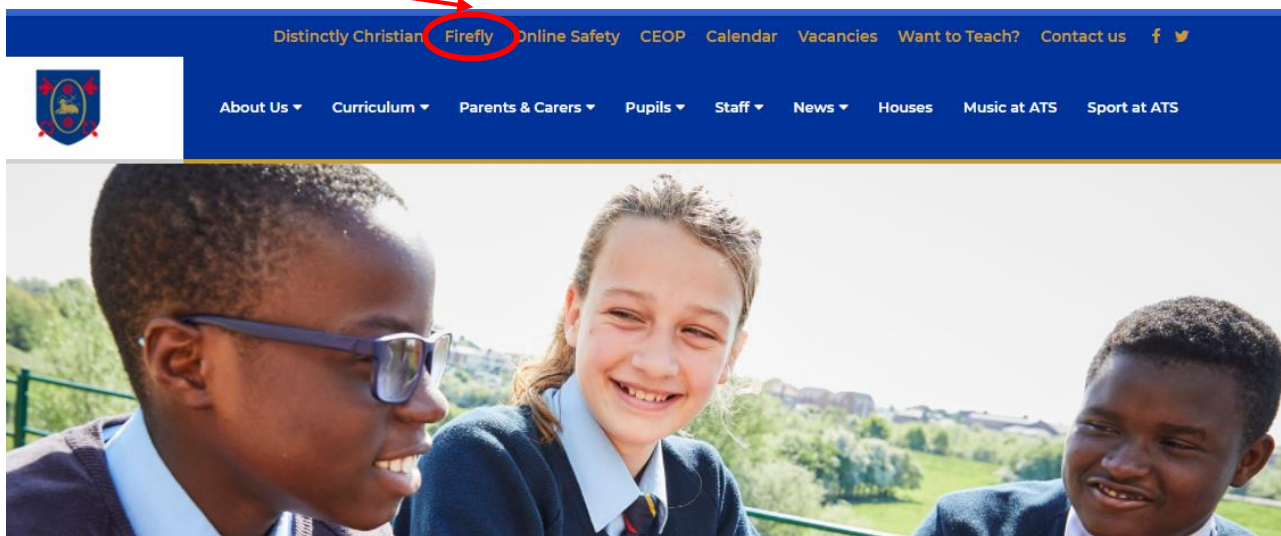




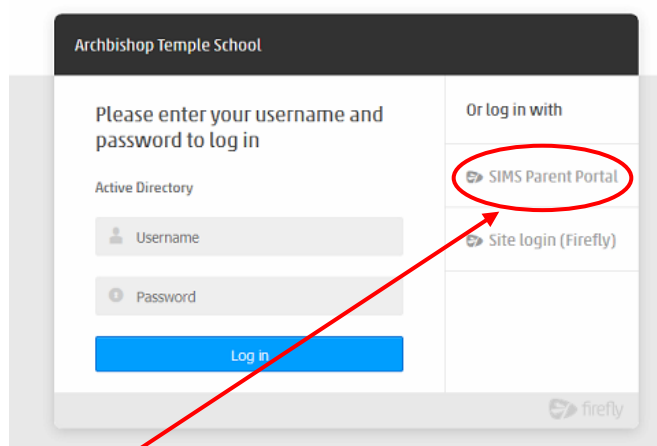
How to access the Archbishop Temple Firefly Parent Portal

Open your web browser and access the school's website at www.archbishoptemple.com

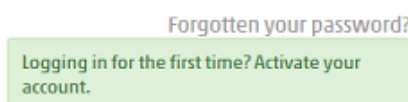
Select **Firefly** from the menu across the top of the homepage.



A new page will open and you will be presented with the following.



Click on **SIMS Parent Portal** and the dialog box will change. As a first time user to the portal you will need to activate your account using the link on the Parent Portal login page:





The page will change to the account activation dialogue box.



Enter the email address that you have provided to school on the data collection sheet as part of your contact information. If the email addresses don't match an error message is displayed.

Once you have entered your email address, an activation email will be sent. Please follow the instructions in the email. When you have activated your account, you will be able to access the Parent Portal for Firefly. This will enable you to access and amend your contact details, announcements and messages, and your child's timetable, home learning tasks, academic reports and teachers' feedback.

If you have any questions regarding this process please contact the school's technical support team via the school's online enquiry form on the website www.archbishoptemple.com/contact