

# Functionality of myPortal

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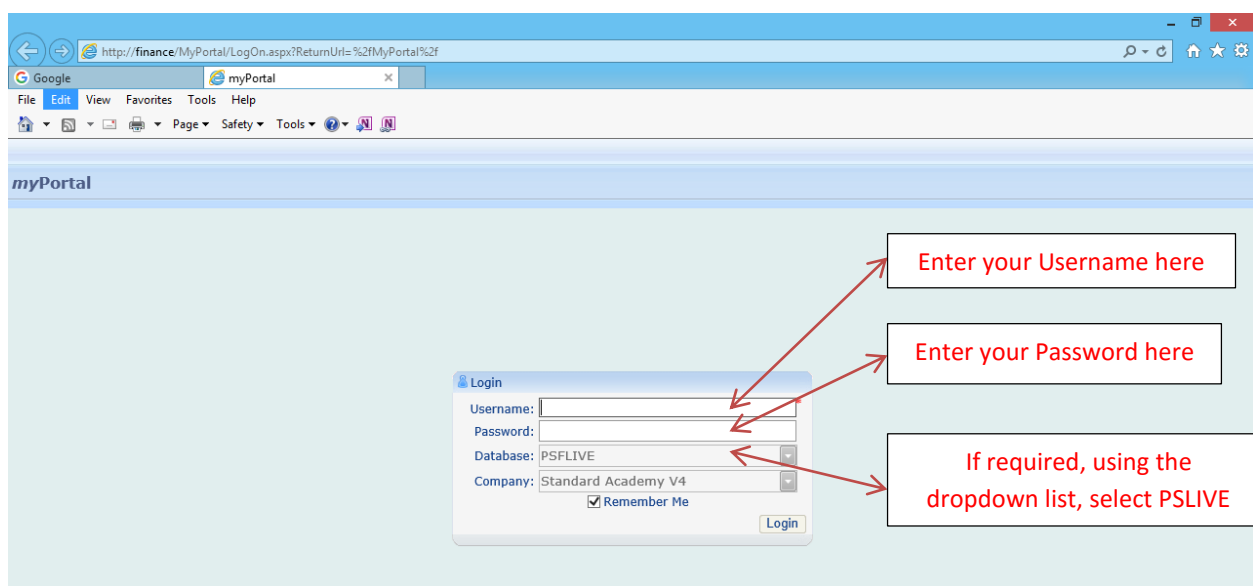
## 1) Log in Screen

Additional notes are available;

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

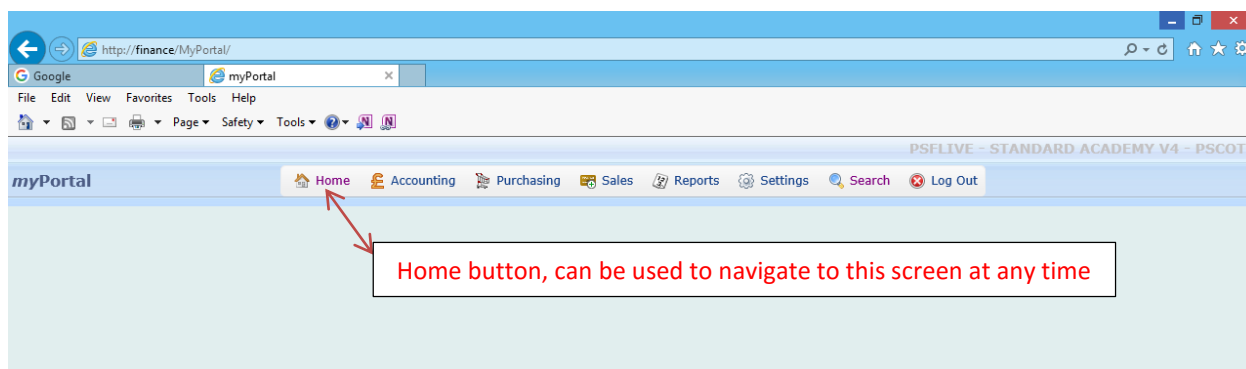
Schools should log in to myPortal through **Internet Explorer** via their link, see below;

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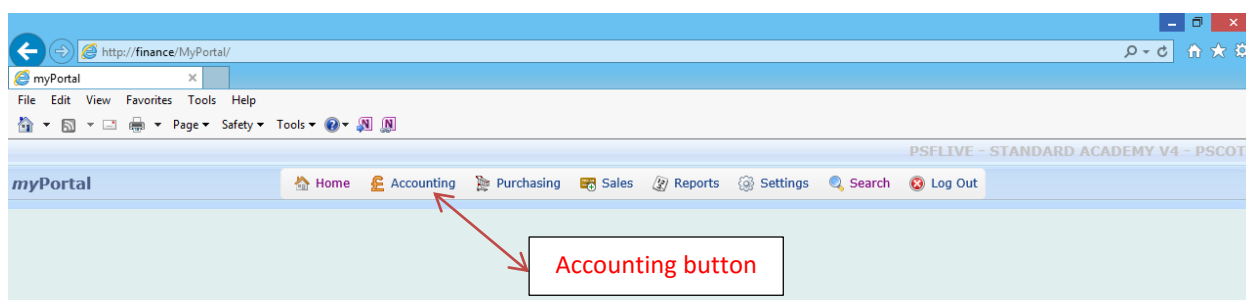
## 2) Home Screen

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.

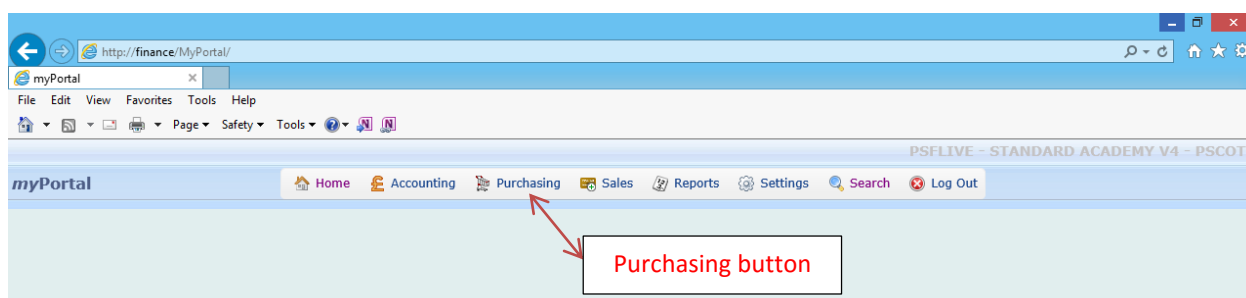


## 4) Purchasing

Additional notes are available;

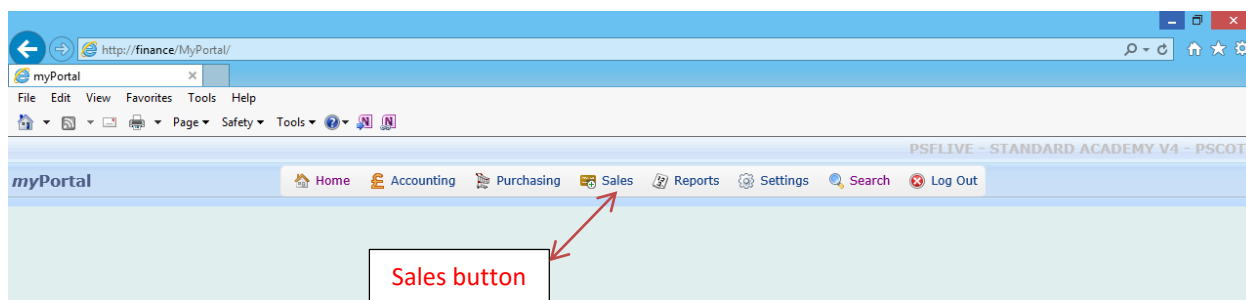
- **No. 4a Guidance Notes – How to produce a Purchase Order Requisition**
- **No. 4b Guidance Notes - How to produce a Goods Received Note**

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



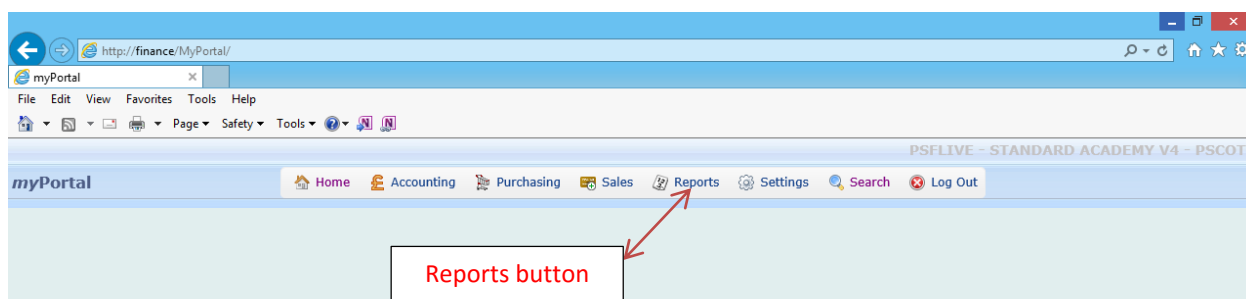
## 5) Sales

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

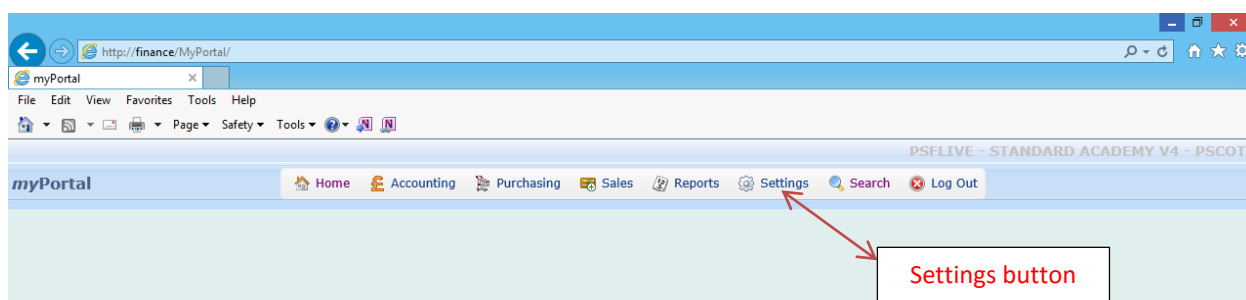
The **Reports** button is not supported through the Education Sector software.



## 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;

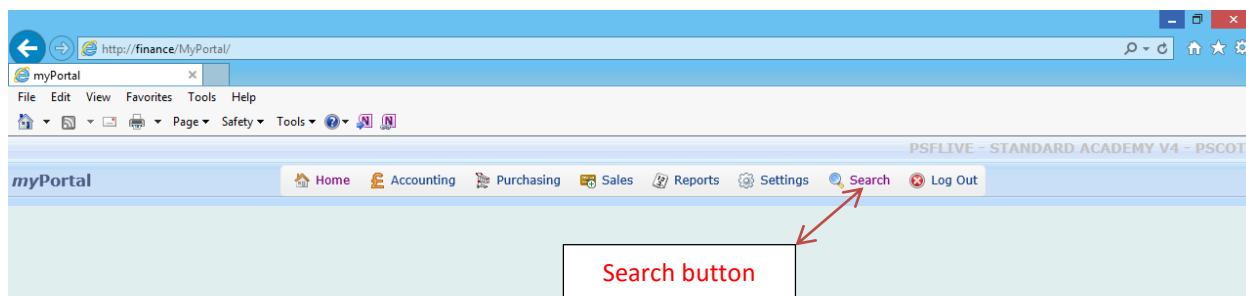
- 1) **Change Connection**
- 2) **Change Password**
- 3) **User Preferences**
  - **General Preferences**
  - **Purchasing Preferences**

## 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.

