



THE WESTLEIGH SCHOOL

Aspiring & Achieving Together

How to Reset an Arbor Password

Need to Reset Your Arbor Password?

Follow these simple steps to reset your password or log in for the very first time.

(Top Tip: These steps work for both students and staff!)

Step 1: Go to the Website

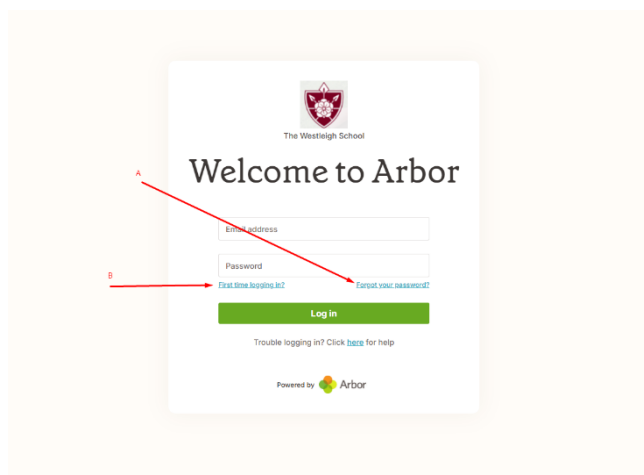
Open **Safari** or your preferred web browser and navigate to:

<https://the-westleigh-school.uk.arbor.sc>

Step 2: Choose Your Option

When the login screen appears, look closely at the links below the password box:

- **Option A: Forgotten Password?**
Click '**Forgot your password?**' if you have logged in before but cannot remember your password.
- **Option B: First Time Logging In?**
Click '**First time logging in?**' if you are new to the school or have never accessed your account before.



Step 3: Enter Your Details

- Type your **school-provided email address** into the box.
- Click the green '**Request password reset**' button.

Step 4: Check Your Email

- Open your school email inbox.
- Find the new message from **Arbor**.
- Click the link inside the email to choose and save your new password.

