

Welcome to the School Validation Portal. Xaverian College has given you access to confirm, and where needed adjust, the information they hold about your students moving on to college. It's built to be quick and simple, and this page walks you through the whole job.

Signing in (no password needed)

1. Go to the [Portal](#).
2. Enter your email address (the one your account was set up with) and select Send magic link.
3. Open the email that arrives and select the link. You're straight in.

Worth knowing

- The link works once, and only for a limited time. If it's expired, just request another. No harm done.
- If your account uses two-step verification, you'll enter a six-digit code from your authenticator app after selecting the link.
- No email? Check your spam folder, and make sure you used the exact address your account was set up with. If it still doesn't arrive, ring Xaverian College's admissions team, who can confirm the address held on your account.

Your own settings

From your name in the top corner, open Profile & Security. This is where you look after your own account:

- Two-step verification. Turn it on (recommended) by scanning a code into an authenticator app, then keep the recovery codes it gives you somewhere safe. You can also turn it off, or generate fresh recovery codes, any time from here.
- Your display name. Set or change how your name shows to colleagues and the College.
- Your theme. Choose light, dark, or match your device.

Finding your students

Once you're in, you'll land on your dashboard: the students assigned to your school, and how many still need validating. An "Up next" card points you to the next one to do, or you can pick anyone from the list below it. The list has tabs for To do, Returned, Submitted and All, plus a search box.

Validating a student

Open a student and you'll see two panels. On the left are their details (name, date of birth, course choices), read-only, straight from the College's records. On the right is the short form to complete:

1. Grades. Each subject already shows the student's estimated grade. If you agree with it, do nothing. To change it, pick the grade you'd give, and a marker shows your change: green if you've raised it, red if you've lowered it. The original estimate is always kept alongside the grade you validate.
2. Attendance and conduct. One question: has the student shown suitable attendance and conduct? Answer Yes or No, with an optional box to add any context.

3. Declared needs. This appears only if the student has declared any. You'll see what they've declared, plus a box to add anything that would help the College support a smooth transition.
4. Confidential follow-up. A simple Yes/No flag for whether the College should have a quiet word before deciding. This is separate from safeguarding.
5. Safeguarding. You only see this if you hold your school's Safeguarding role. It lets you raise a concern, in confidence, for the College's safeguarding team.
6. Anything else. A free box for any other note you want the College to have.

Each section shows a green tick once it's done, so you can see at a glance what's left.

Saving and submitting

- Save draft keeps your progress so you can come back any time, and nothing goes to the College yet. Use this whenever more than one person contributes to a student. For example, if your safeguarding lead completes the safeguarding disclosure separately, keep saving as a draft until everyone has added their part, because once a validation is submitted, it locks and can't be changed.
- Submit (or Submit & validate next, which takes you straight to the next student) sends the validation to the College. Once submitted, the record locks and shows "Submitted to Xaverian College", then "Received" once the College's system has picked it up. If you need a change after submitting, contact Xaverian College's admissions team.
- If the College sends one back to you, you'll see an amber banner with their reason, and the record opens for editing again.

If something is not right

- "Please wait before trying again." That's a short security pause after a few wrong codes, and it clears on its own. You're not locked out. Wait the moment it shows and try again, or use a recovery code if you set two-step up.
- For anything else, your first port of call is Xaverian College's admissions team, not the software provider. They set up your access and answer school questions.

That's the whole job. Thank you for helping your students on their way.

If you have any questions, please get in touch with the Admissions Team via admissions@xaverian.ac.uk or 0161 249 2145. We're here to help.