



User manual – GCL

(griffincollege.org.uk)

Web Portal

Table of contents

1. Introduction	01
2. Web Portal	
2.1. User (Student)	
2.1.1 How to Register?	02
2.1.2 How to Login?	06
2.1.3 How to Reset Password?	08
2.1.4 Profile	11
2.1.5 Syllabus	15
2.1.6 Exam Application	17
2.1.7 Applied Exams	17
2.1.8 Scheduled Exams	20
2.1.9 Exam Result	21
2.1.10 Exam notice	21
2.1.11 Order	22
2.1.12 Payment	22
2.1.13 Books	23
2.1.14 Events	24
2.1.15 All Exams	24
2.1.16 News	25
2.1.17 Department	25
2.1.18 Syllabus	26
2.1.19 Settings	26
2.1.20 To visit the Griffin College London (Face Book, website YouTube)	27
2.1.21 Logout	27
2.1.22 Terms & conditions	49

1. Introduction

Griffin College London is a leading Exam board and independent education non-profit organization that has been providing assessments with the vision to support Communities and encourage social cohesion in the Academic, Language and Performing Arts sectors. Griffin College London trusts that compelling informative and performance abilities are life- improving, know no bounds, and should be within reach of us all. It exists to advance and cultivate the most ideal communicative and performance skills, and aptitudes through Examinations, content, and training which is imaginative, individual, and bona fide.

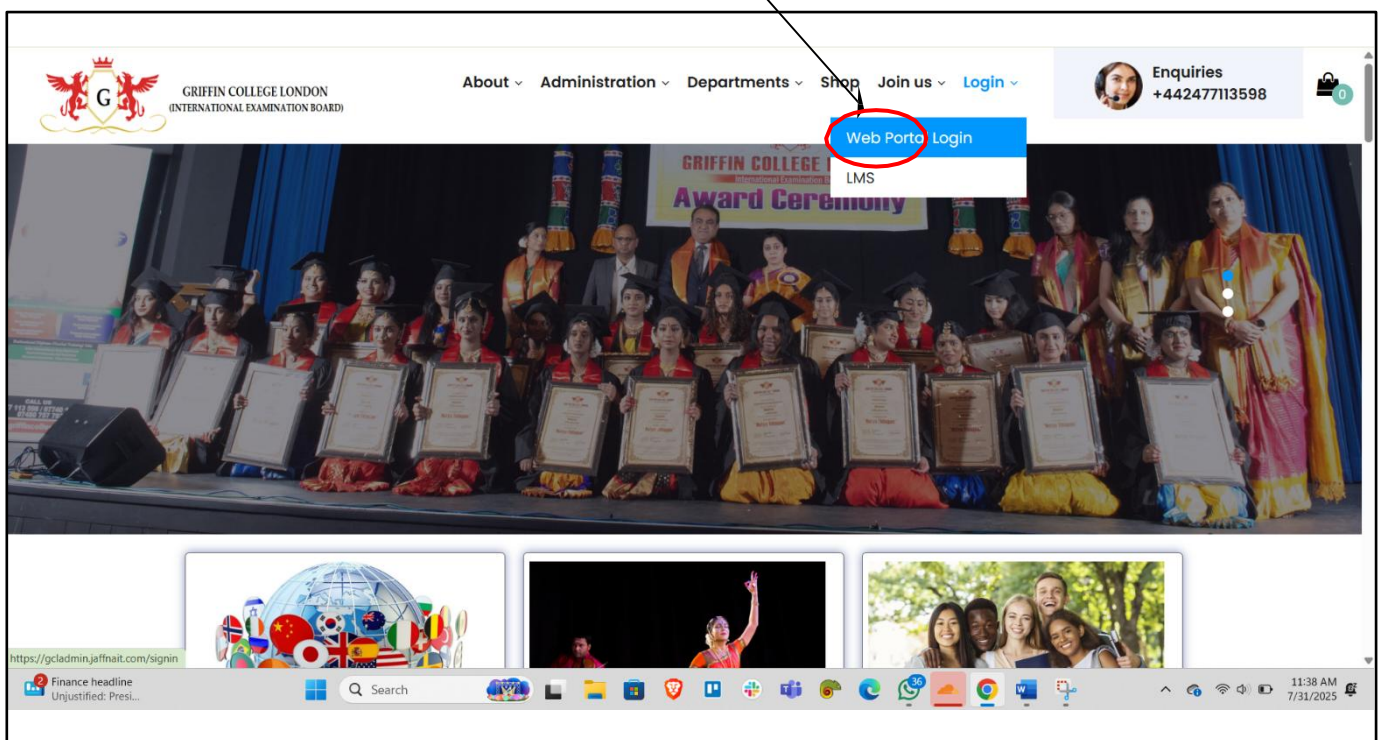
This user manual will take you through the many useful features and functions of Griffin College London website and app also it serves as a reference guide for working with your Griffin College London app and website. The manual is split into two parts. This section (Web Portal) explains the features and functionality of the application in its website version.

1.Desktop

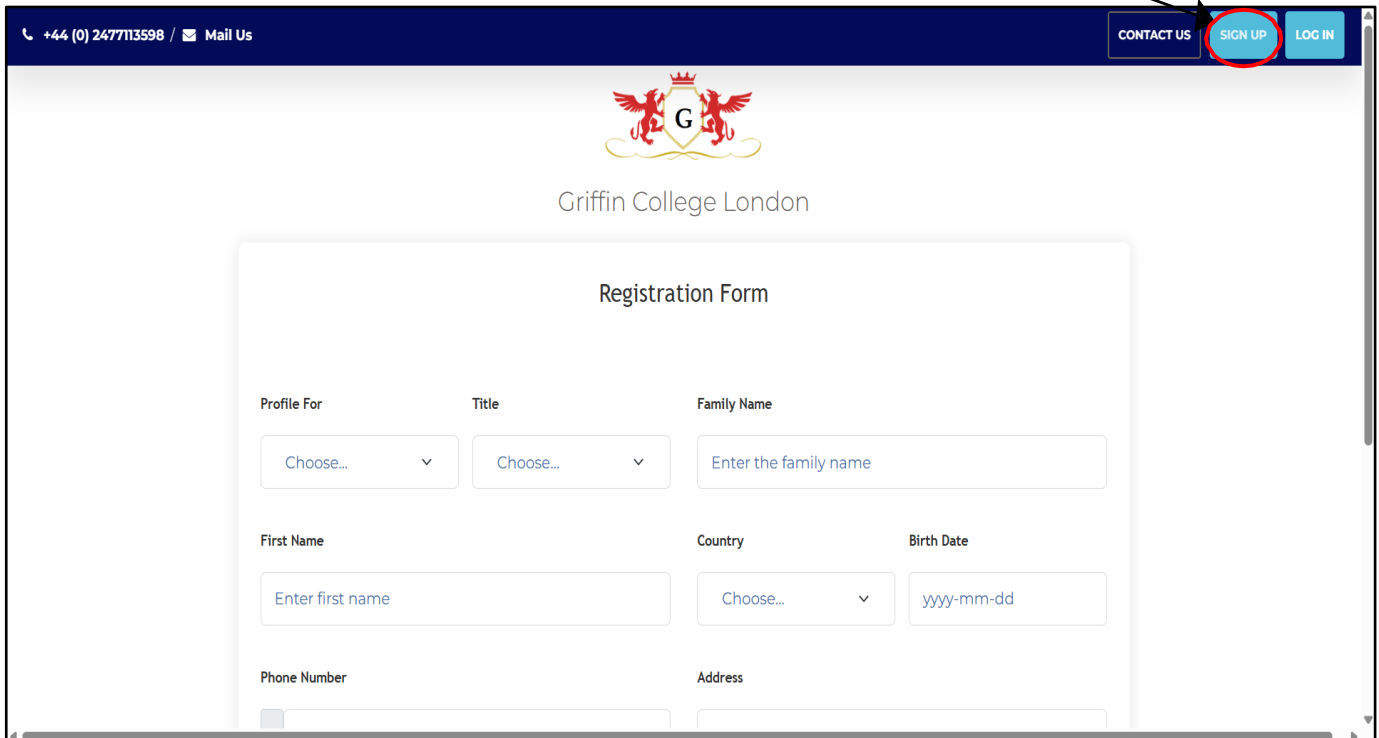
1.1. User (Student)

2.1.1 HOW TO REGISTER?

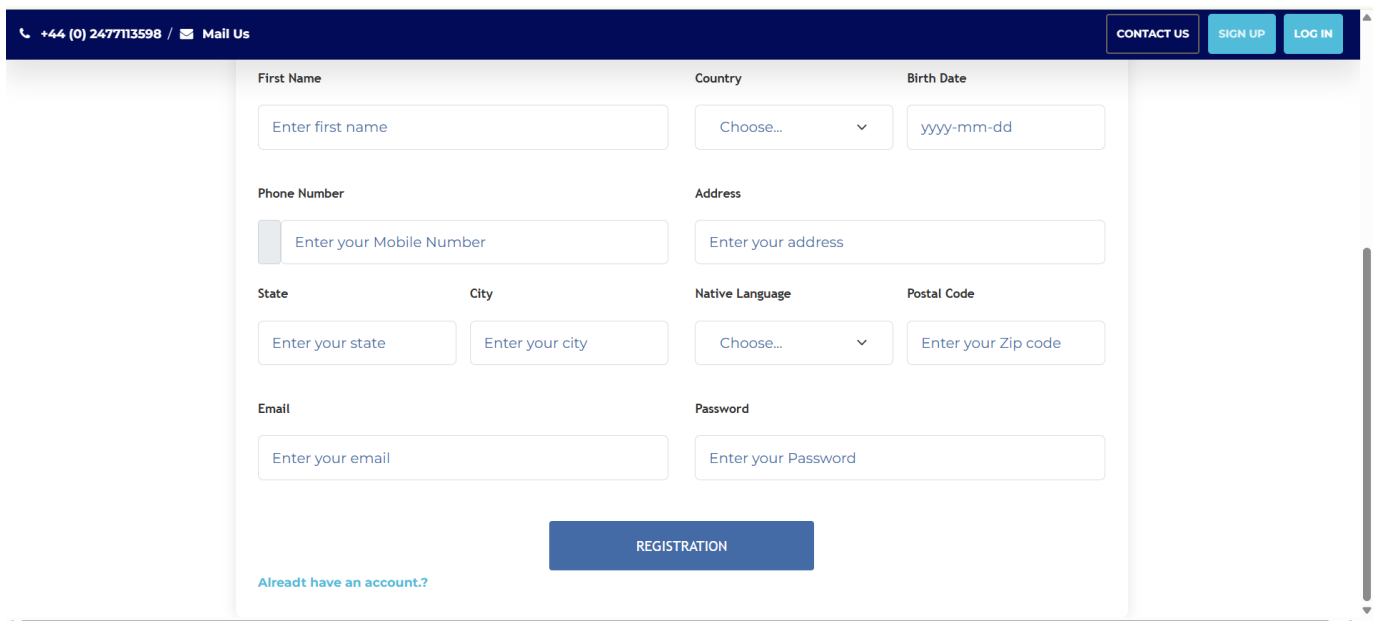
- 1 - Visit to the GCL website - <https://griffincollege.org.uk/>
- 2 - Click Login button
- 3 - Click Web Portal Login



4 - Click On "Signup"



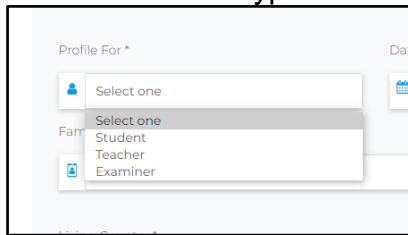
The image shows the top portion of a web registration form for Griffin College London. At the top, a dark blue header bar contains contact information on the left and three buttons on the right: 'CONTACT US', 'SIGN UP' (highlighted with a red circle and an arrow from the instruction above), and 'LOG IN'. Below the header is the Griffin College London logo and name. The main form area is titled 'Registration Form' and contains several input fields: 'Profile For' (dropdown), 'Title' (dropdown), 'Family Name' (text), 'First Name' (text), 'Country' (dropdown), 'Birth Date' (text with 'yyyy-mm-dd' placeholder), 'Phone Number' (text), and 'Address' (text). The form is partially visible, with the bottom section cut off.



This image shows the bottom portion of the registration form. It continues with input fields for 'First Name', 'Country', 'Birth Date', 'Phone Number', 'Address', 'State', 'City', 'Native Language', 'Postal Code', 'Email', and 'Password'. Each field has a placeholder text indicating what to enter. At the bottom of the form is a large blue button labeled 'REGISTRATION'. Below the button is a link that says 'Already have an account?'. The header bar at the top of this section is identical to the one in the previous image, showing the 'CONTACT US', 'SIGN UP', and 'LOG IN' buttons.

2 Fill basic details in the Registration form

Select User type



Profile For *

Select one

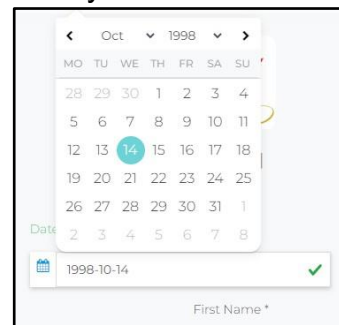
Select one

Student

Teacher

Examiner

Set your date of birth



< Oct 1998 >

MO TU WE TH FR SA SU

28 29 30 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

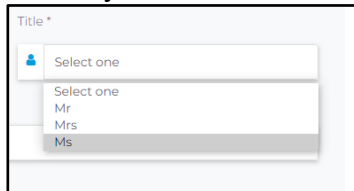
26 27 28 29 30 31 1

Date

1998-10-14

First Name *

Select your title



Title *

Select one

Select one

Mr

Mrs

Ms

Give your Family name



Family Name

Enter the family name

Give your First name

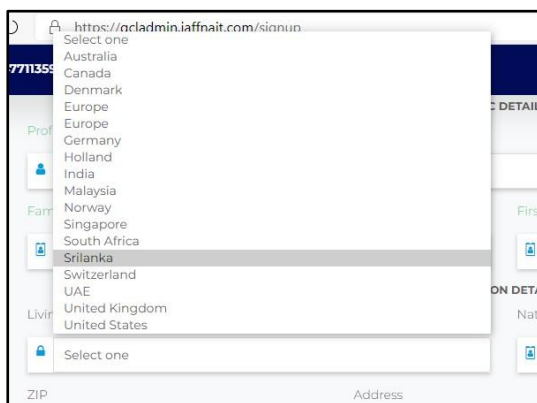


First Name

Enter first name

3 Fill location details in the Registration form

Select your country



Select one

Australia

Canada

Denmark

Europe

Europe

Germany

Holland

India

Malaysia

Norway

Singapore

South Africa

Sri Lanka

Switzerland

UAE

United Kingdom

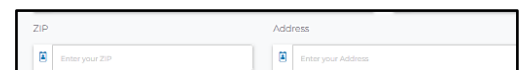
United States

Select one

ZIP

Address

Give your ZIP code and address



ZIP

Address

Enter your ZIP

Enter your Address

4 Fill security credentials in the Registration form

Select your native language



Native Language

Select one

Select one

Tamil

English

Hindi

Malayalam

Telugu

5 Fill security credentials in the Registration form

Give your mobile number

Give your Address

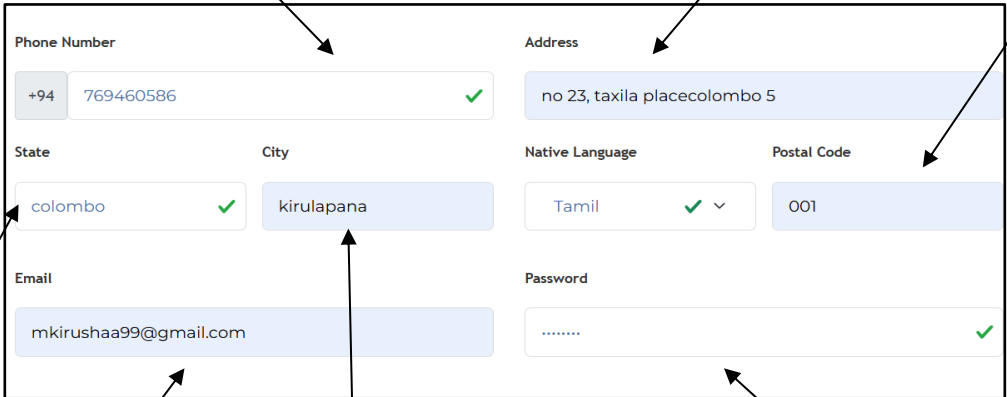
Give postal code

Give your state

Give Email ID

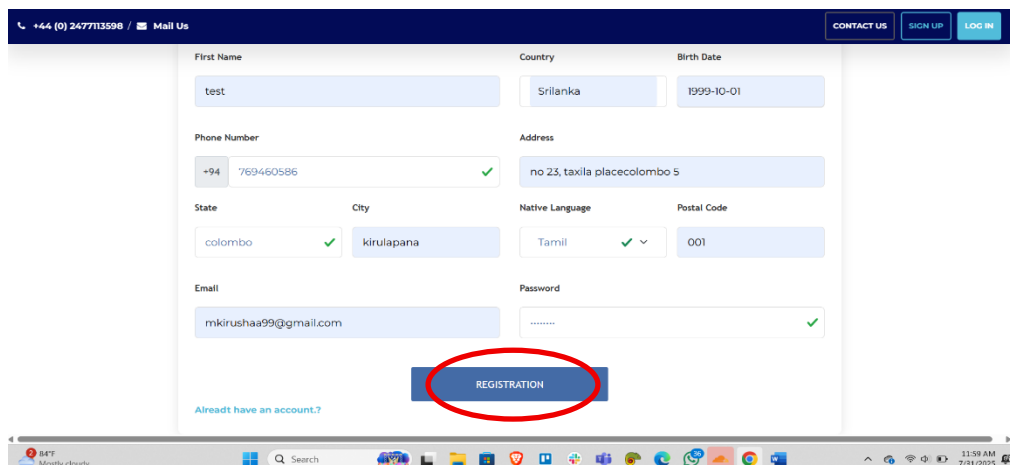
Give city Name

Give a password



The registration form contains the following fields and values:

Field	Value	Status
Phone Number	+94 769460586	✓
Address	no 23, taxila placecolombo 5	
State	colombo	✓
City	kirulapana	
Native Language	Tamil	✓
Postal Code	001	
Email	mkirushaa99@gmail.com	
Password	✓



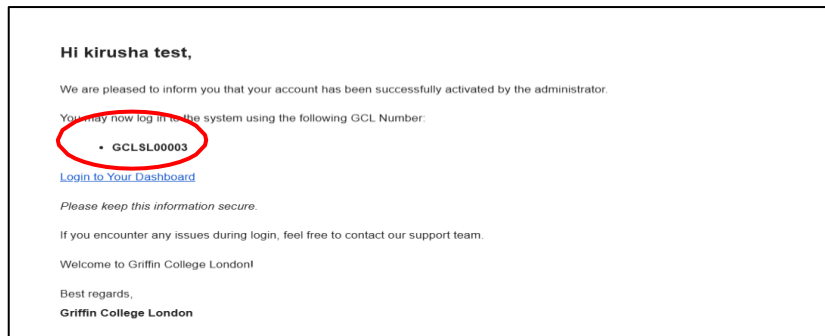
The registration form is shown in a browser window. The 'REGISTER' button at the bottom is circled in red. The form contains the following fields and values:

Field	Value	Status
First Name	test	
Country	Srilanka	
Birth Date	1999-10-01	
Phone Number	+94 769460586	✓
Address	no 23, taxila placecolombo 5	
State	colombo	✓
City	kirulapana	
Native Language	Tamil	✓
Postal Code	001	
Email	mkirushaa99@gmail.com	
Password	✓

Already have an account?

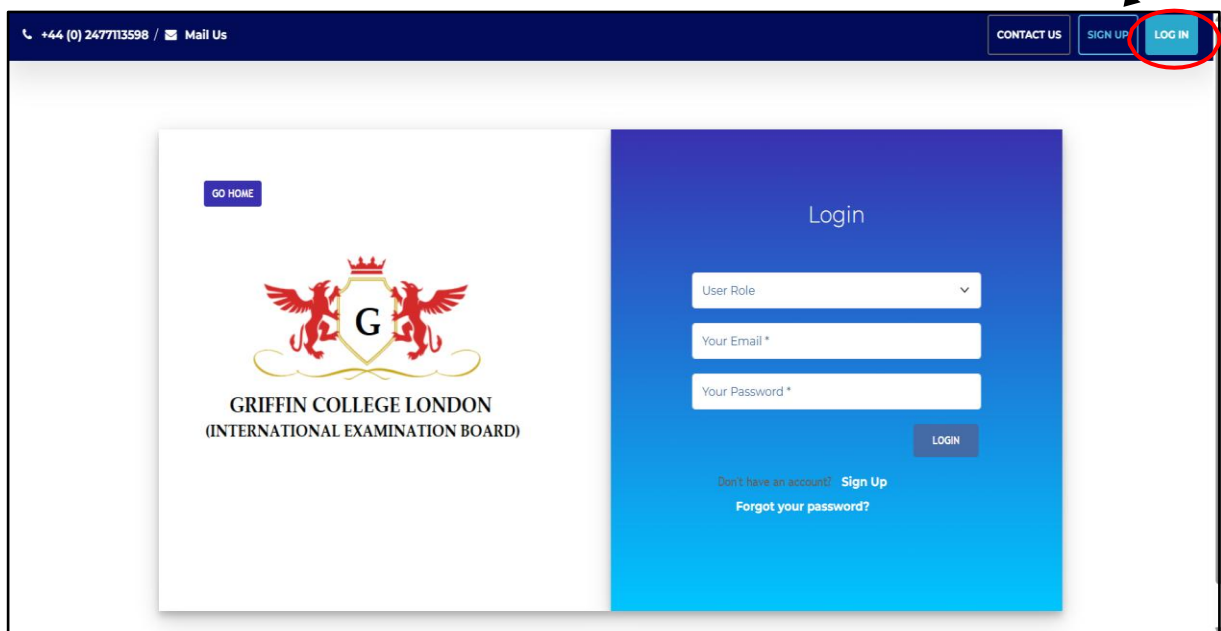
After filled all details in the Registration form Click "REGISTER"

- 6 After you Click Register, a Verification OTP will be sent to your Email ID that you gave in the registration form.



6 2.1.2 HOW TO LOGIN?

1. Click on LOGIN button



1. Select Role
2. Give GCL number
3. Click Login Button

GO HOME

GRIFFIN COLLEGE LONDON
(INTERNATIONAL EXAMINATION BOARD)

Login

Student ✓

GCL 00003 ✓

..... ✓

LOGIN

Don't have an account? [Sign Up](#)

[Forgot your password?](#)

⑦ You will be directed to the home page of student

GRIFFIN COLLEGE LONDON

Thursday, July 31, 2025

Welcome back, test kirusha!

Profile View Syllabus Exam Application Applied Exams Scheduled Exams Exam Results

User Details

Title: Ms Surname: kirusha

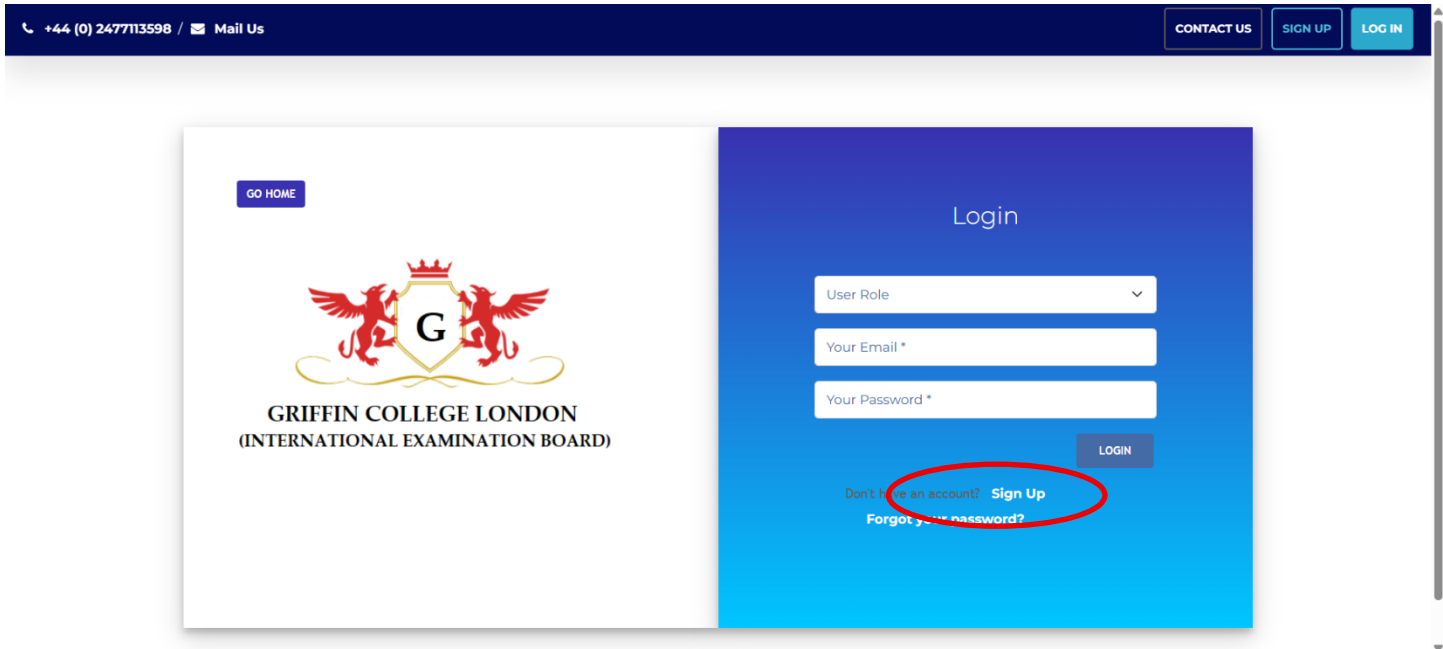
First Name: test Date Of Birth: 01 October 1999

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2.1.2 HOW TO RESET PASSWORD?

1.Click Forgot Password?



+44 (0) 2477113598 / Mail Us

CONTACT US SIGN UP LOG IN

GO HOME

GRIFFIN COLLEGE LONDON
(INTERNATIONAL EXAMINATION BOARD)

Login

User Role

Your Email *

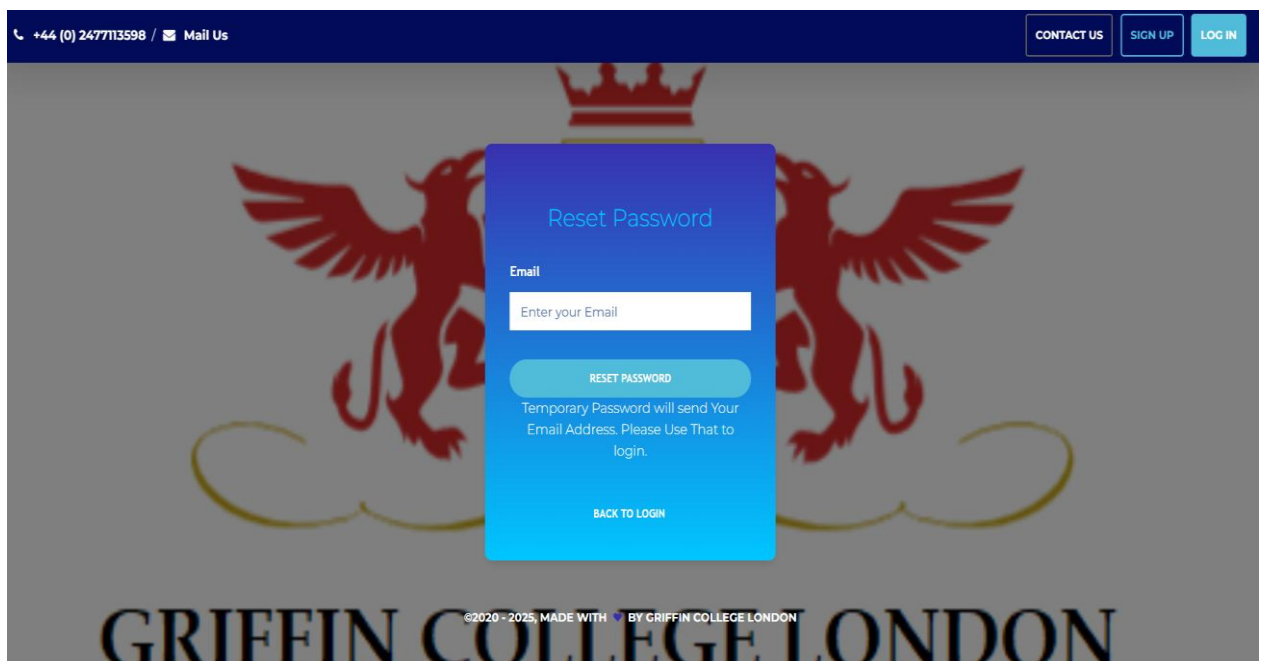
Your Password *

LOGIN

Don't have an account? [Sign Up](#)

[Forgot your password?](#)

2.The reset form will be displayed.



+44 (0) 2477113598 / Mail Us

CONTACT US SIGN UP LOG IN

Reset Password

Email

Enter your Email

RESET PASSWORD

Temporary Password will send Your Email Address. Please Use That to login.

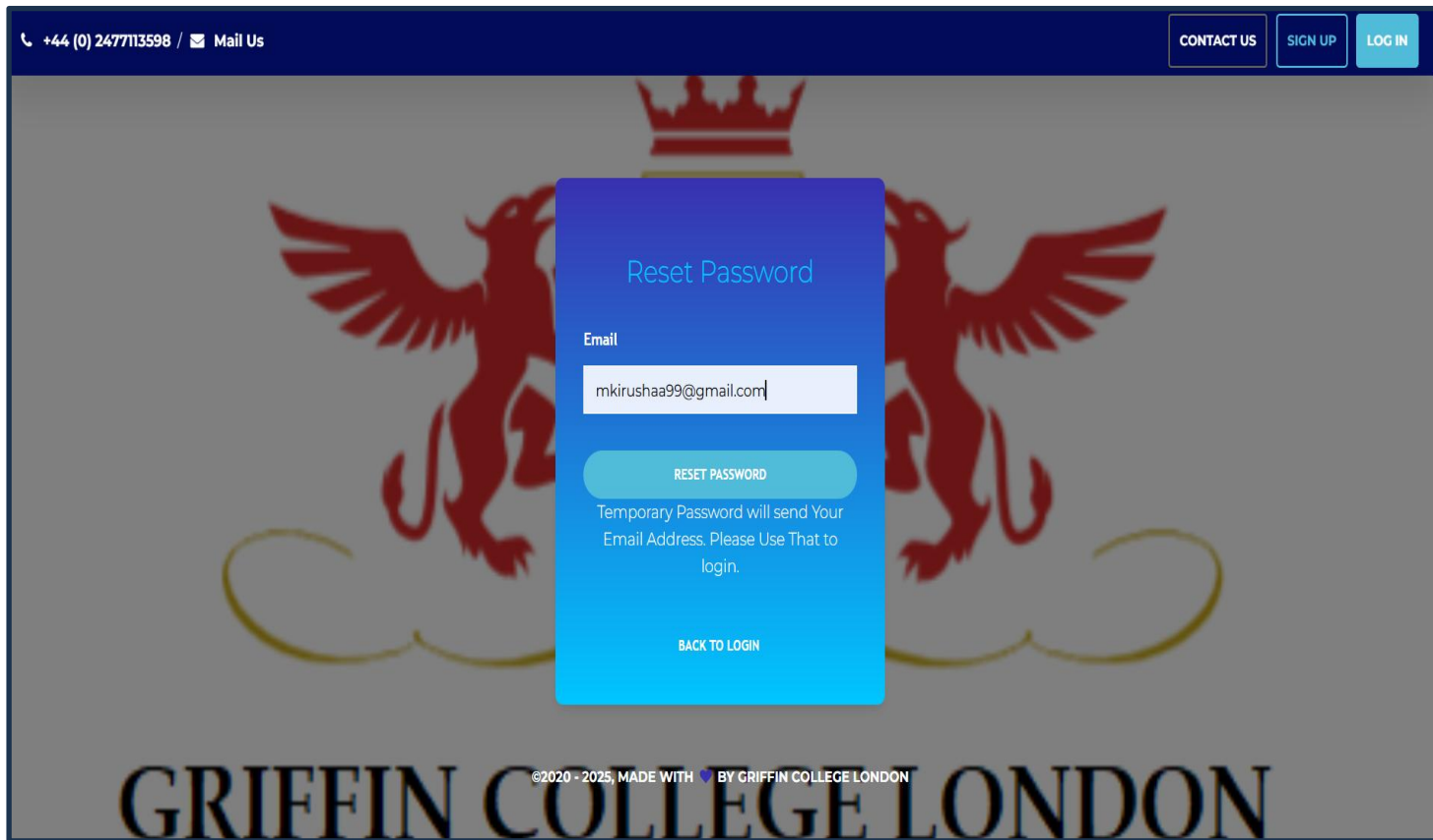
BACK TO LOGIN

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GRIFFIN COLLEGE LONDON

3. Enter your Email

4. Click Reset Password Button



The image shows a web form for resetting a password on the Griffin College London website. The form is a blue and white modal box centered on a dark blue background with a large red Griffin logo. At the top of the form, it says "Reset Password". Below that is an "Email" label and a text input field containing "mkirushaa99@gmail.com". A blue "RESET PASSWORD" button is below the input field. Underneath the button, a message states: "Temporary Password will send Your Email Address. Please Use That to login." At the bottom of the form is a "BACK TO LOGIN" link. The background also features a dark blue header with contact information and navigation links, and a footer with the college's name and copyright notice.

+44 (0) 2477113598 / Mail Us

CONTACT US SIGN UP LOG IN

Reset Password

Email

mkirushaa99@gmail.com

RESET PASSWORD

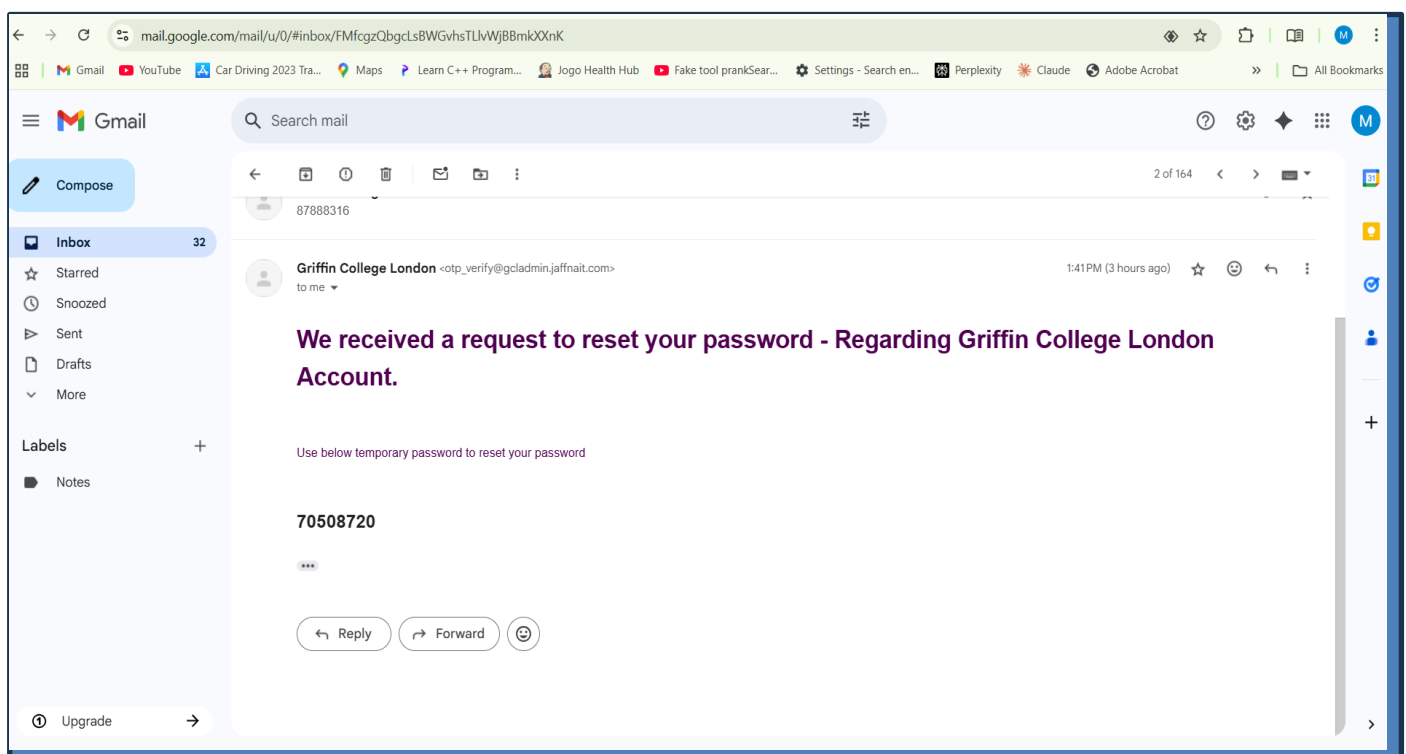
Temporary Password will send Your Email Address. Please Use That to login.

BACK TO LOGIN

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GRIFFIN COLLEGE LONDON

5. Then you will get verification Number



6. After that, please complete the password reset form.

7. Enter the temporary password sent to your Gmail account

8. Give your new password

9. Click verify Password

The screenshot shows a web browser displaying the Griffin College London website. At the top, there is a dark blue header with a phone icon, the number '+44 (0) 2477113598', a mail icon, and the text 'Mail Us'. On the right side of the header are three buttons: 'CONTACT US', 'SIGN UP', and 'LOG IN'. The main content area features a large background image of a diverse group of students sitting on a wooden bench outdoors. Overlaid on this image is a blue and white 'Verify Password' form. The form has two input fields: 'Temp Password' with the value '123456@mk' and a green checkmark, and 'New Password' with a masked password '*****' and a green checkmark. Below these fields is a red 'VERIFY PASSWORD' button and a smaller 'BACK TO LOGIN' link. At the bottom of the form, there is a copyright notice: 'Copyright © 2021, All Right Reserved Griffin College London' and links for 'Terms & Conditions', 'Policy Policy', and 'About Us'. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the temperature is 85°F, mostly cloudy, and the time is 1:17 PM on 7/31/2025.

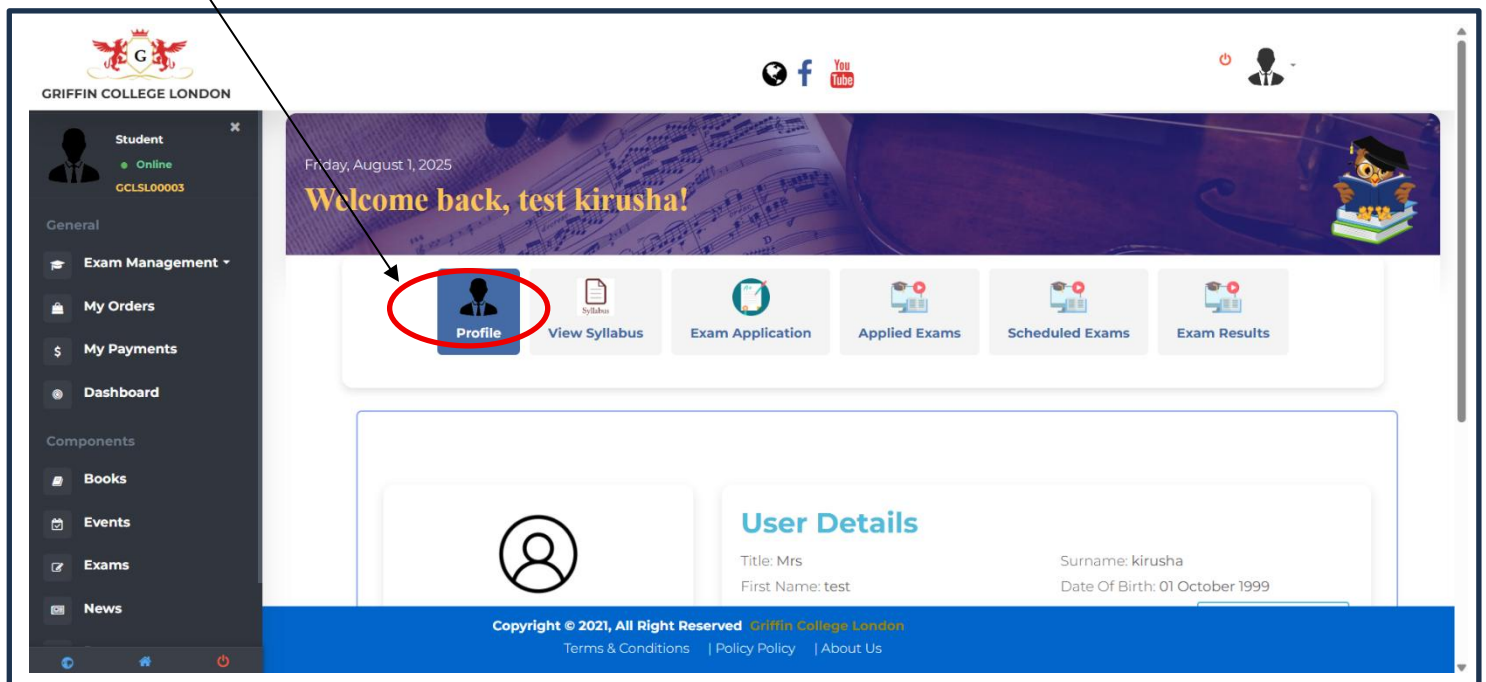
You can log in again by following these steps:

1. Select the user type
2. Enter the GCL number you received in the email
3. Enter your new password

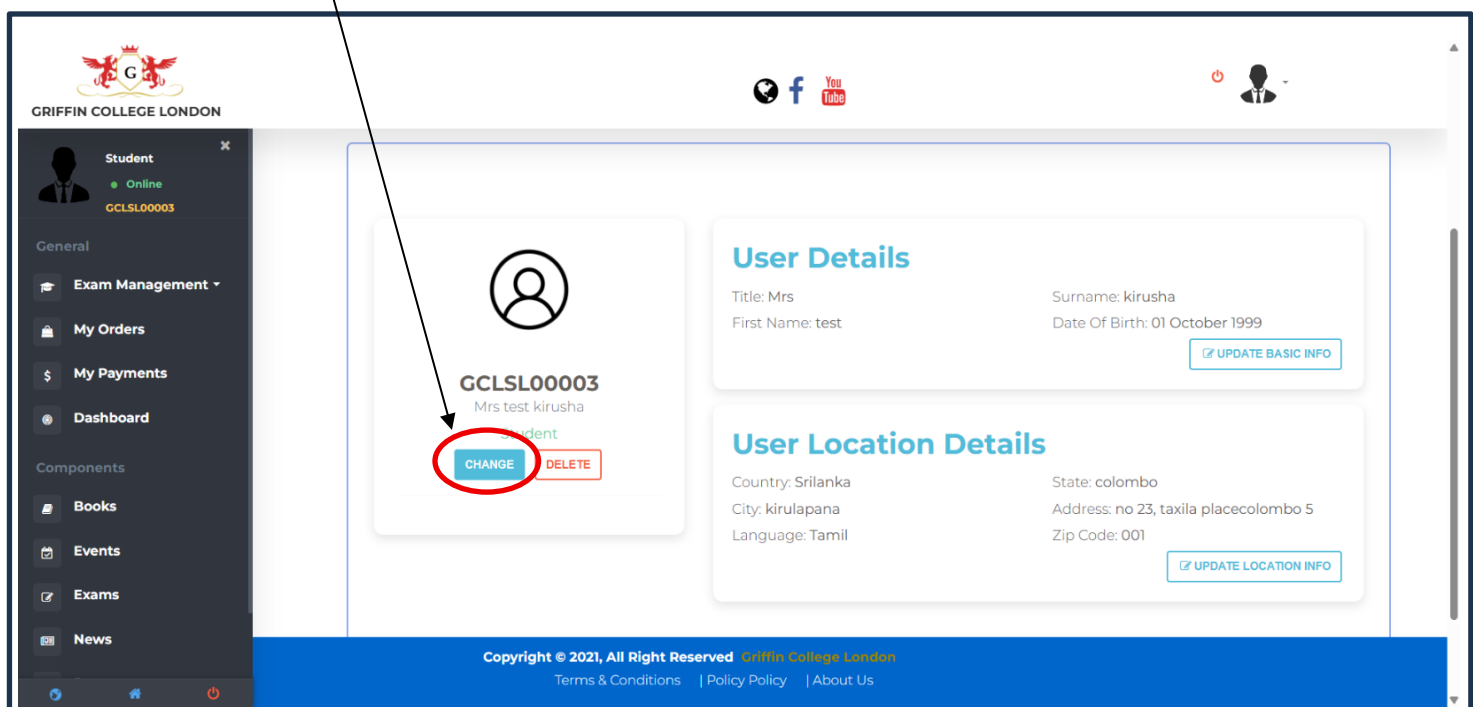
The screenshot shows the Griffin College London website's login page. The header is identical to the previous screenshot. The main content area is split into two sections. On the left, there is a white box containing the Griffin College London logo, which features a shield with a crown and two lions, and the text 'GRIFFIN COLLEGE LONDON (INTERNATIONAL EXAMINATION BOARD)'. Above the logo is a 'GO HOME' button. On the right, there is a blue and white 'Login' form. The form has three input fields: 'User Role' with a dropdown arrow, 'Your Email *', and 'Your Password *'. Below these fields is a blue 'LOGIN' button. At the bottom of the form, there are two links: 'Don't have an account? Sign Up' and 'Forgot your password?'. The browser's taskbar and system tray are also visible at the bottom.

2.1.4 PROFILE

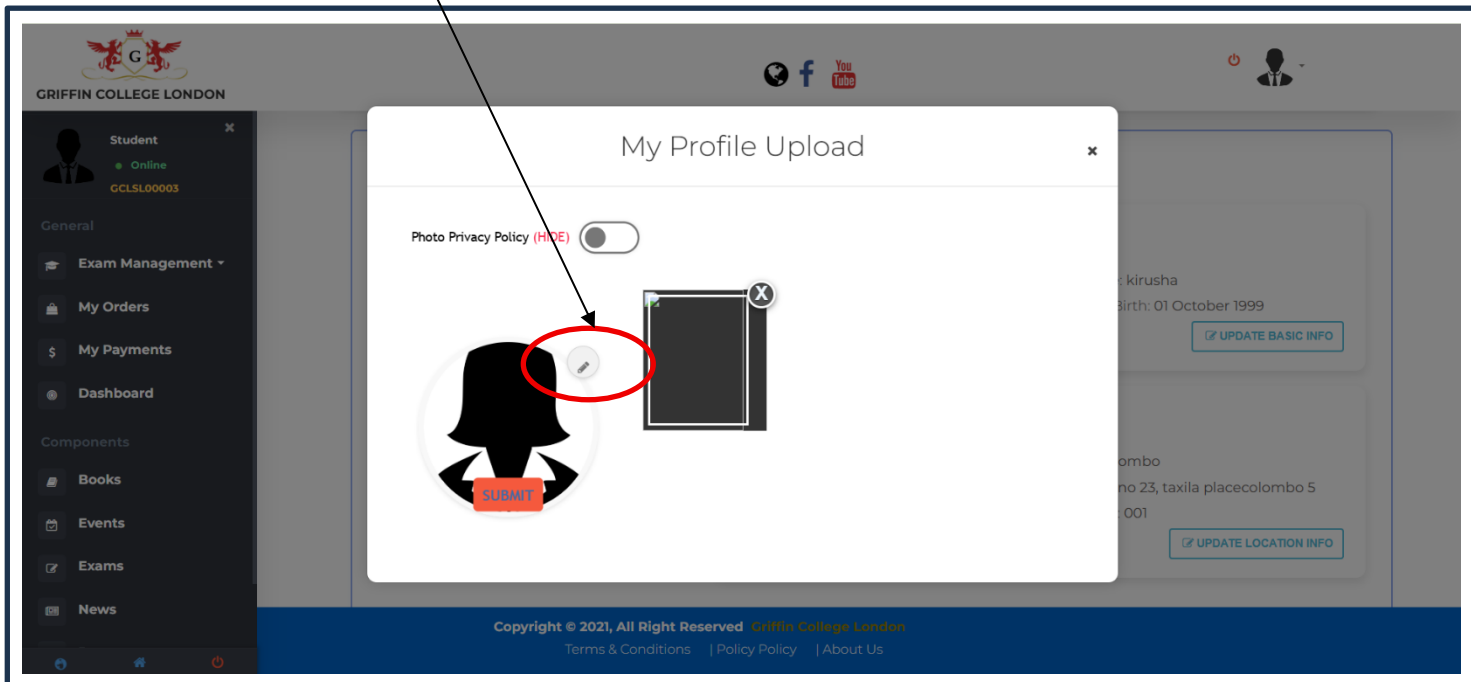
If you need to change your profile, click the profile icon.



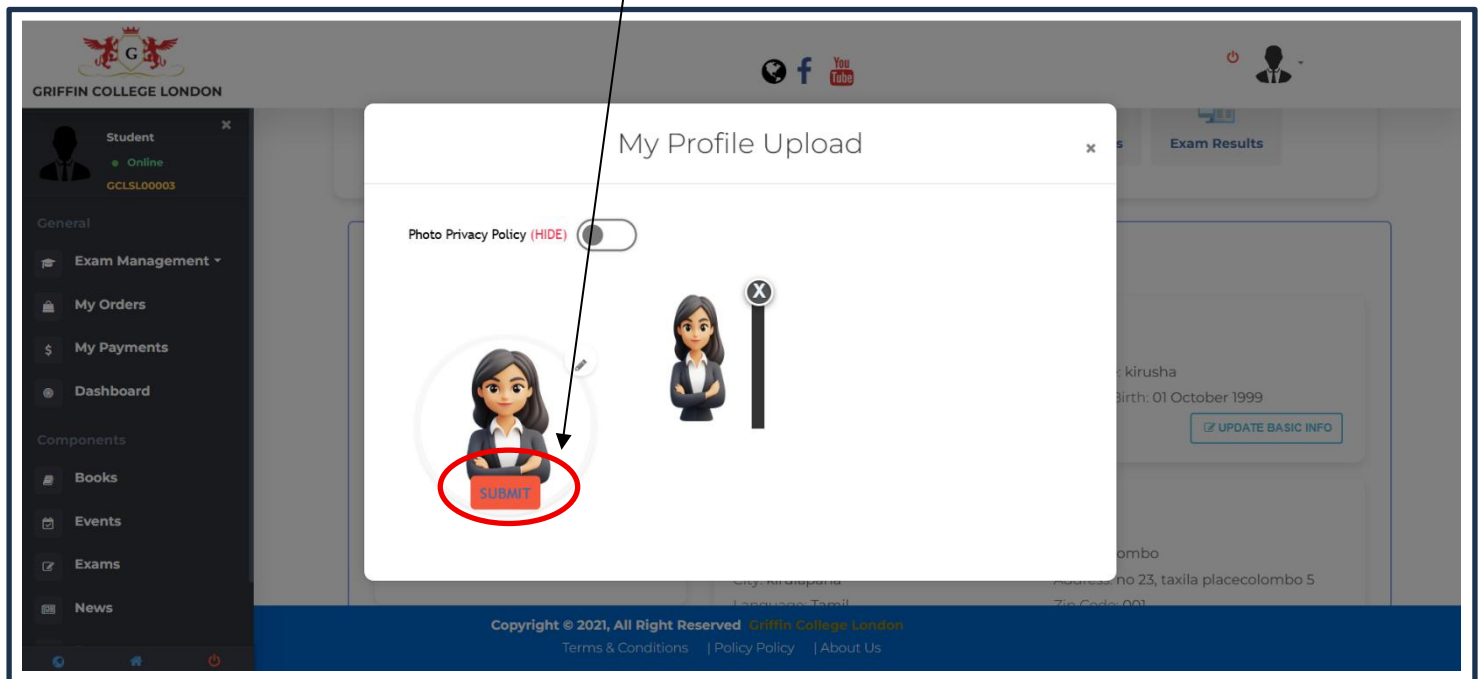
1. Scroll down a little bit
2. Click the 'Change' button"



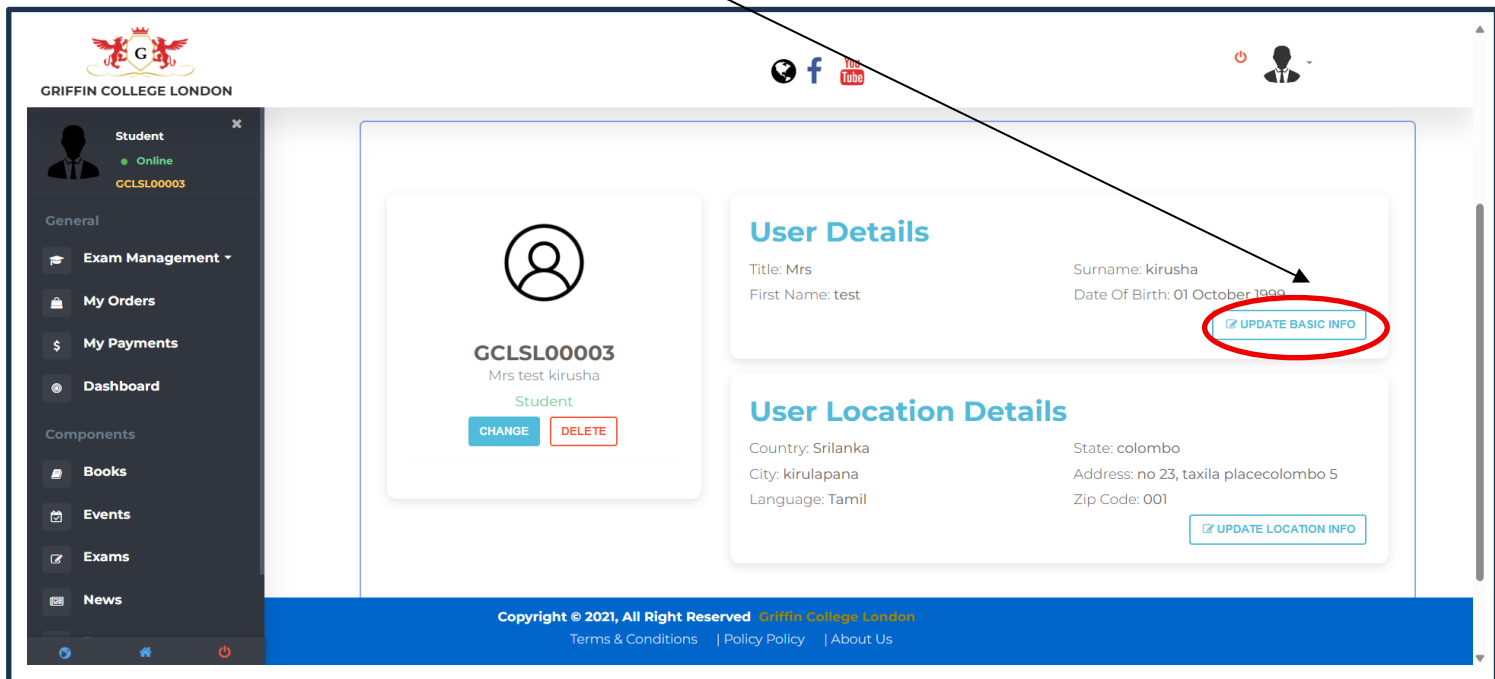
1. Once you click the 'Change' button, the following page will appear
2. Then, click the pen icon to edit



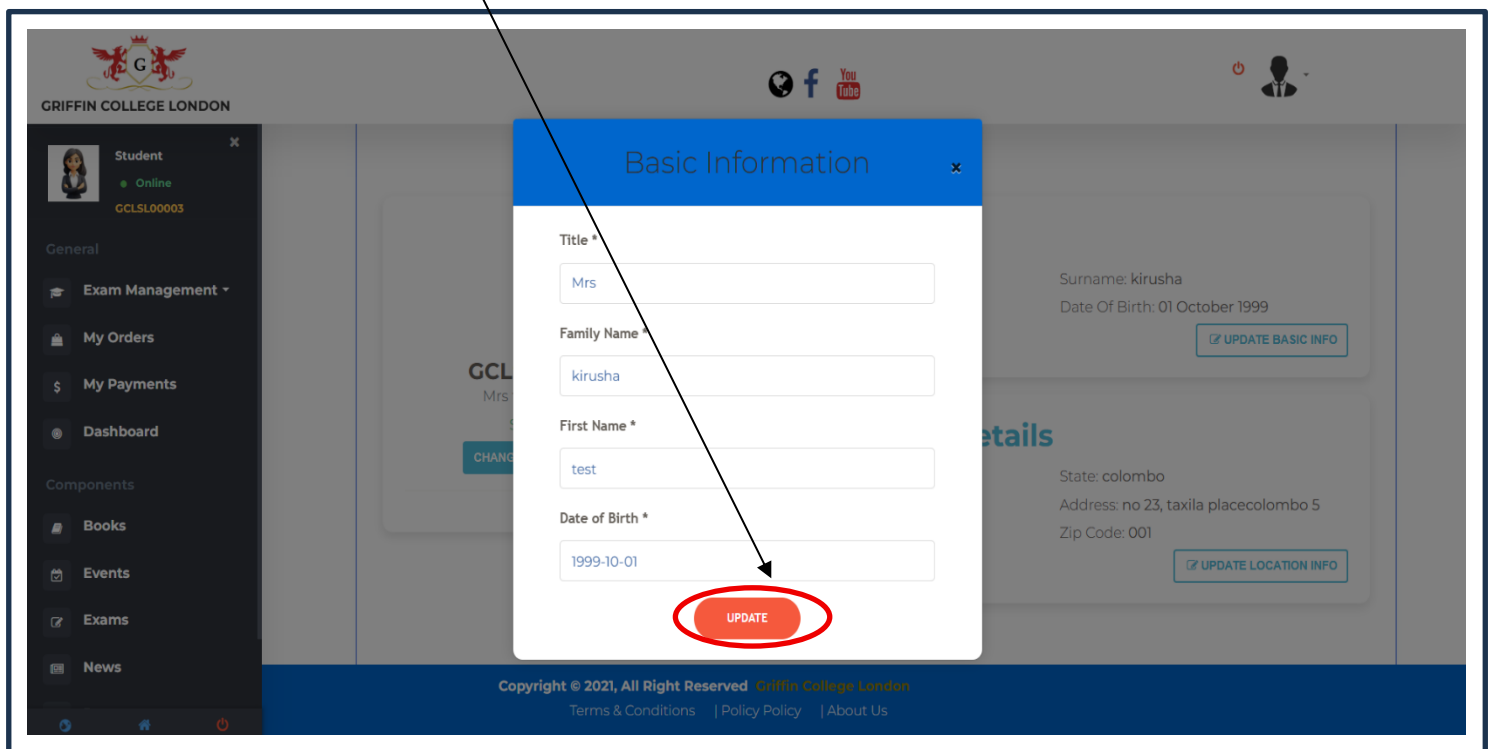
1. Choose your photo
2. Upload it
3. Click the 'Submit' button



1. You can edit User details here



1. Once this step is completed, the form will appear
2. Update your details in the form
3. Click the 'Update' button to save changes



1. Here you can edit Location and Language information

The screenshot shows a student dashboard for Griffon College London. A modal window titled 'Location and Language Information' is open in the center. The form contains the following fields:

- Living Country: Srilanka
- Living City: kirulapana
- State *: Nawalapitiya
- Zip Code *: 001
- Address *: no 23, taxila placecolombo 5
- Native Language *: Tamil

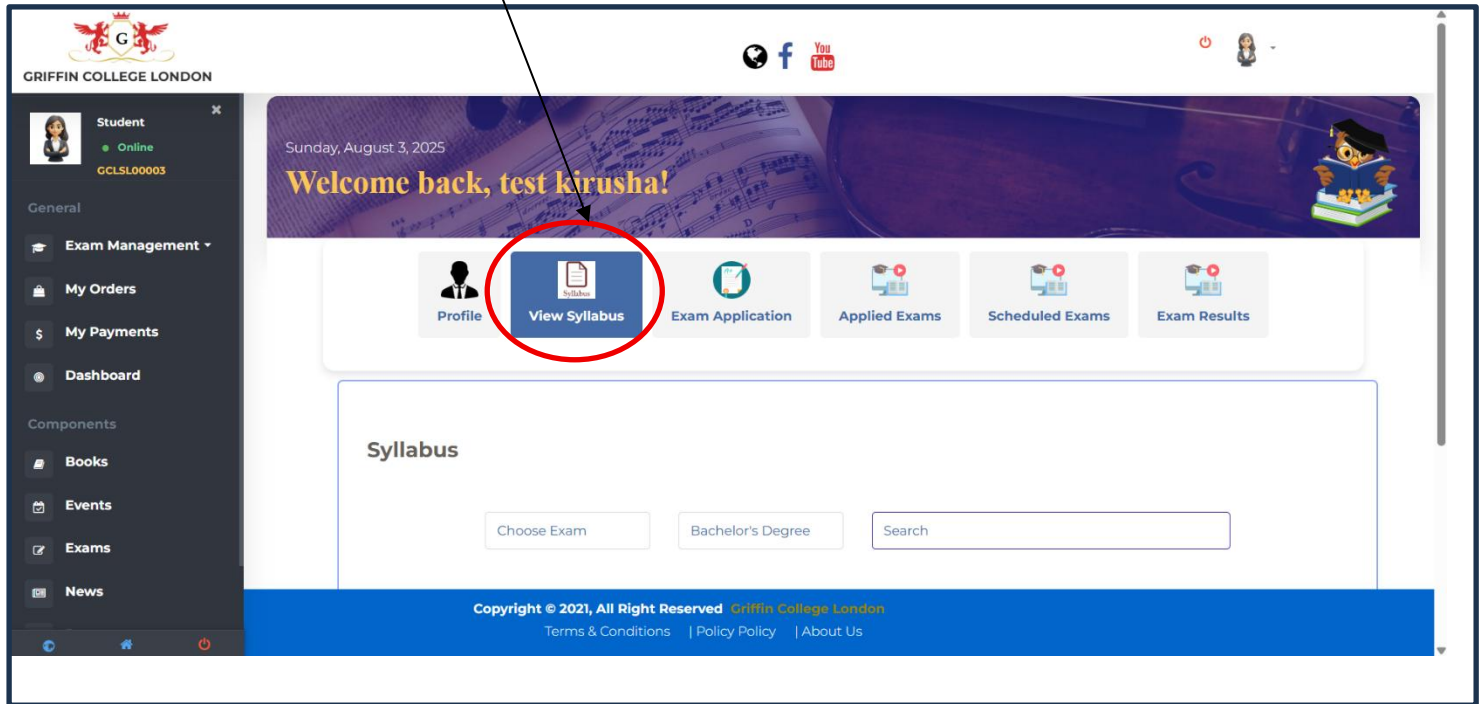
At the bottom of the modal is a red 'UPDATE' button. In the background, the dashboard shows a sidebar with navigation options like 'Exam Management', 'My Orders', 'My Payments', 'Dashboard', 'Books', 'Events', 'Exams', and 'News'. The main content area displays student details: Surname: kirusha, Date Of Birth: 01 October 1999, State: Nawalapitiya, Address: no 23, taxila placecolombo 5, and Zip Code: 001. There are buttons for 'UPDATE BASIC INFO' and 'UPDATE LOCATION INFO'.

1. Once this step is completed, the form will appear
2. Update your details in the form
3. Click the 'Update' button to save changes

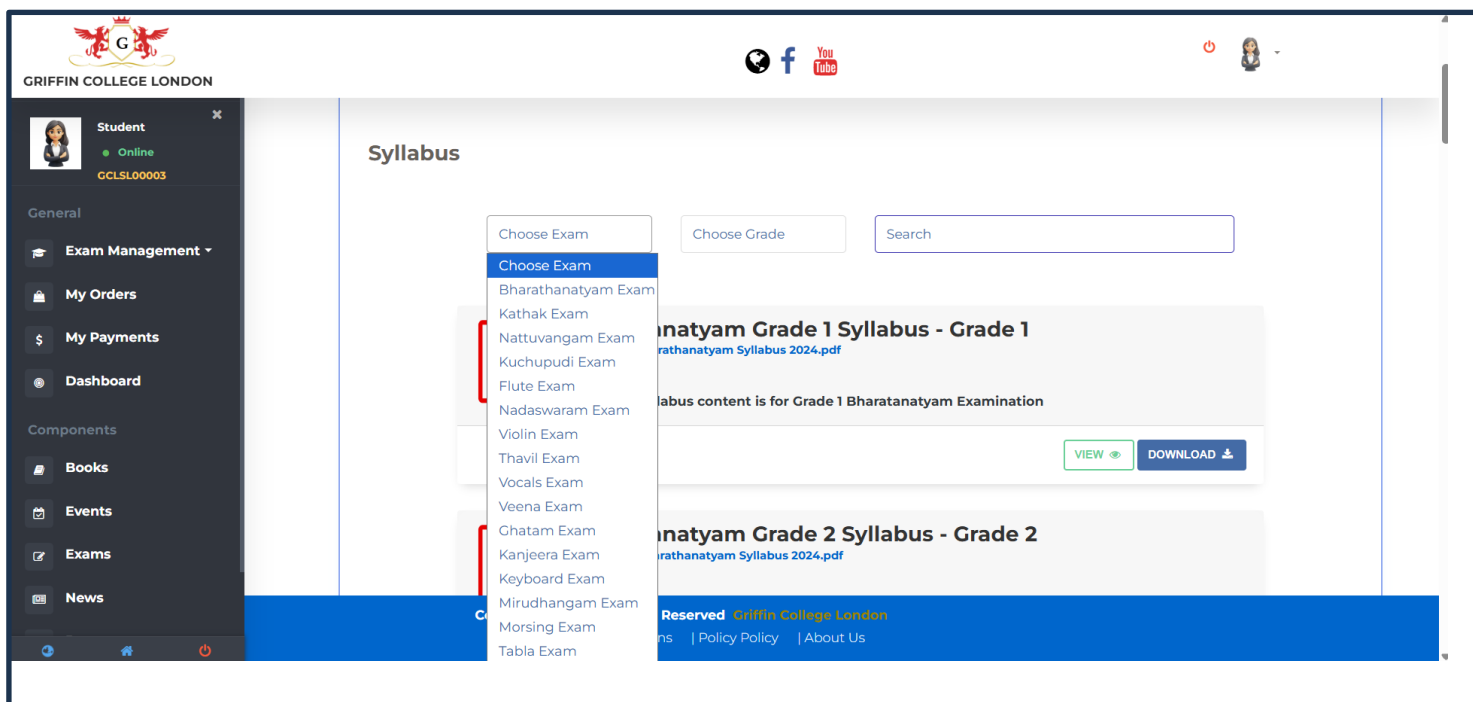
This screenshot is identical to the one above, but with an arrow pointing to the red 'UPDATE' button at the bottom of the 'Location and Language Information' modal, indicating the final step to save the changes.

2.1.5 SYLLABUS

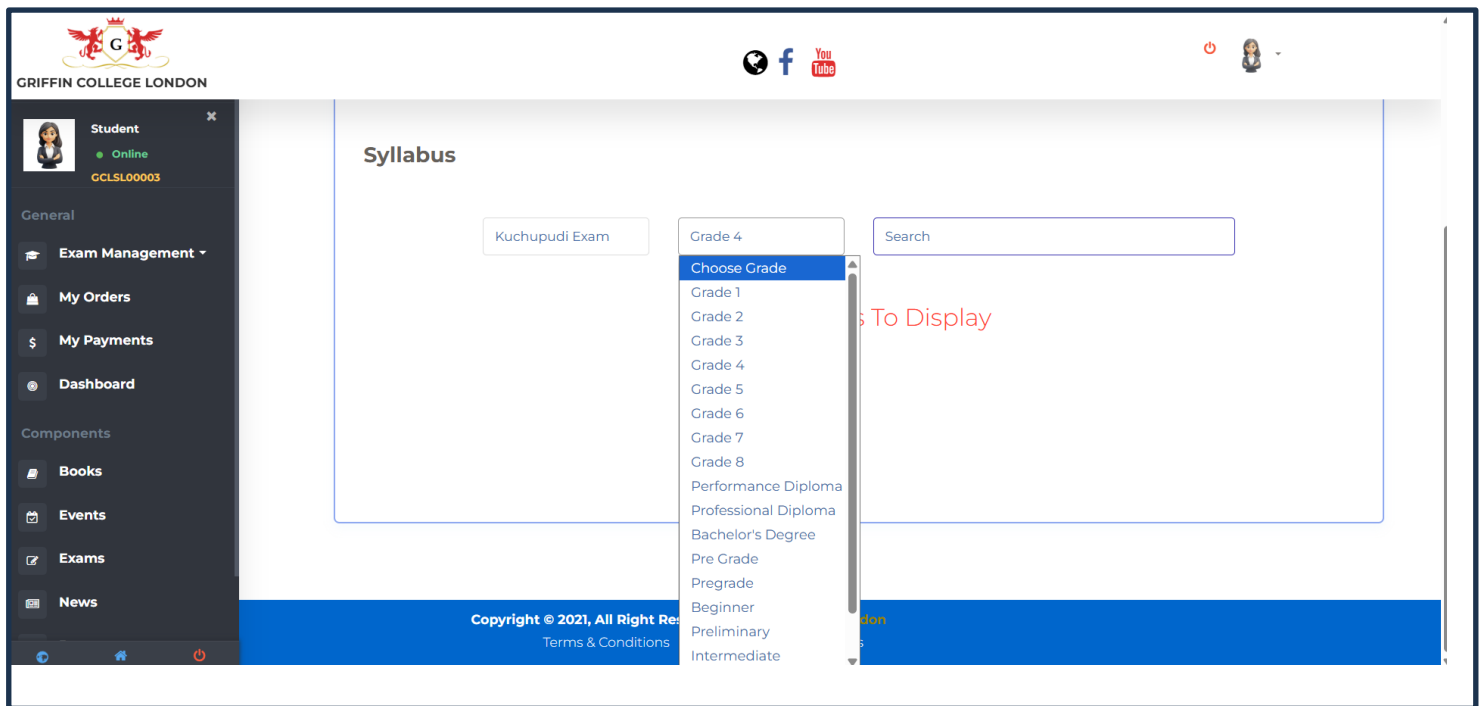
1. Click on view syllabus button



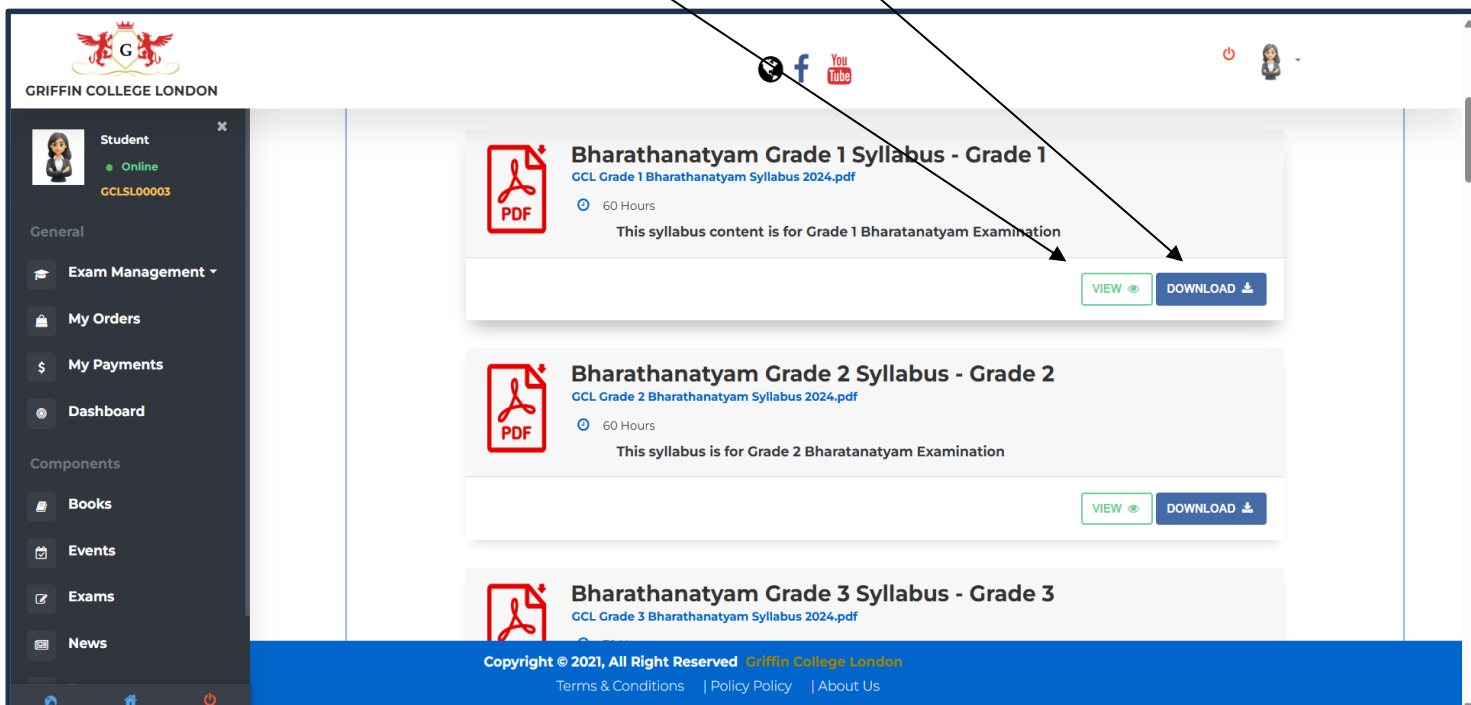
2. Choose Exam



2.Choose Grade



- 1.If you're giving instructions
2. After clicking Search, the matching items will appear.
- 3.if you want to Download click "Download".
- 4.if you want to see click "view".



2.1.6 EXAM APPLICATION

1.click Exam Application

The screenshot shows the Griffin College London student dashboard. On the left is a dark sidebar with a student profile (Student: Online, GCLSL00003) and a menu with options like Exam Management, My Orders, My Payments, Dashboard, Books, Events, Exams, and News. The main content area has a header with social media icons and a 'Welcome back, test Krishna.' message. Below this is a row of five buttons: Profile, View Syllabus, Exam Application (highlighted with a red circle), Applied Exams, Scheduled Exams, and Exam Results. The 'Exam Application' button is the focus of the first instruction. Below the buttons is a large blue banner that says 'Let's setup your Exam Registration' and 'Register for your upcoming exam quickly and easily.' To the right of the banner is a form for exam registration. The form has a 'Registration Number (Student Number) *' field with the value 'GCLSL00003' and a green checkmark. Below this are two rows of dropdown menus for 'Exam *' and 'Grade *'. The first row shows 'Vocals Exam' and 'Grade 4'. The second row shows 'Select one' and 'Select Grade'. There is a 'REMOVE' button next to the second row. At the bottom of the page is a blue footer with copyright information: 'Copyright © 2021, All Right Reserved Griffin College London' and links to 'Terms & Conditions', 'Policy Policy', and 'About Us'.

2.fill this form

This screenshot shows the same dashboard as the previous one, but with arrows pointing to specific form fields and instructions. The 'Exam Application' button is still highlighted. The registration form is now the focus. Arrows point from the following text to the form fields: 'Give your Student Number' points to the 'Registration Number (Student Number) *' field; 'Select Exam Type' points to the 'Exam *' dropdown menu; 'Select your Grade' points to the 'Grade *' dropdown menu. Below the first row of dropdowns, there is a second row with 'Exam *' set to 'Select one' and 'Grade *' set to 'Select Grade'. To the right of this second row is a 'REMOVE' button. Below the second row is a blue button that says '+ ADD ANOTHER EXAM'. At the bottom of the form, there is a section for 'Is Your Guru Registered? *' with a 'Select one' dropdown and a 'Guru Name' field with the placeholder text 'Enter your Guru Name'. The footer is the same as in the previous screenshot.

If you want to Add another exam, click add here
This form is designed for gurus. Those who have applied can use it.
1. Enter your details in the fields.
2. Click on the Next button to continue.

Guru Registration

Guru Name

Exam Type

Enter Requirements

Exam Year

GRIFFIN COLLEGE LONDON

Student
Online
GCLSL00003

General

Exam Management

My Orders

My Payments

Dashboard

Components

Books

Events

Exams

News

"Make sure the payment is made to accept your application and proceed with the process."
- Griffin College London

Is Your Guru Registered? *

No

Exam Type *

Face to face

Reasonable Adjustment Requirements

Enter your requirements

Guru Name

Enter your Guru Name

Exam Year

NEXT »

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2.The next page will be displayed after this step.
This page will display your personal information.

GRIFFIN COLLEGE LONDON

Student
Online
GCLSL00003

General

Exam Management

My Orders

My Payments

Dashboard

Components

Books

Events

Exams

News

Let's setup your Exam Registration

Register for your upcoming exam quickly and easily.

"Make sure the payment is made to accept your application and proceed with the process."

Preview & Confirmation

Personal Info

Title: Mrs

Name: kirusha test

Email: mkirushaa99@gmail.com

Phone: +94769460853

Address: no 23, taxila placecolombo 5

Country: Srilanka

Application Info

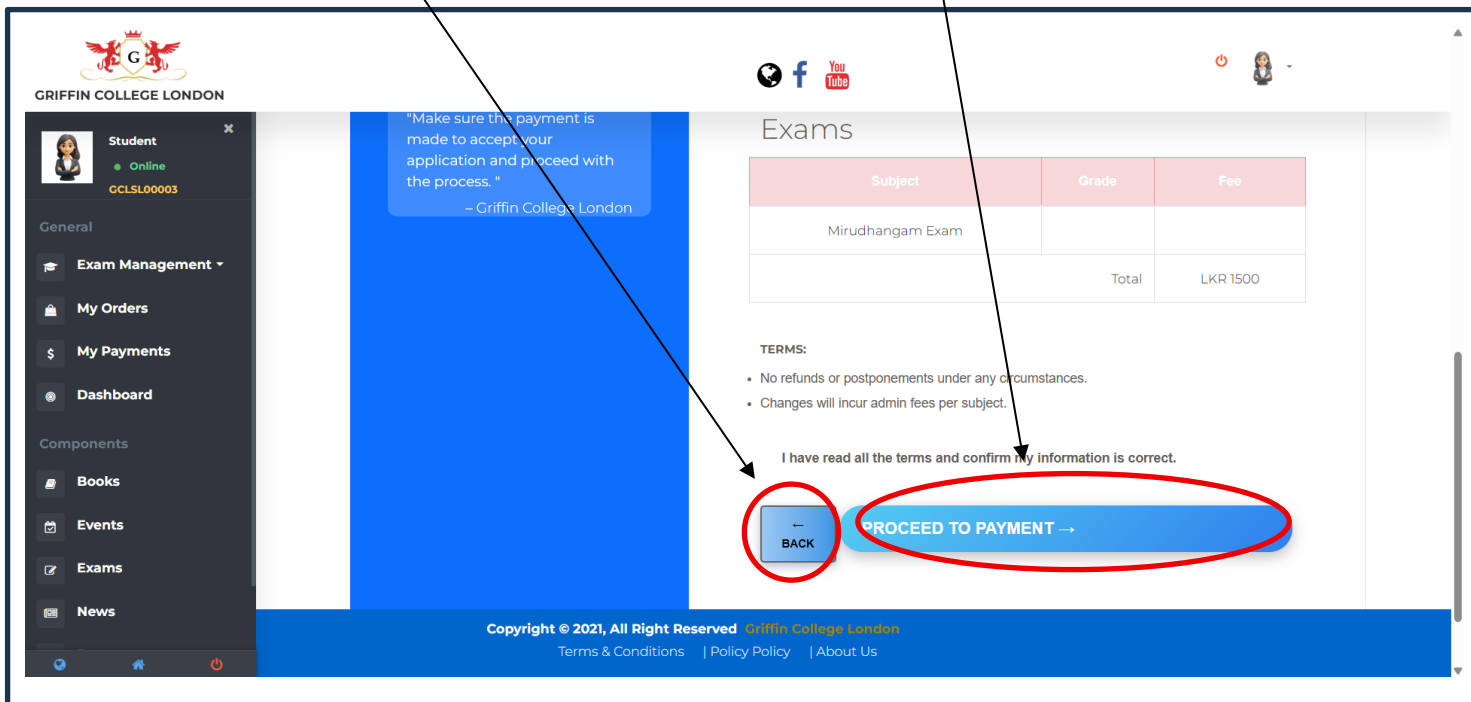
Exam Type: Face to face

Exam Year: July 2025

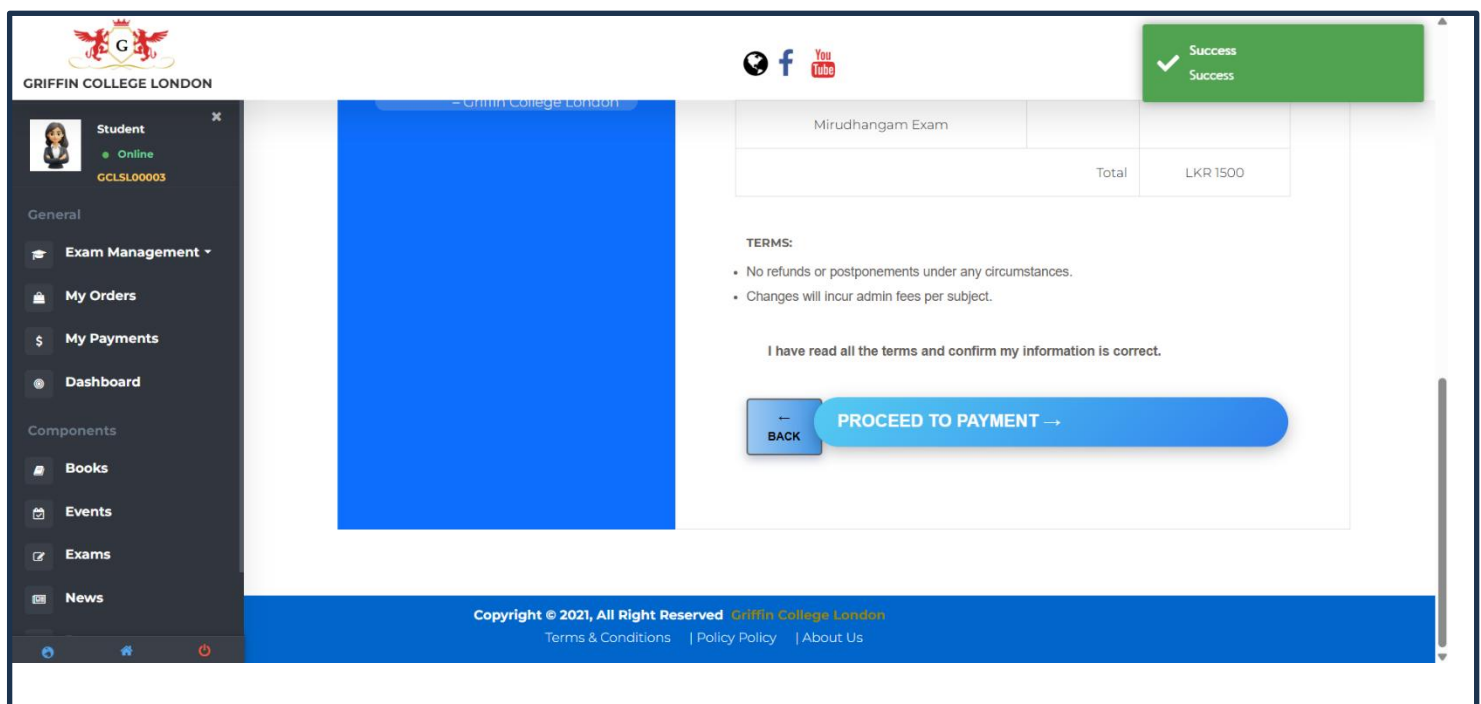
Exams

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3. Once this is done, you can make the payment here.
"You can return to the previous page from here."

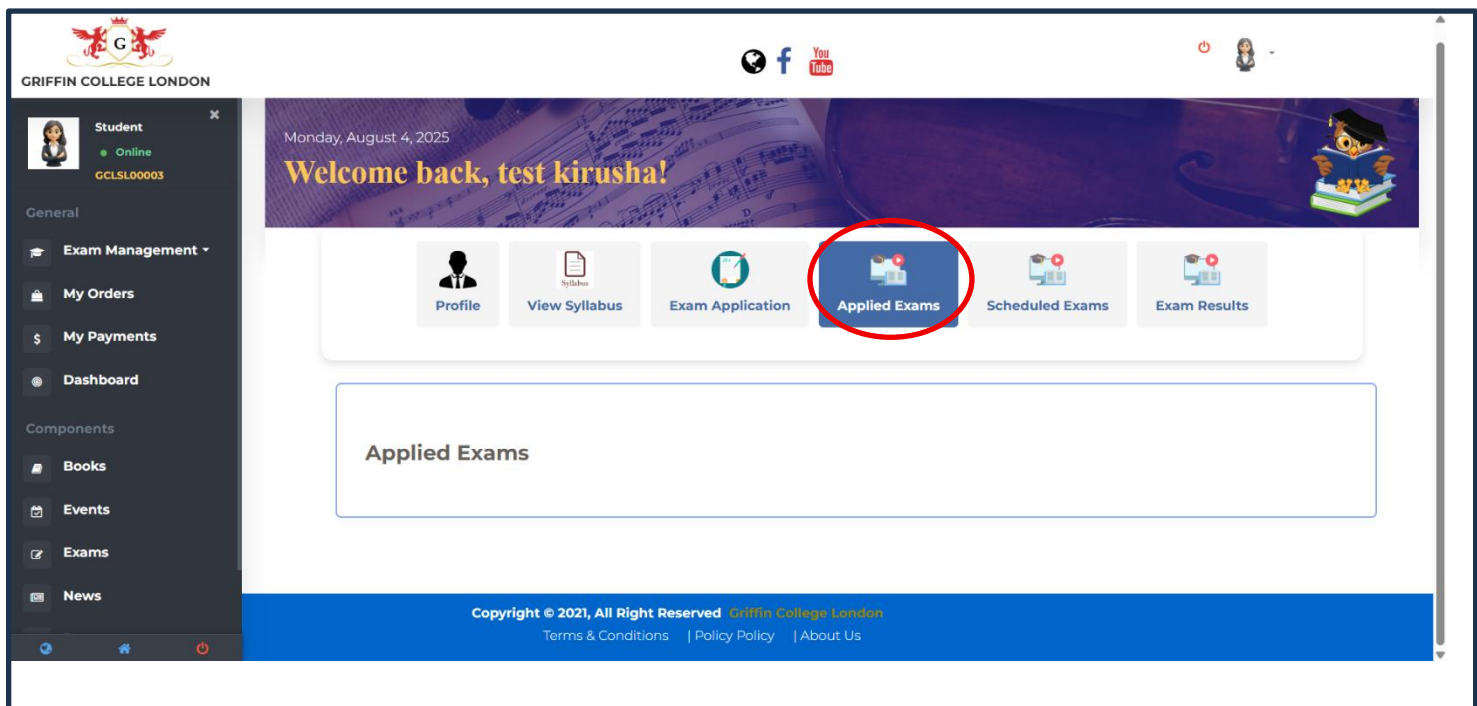


4. After the process is finished, this page will appear with a success message.



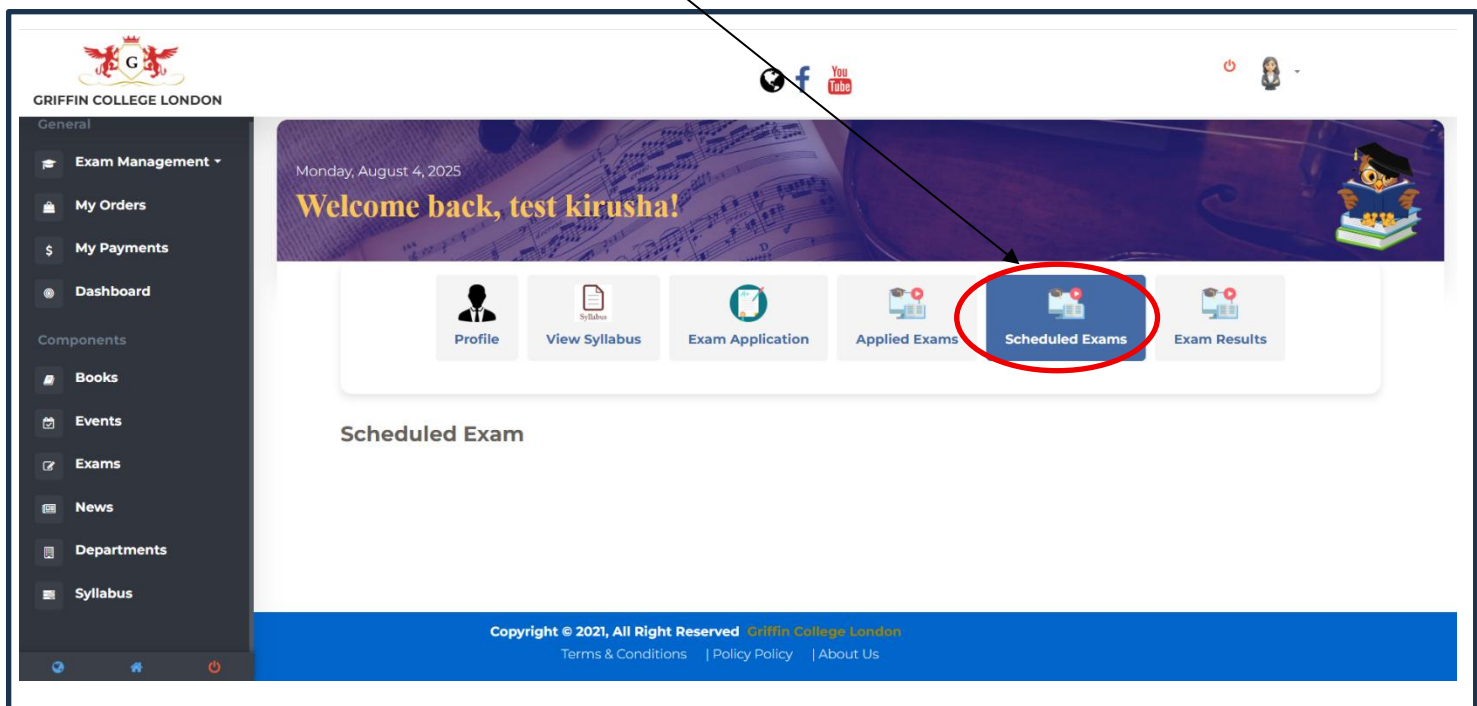
2.1.7 APPLIED EXAMS

1.You can view your applied examination here.



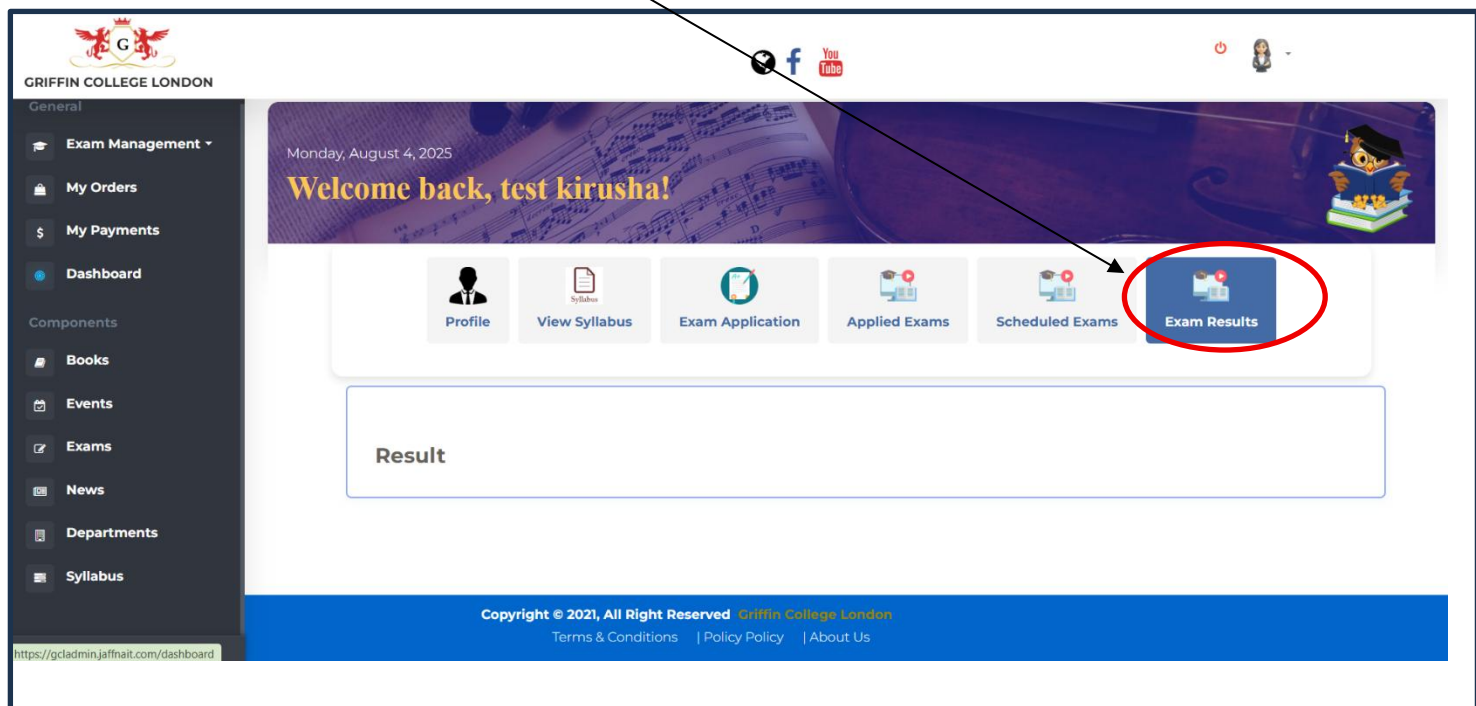
2.1.8 SCHEDULED EXAMS

1.Select 'scheduled Exam' to view scheduled Exam.



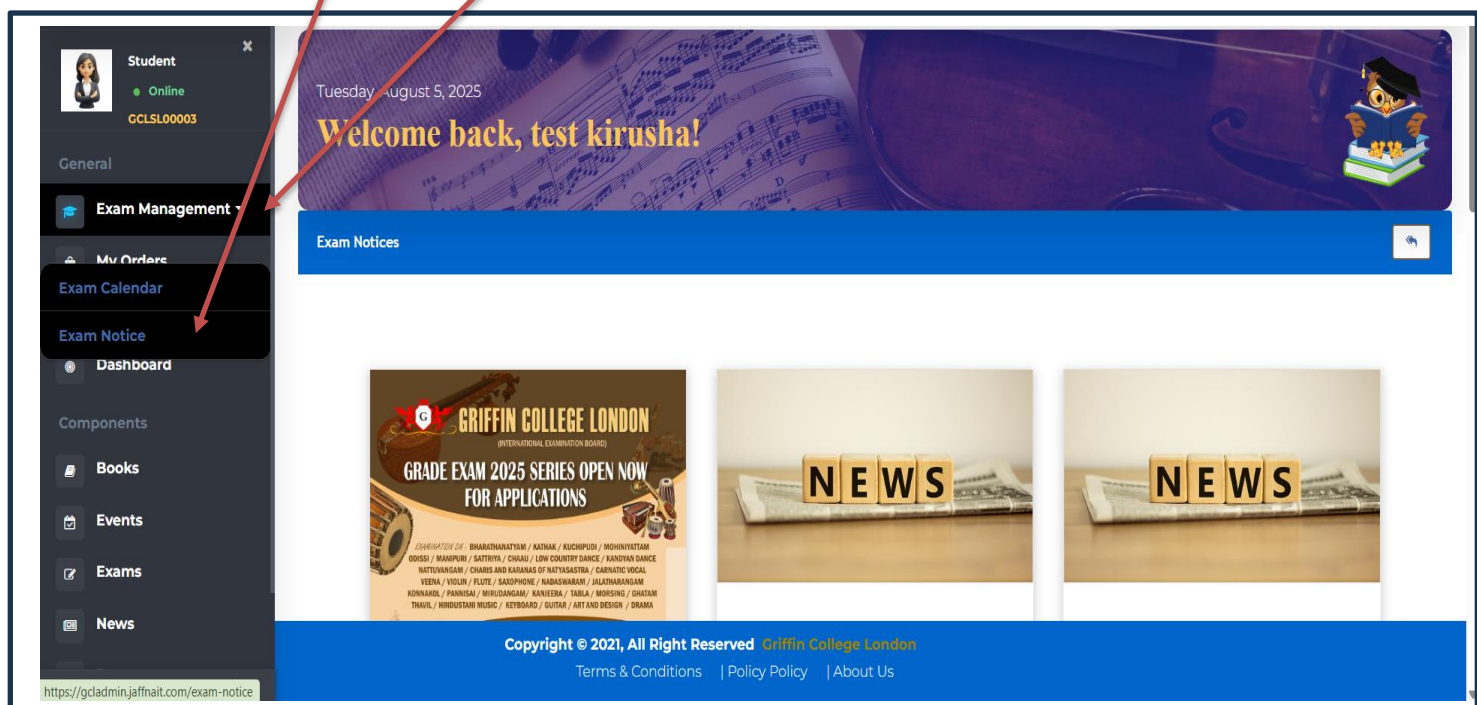
2.1.9 EXAMS RESULTS

1. Select 'Exam Result' to view your results



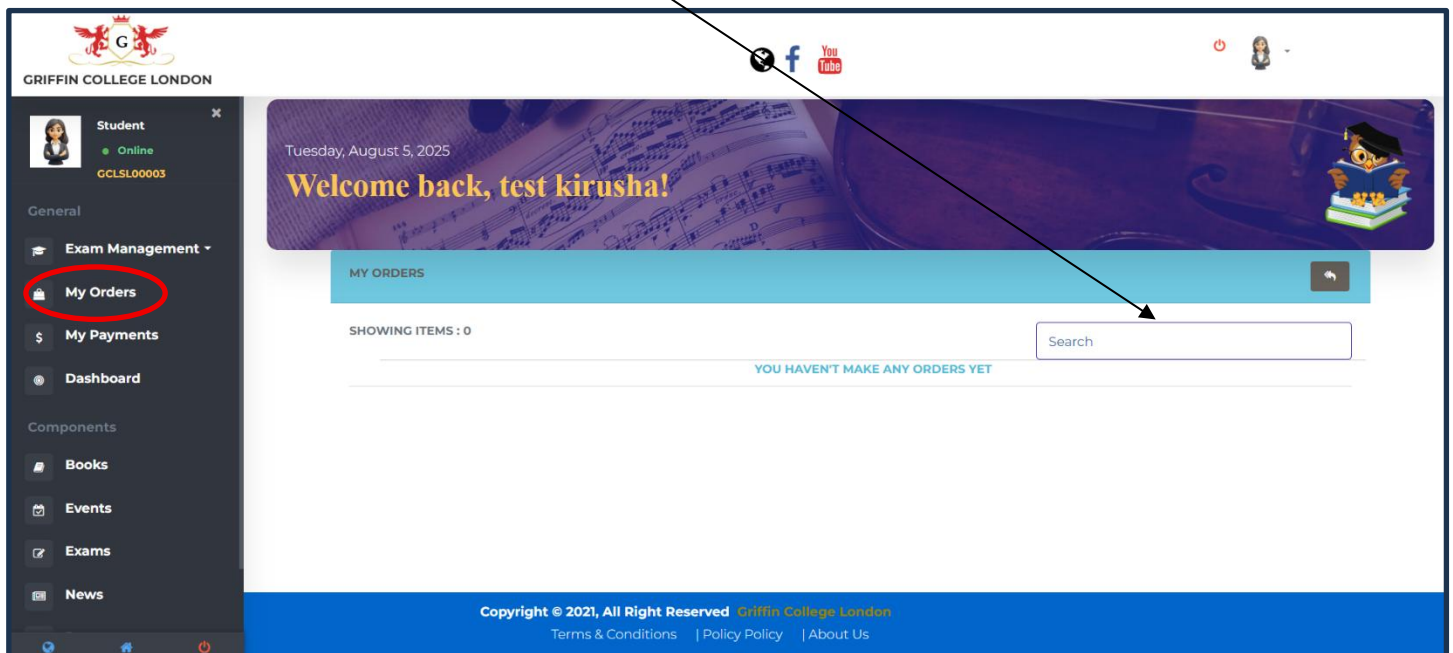
2.1.10 EXAMS NOTICE

1. Click "Exam Management" on the sidebar.
2. Click on "Exam Notice".



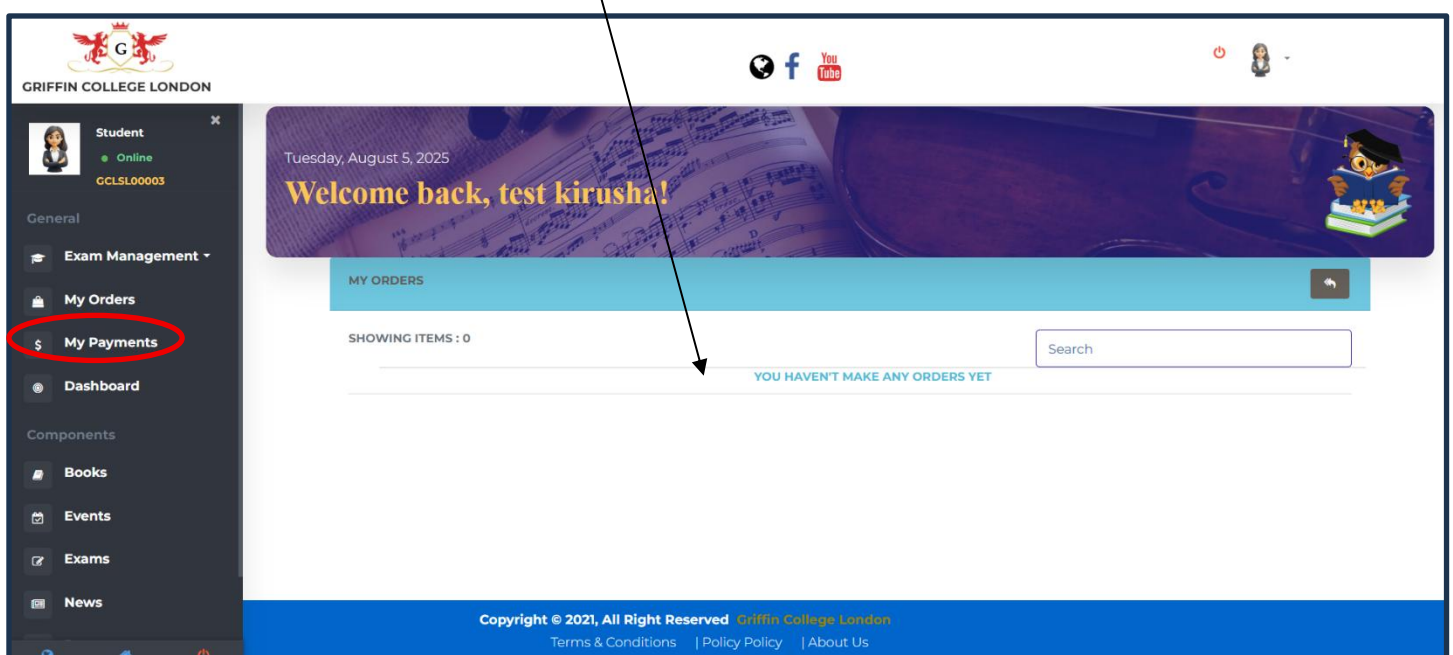
2.1.11 ORDER

1. Click "Exam Management" on the sidebar.
2. You can search here to display items.



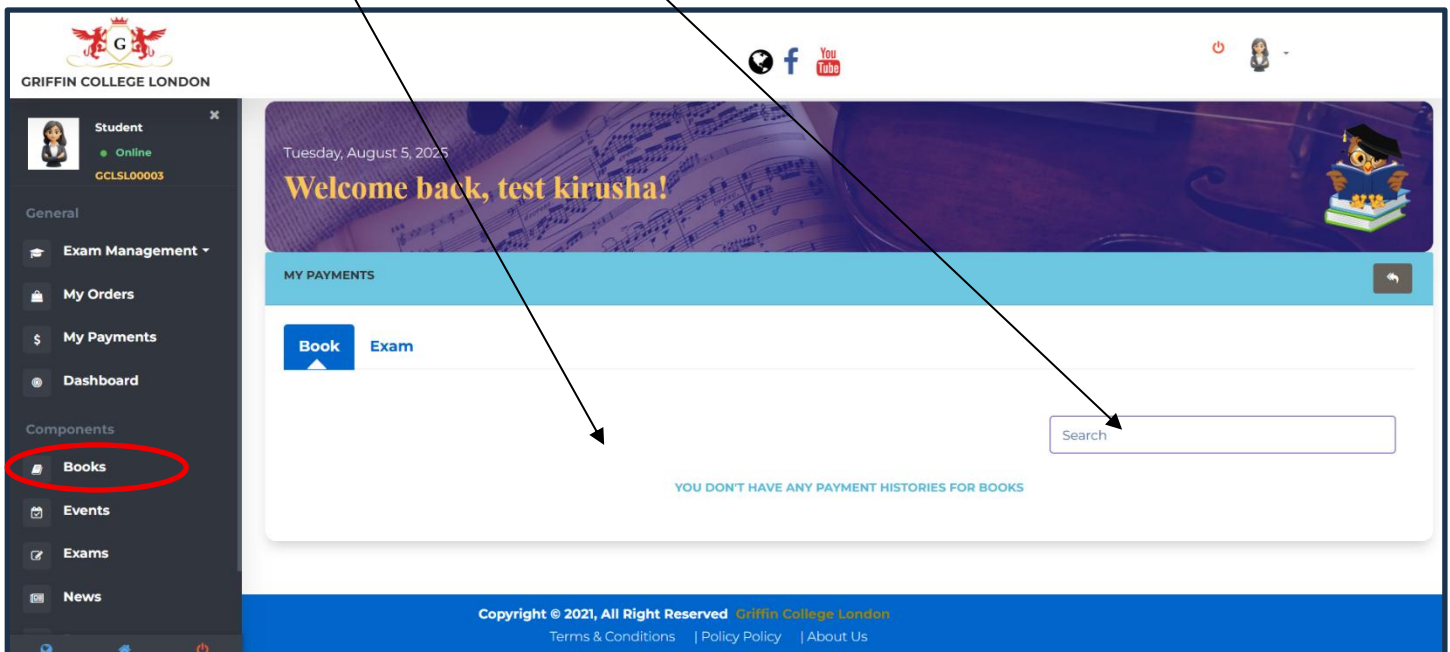
2.1.12 PAYMENT

1. You can search **payment details** here.
2. You can search **payment history** here.



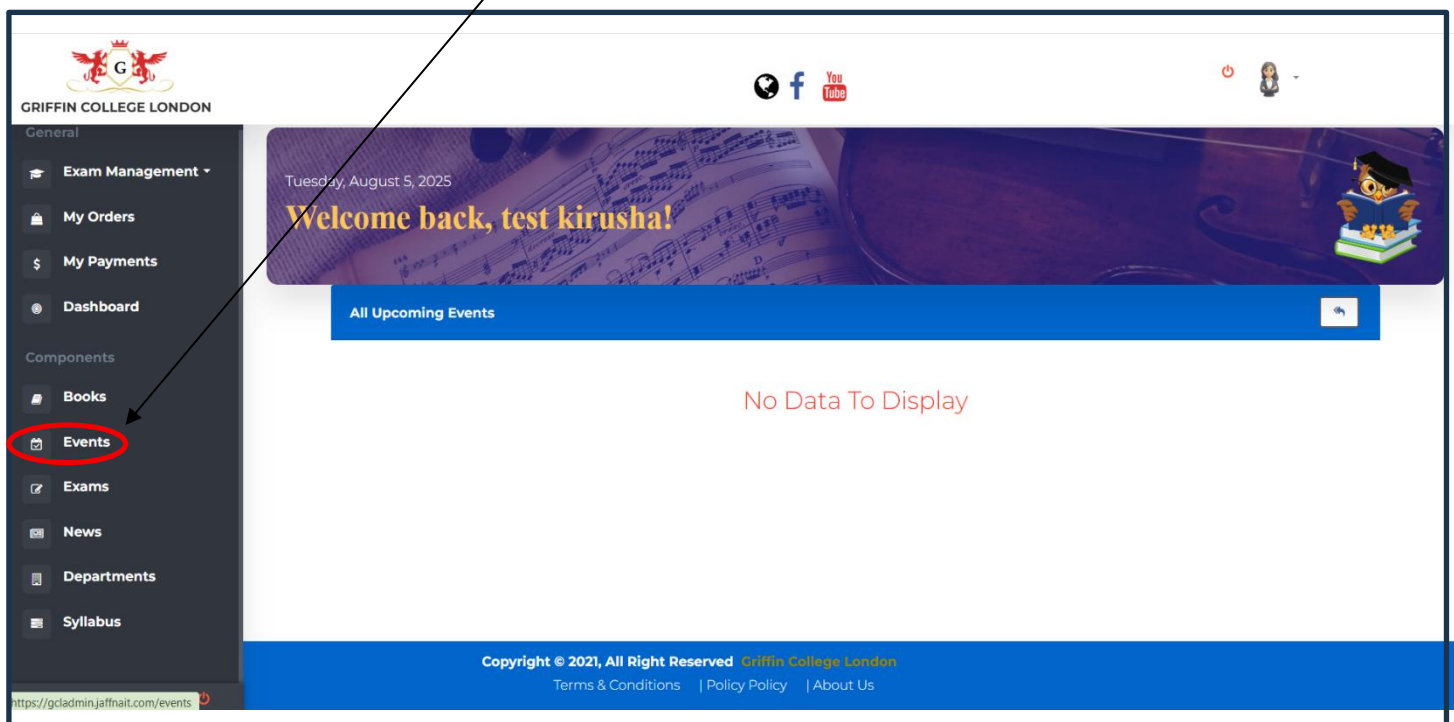
2.1.13 BOOK

1. You can search here.
2. The total number of books will be shown below.



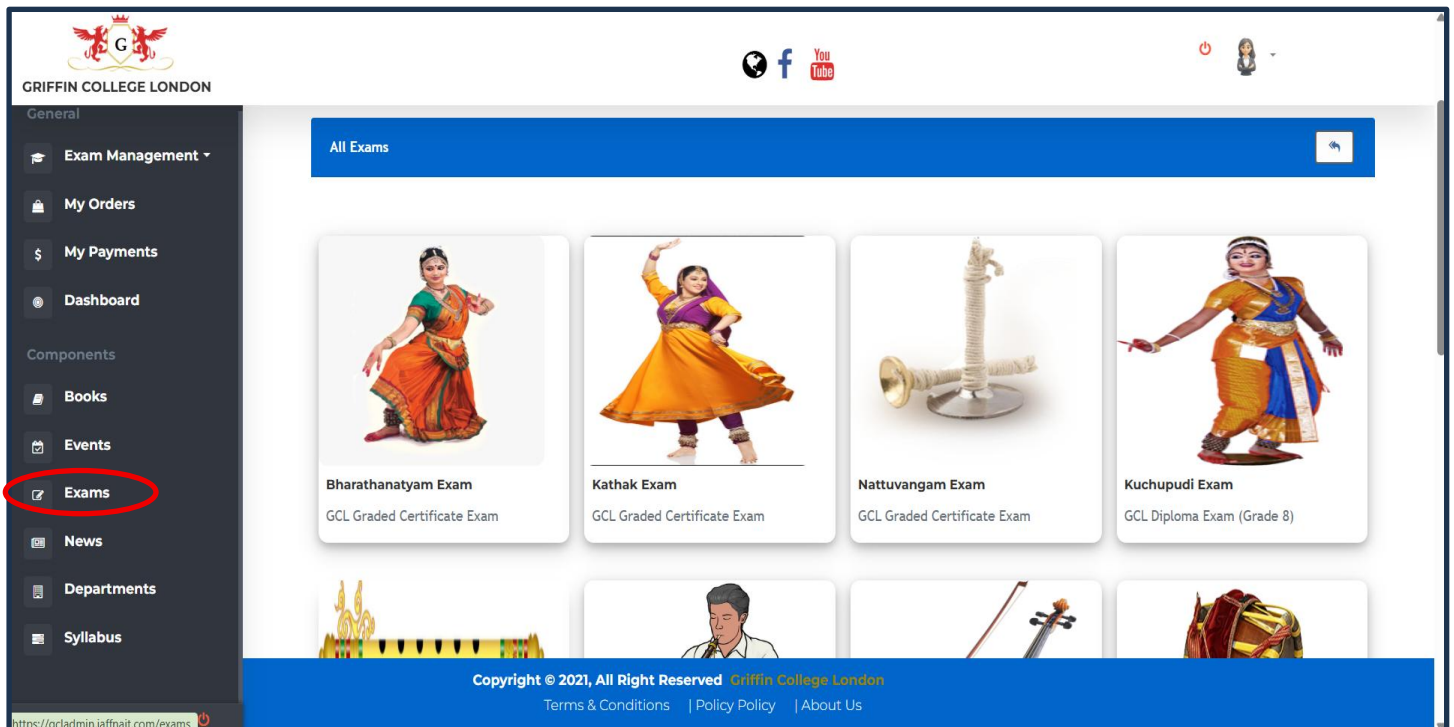
2.1.14 EVENTS

1. You can search here.
2. The total number of books will be shown below.

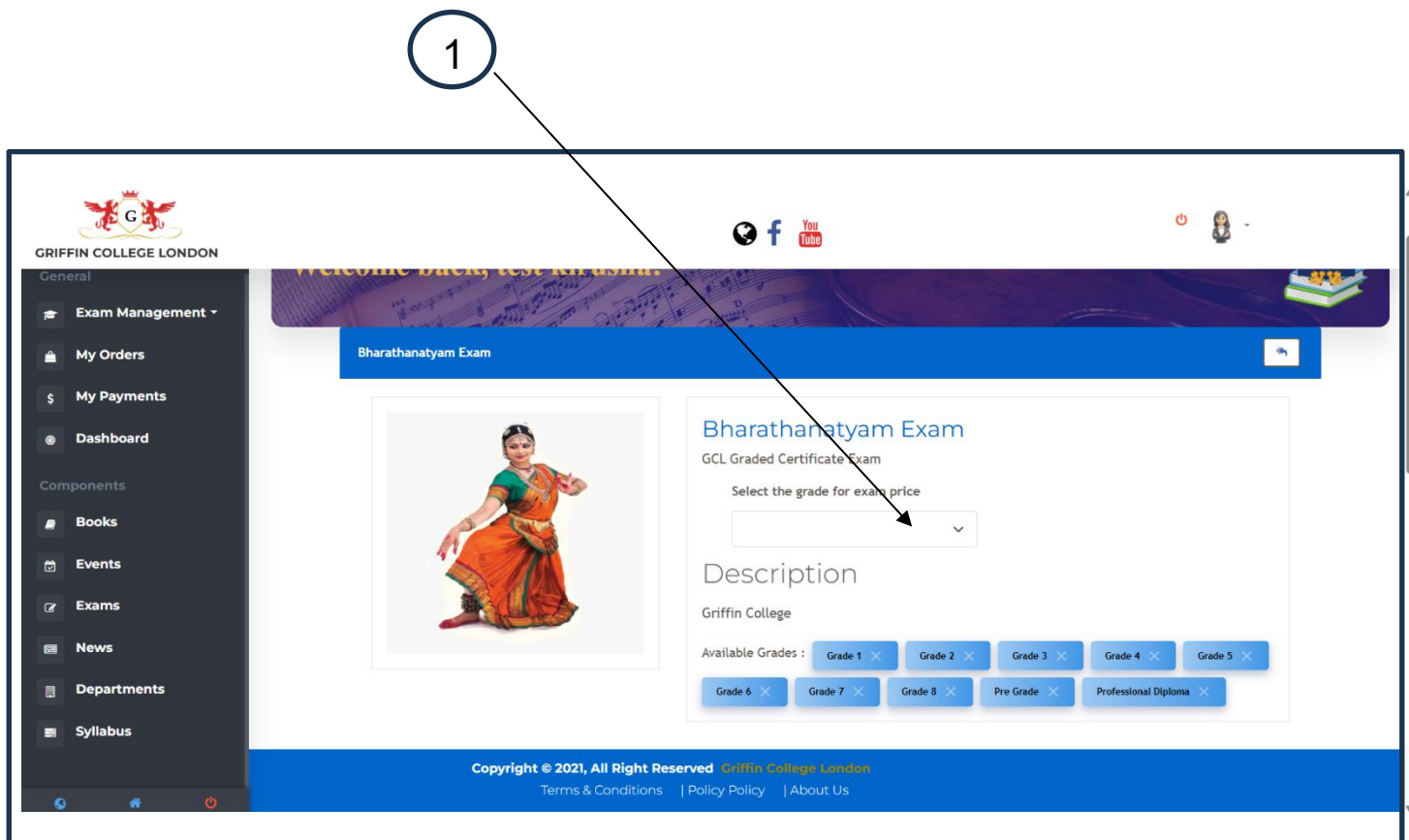


2.1.15 EXAM

1. Click "EXAM" on the sidebar.

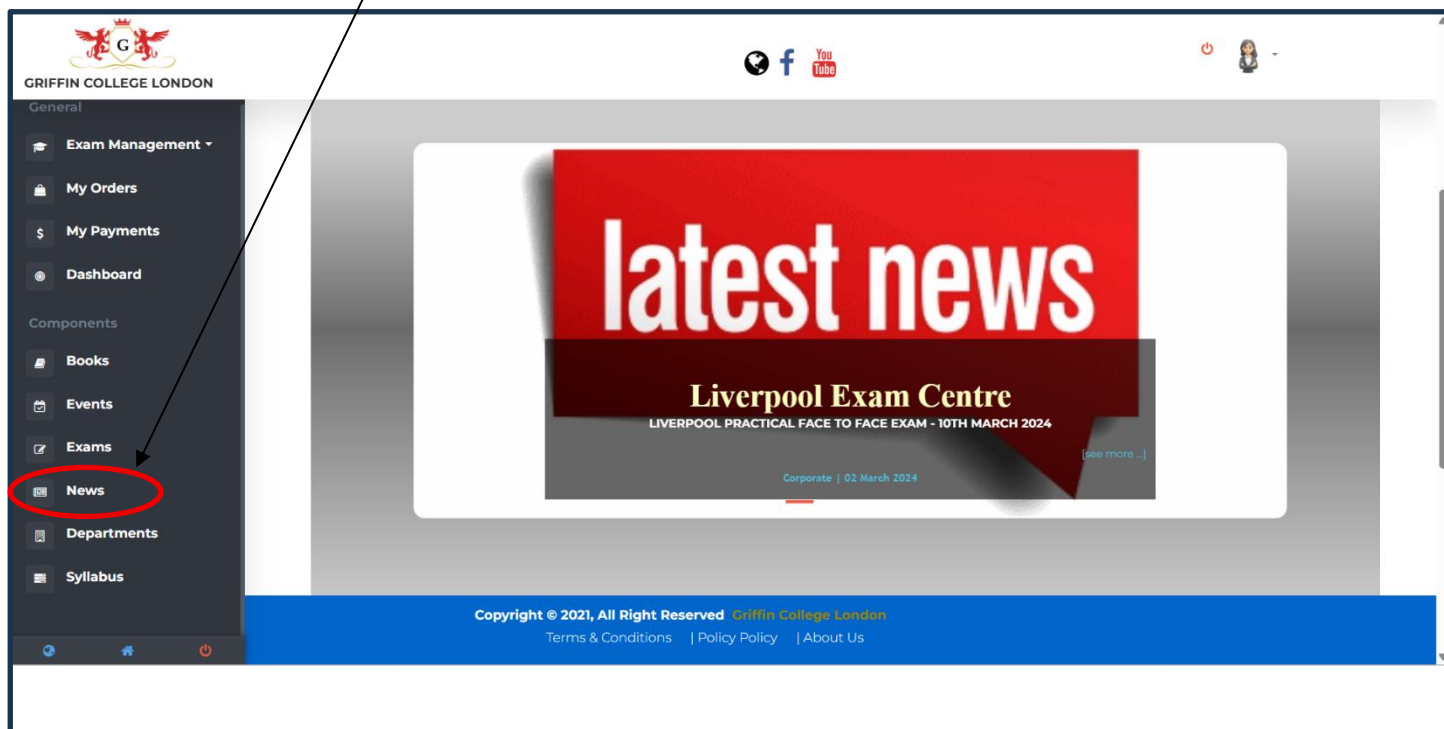


2. This page will appear after you click a specific item.



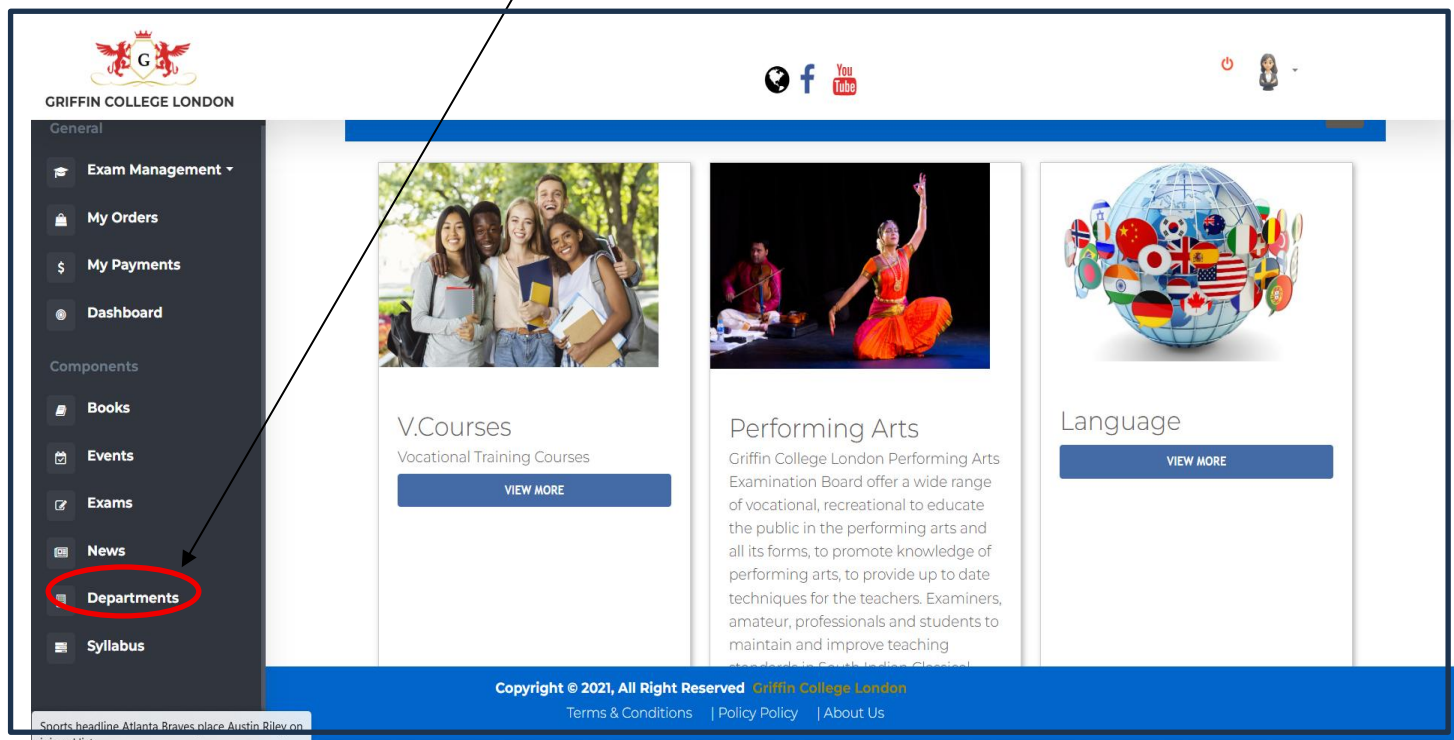
2.1.16 NEWS

1. Click on "News"



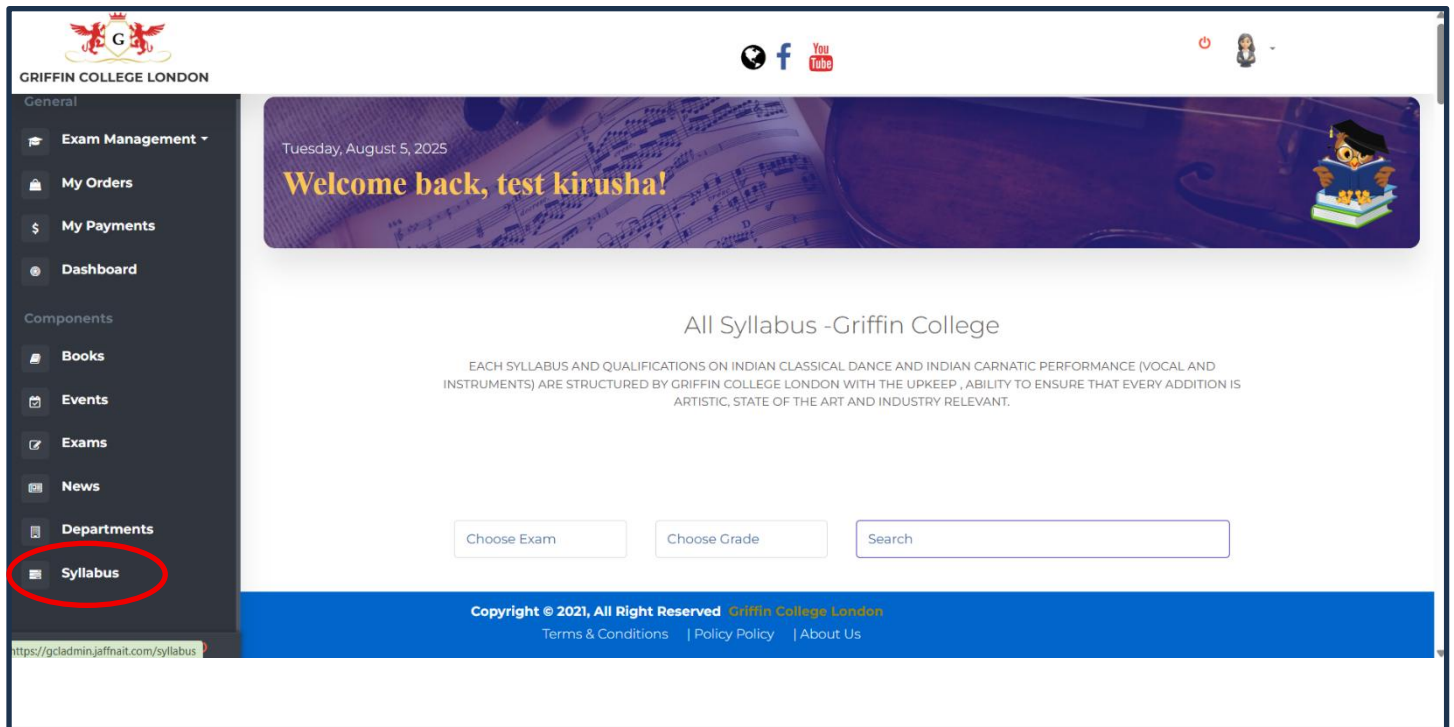
2.1.17 DEPARTMENTS

1. Click "Department" on side bar



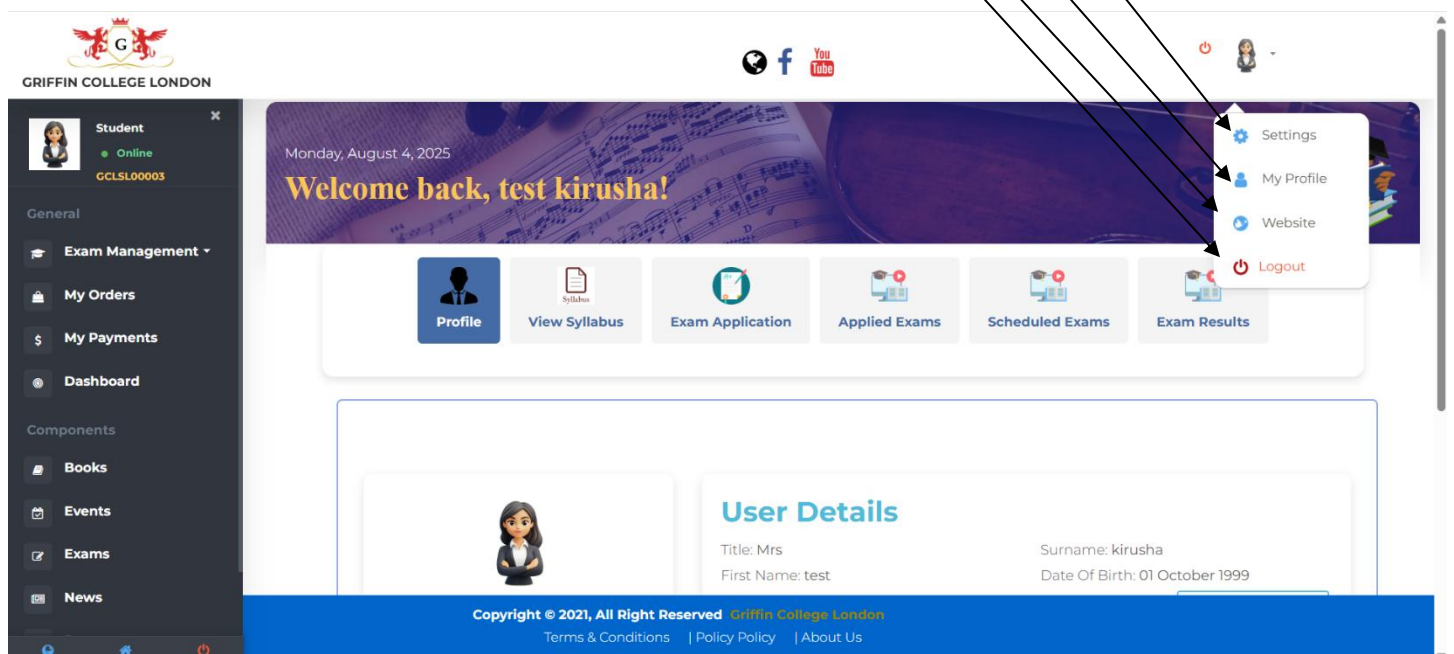
2.1.18 ALL SYLLABUS

1. Click "syllabus" on side bar



2.1.19 SETTINGS

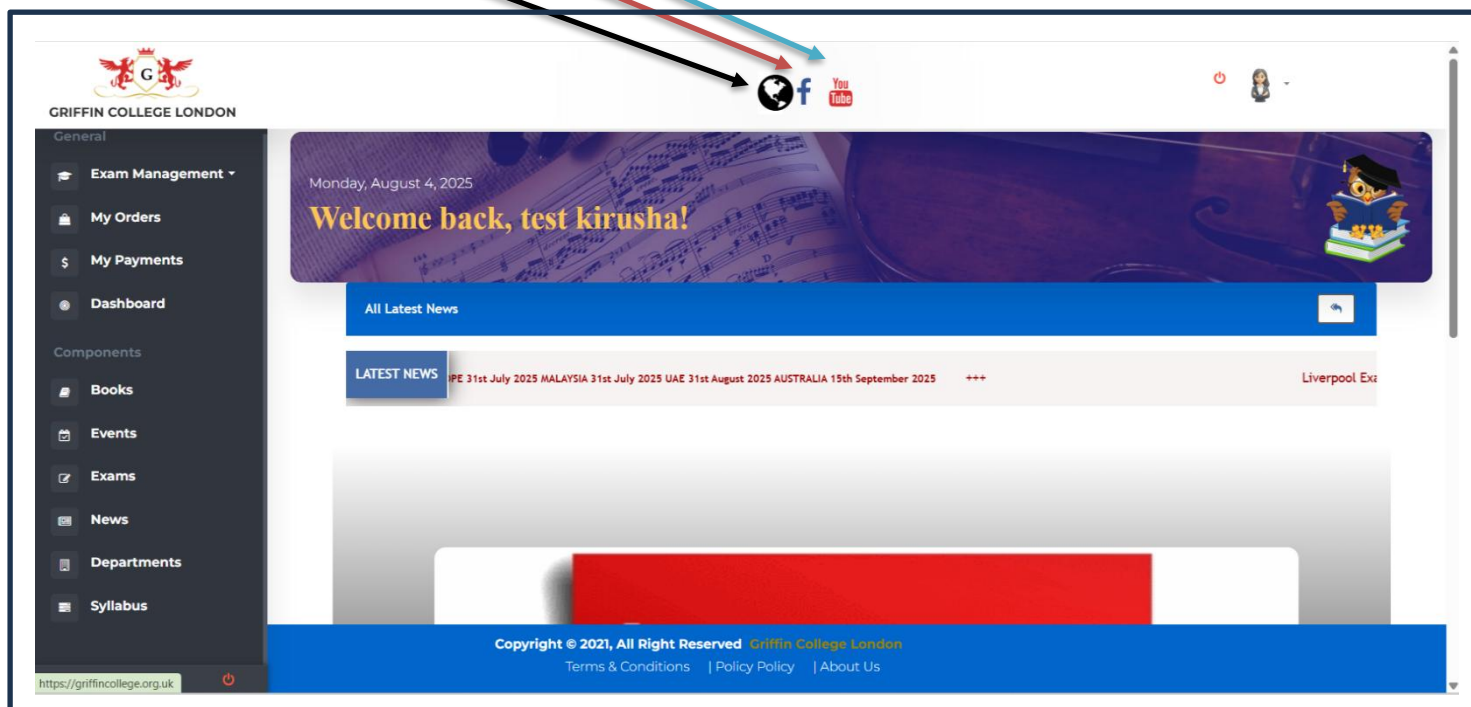
- 1 Click on " Settings"
- 2 Click on " My Profile"
- 3 Click on "Website"
- 4 Click on "Logout"



2.1.20 TO VISIT THE GRIFFIN COLLEGE LONDON WEBSITE WAYS.

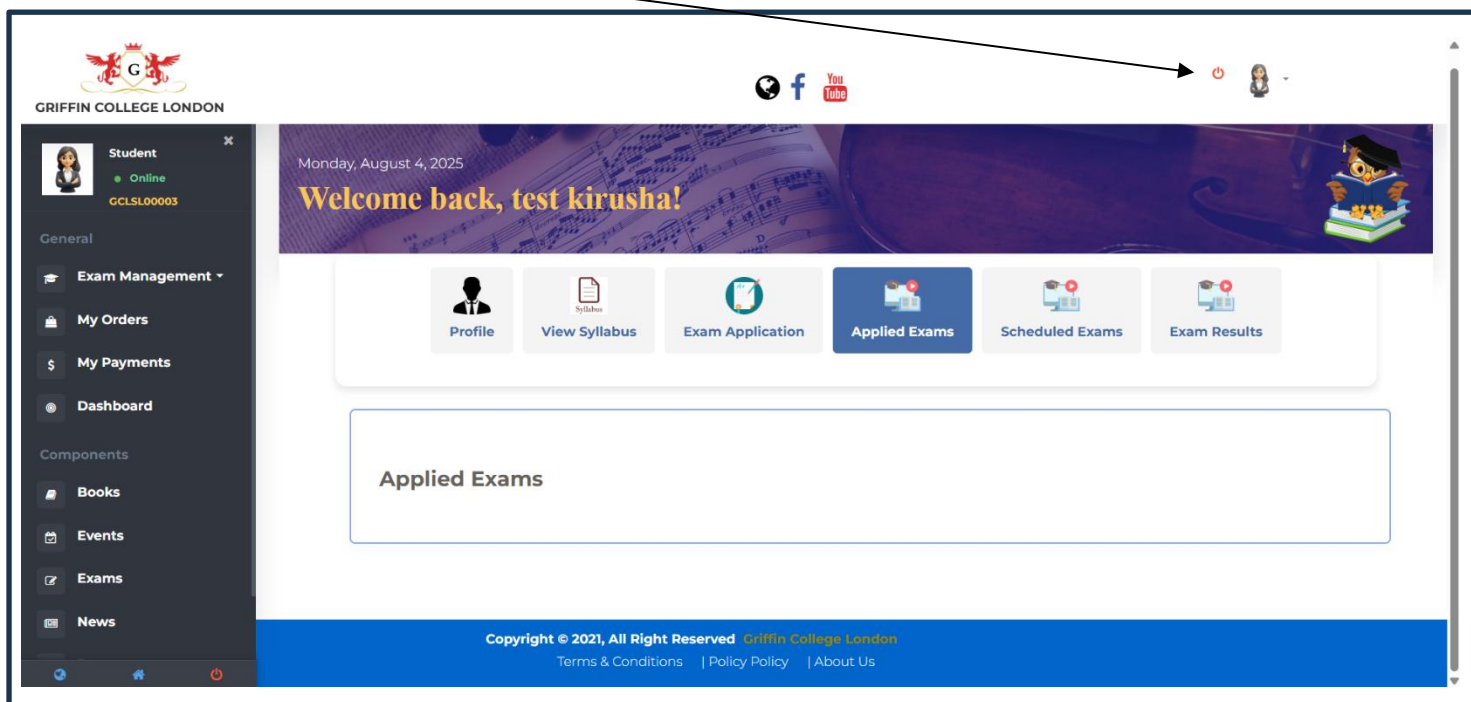
You can access the following platforms from the top menu:

1. YouTube
2. Facebook
3. Official Website: griffincollege.org.uk



2.1.21 LOG OUT

1. click on "Log out" button.



2.1.22 TERM& CONDITION

The screenshot displays the Griffin College London student dashboard. On the left is a dark sidebar with navigation links: Student, General, Exam Management, My Orders, My Payments, Dashboard, Components, Books, Events, Exams, and News. The main content area shows a student profile for 'Mrs test kirusha' with ID 'GCLSL00003'. It includes sections for 'User Details' (Title, First Name, Surname, Date Of Birth) and 'User Location Details' (Country, City, Language, State, Address, Zip Code). Both sections have 'UPDATE' buttons. At the bottom, a blue footer contains copyright information and links for 'Terms & Conditions', 'Policy', and 'About Us'. Three arrows point from the text below to these links.

Griffin College London

Student
Online
GCLSL00003

General

Exam Management

My Orders

My Payments

Dashboard

Components

Books

Events

Exams

News

User Details

Title: Mrs
First Name: test
Surname: kirusha
Date Of Birth: 01 October 1999
[UPDATE BASIC INFO](#)

User Location Details

Country: Srilanka
City: kirulapana
Language: Tamil
State: Nawalapitiya
Address: no 23, taxila placecolombo 5
Zip Code: 001
[UPDATE LOCATION INFO](#)

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[Terms & Conditions](#) | [Policy](#) | [About Us](#)

1. Click on "terms on conditions"

2. policy

3. about us