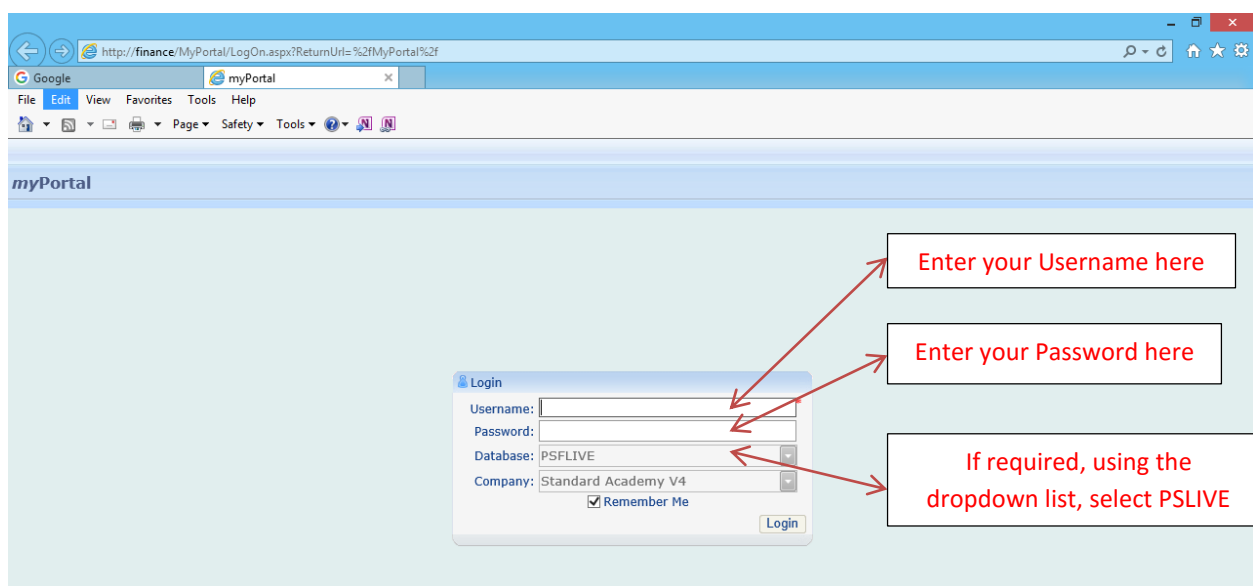
1) Log in Screen

Additional notes are available;

- **No. 1 Guidance Notes – How to log in to myPortal**

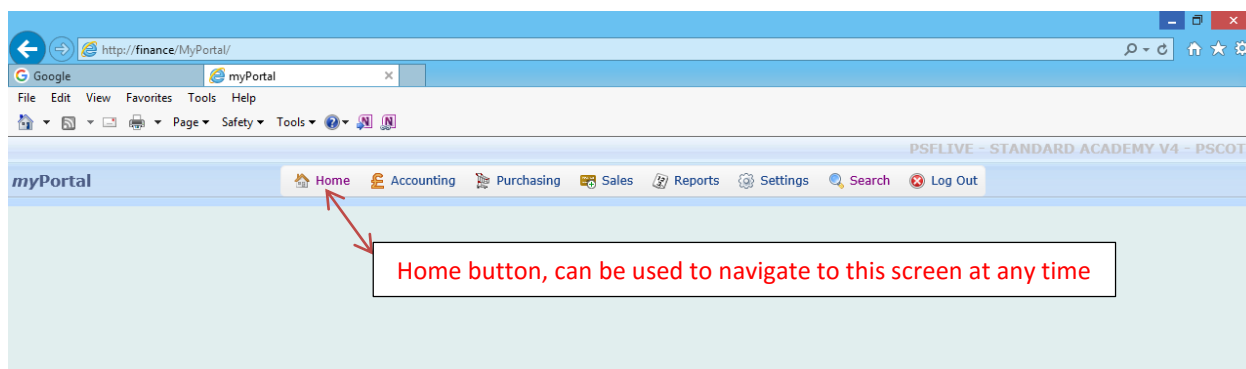
Schools should log in to myPortal through **Internet Explorer** via their link, see below;

- | | |
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| <ul style="list-style-type: none"> • Brotherton and Byram Primary Academy • Ebor Academy Filey • Robert Wilkinson Primary Academy • Haxby Road Academy • Ebor Academy Trust | <ul style="list-style-type: none"> https://eaaremote.vitalcloud.co.uk:444/myportal https://eaaremote.vitalcloud.co.uk:444/myportal http://finance/myportal http://finance/myportal http://finance/myportal |
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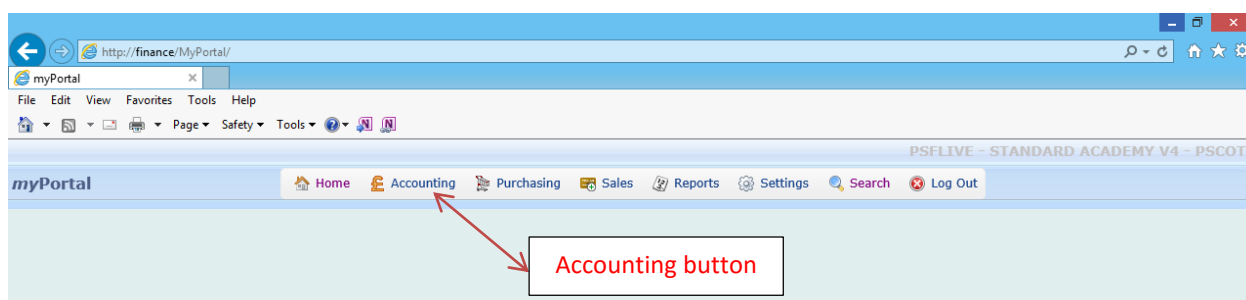
2) Home Screen

When you've logged into the system you will be presented with the **Home** screen. You can navigate to this screen at anytime by using the **Home** button, as shown below;



3) Accounting

The **Accounting** button is not supported through the Education Sector software.

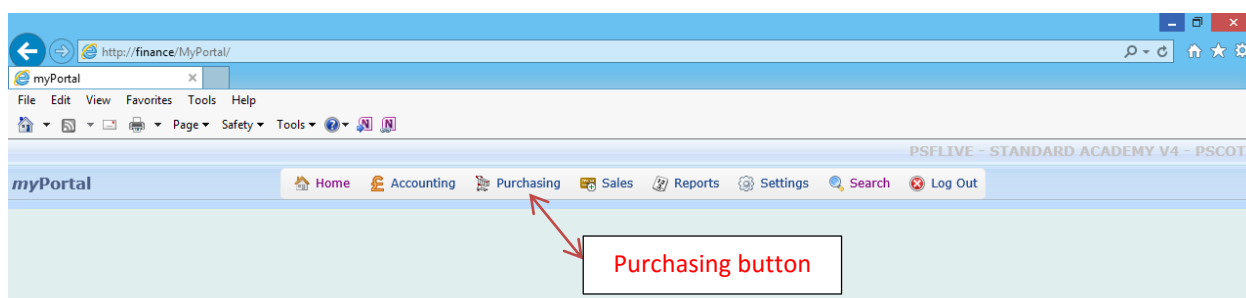


4) Purchasing

Additional notes are available;

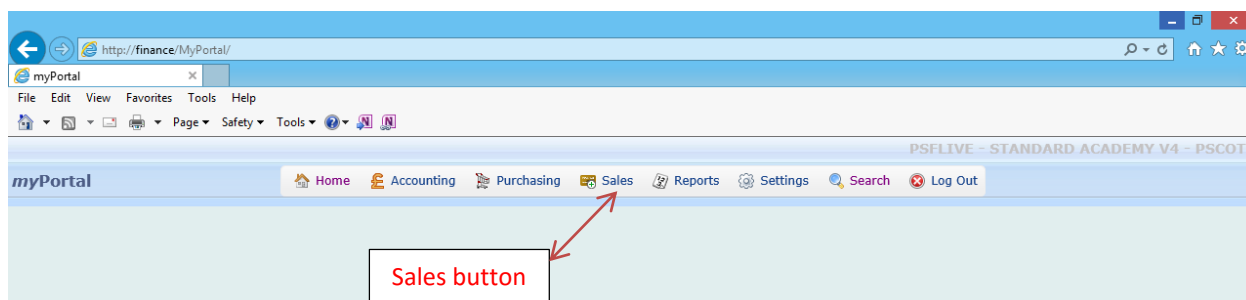
- **No. 4a Guidance Notes – How to produce a Purchase Order Requisition**
- **No. 4b Guidance Notes - How to produce a Goods Received Note**

Purchase Order Invoices are processed by Ebor Finance Department and therefore **do not form part of these guidance notes.**



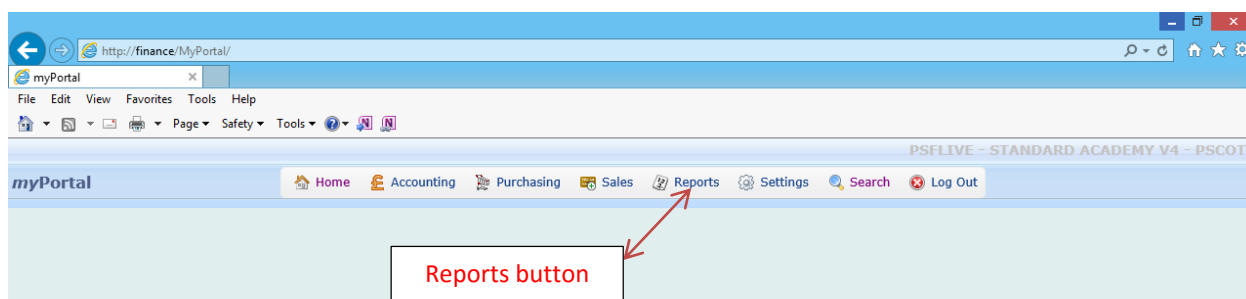
5) Sales

The **Sales** button does not form part of the Purchasing process and is therefore not required. Sales Invoices are raised by the Ebor Finance Department through Accounting.



6) Reports

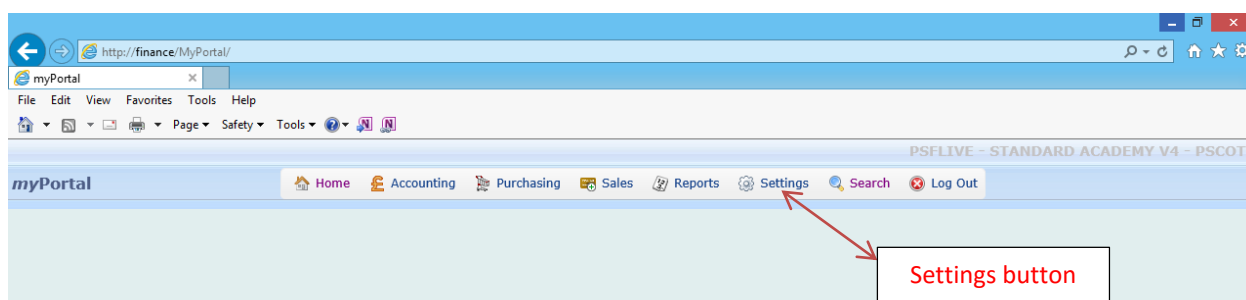
The **Reports** button is not supported through the Education Sector software.



7) Settings

Additional notes are available;

- **No. 7 Guidance Notes – How do I change Settings?**



Changes to the following can be made from within Settings;

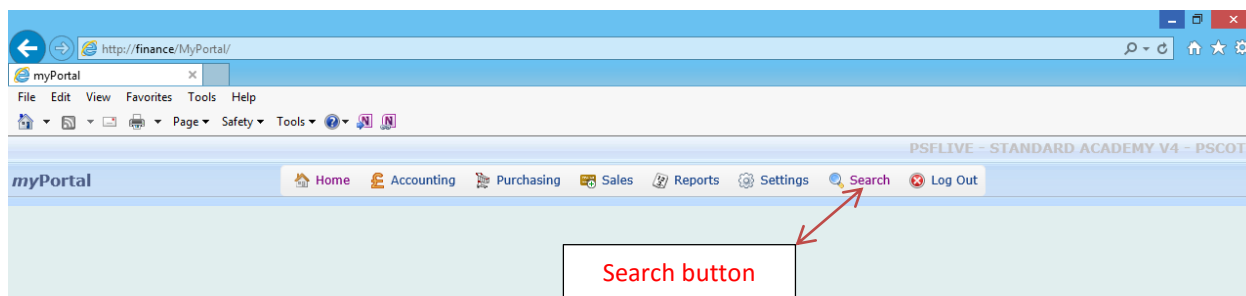
- 1) **Change Connection**
- 2) **Change Password**
- 3) **User Preferences**
 - **General Preferences**
 - **Purchasing Preferences**

8) Search (including Authorising Purchase Orders)

Additional notes are available;

No. 8a Guidance Notes – How to Search in myPortal

No. 8b Guidance Notes – How to authorise a Purchase Order



9) Log Out

It is **important** to log out of myPortal using the **Log Out button**. The Log Out button controls the licence usage for the system. If you choose to log out of the system using the red cross in the top right-hand corner of the screen the system does not register you as having logged out and therefore the licence assigned to your session is still deemed to be in use.

