



# SHREWSBURY SCHOOL



## Parent Portal

GUIDE TO LOGGING IN FOR THE FIRST TIME

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## Logging in for the first time

Shrewsbury School is now using the Firefly Parent Portal which means you will be able to see up-to-date information about your child (or children) and also be kept informed of relevant school information.

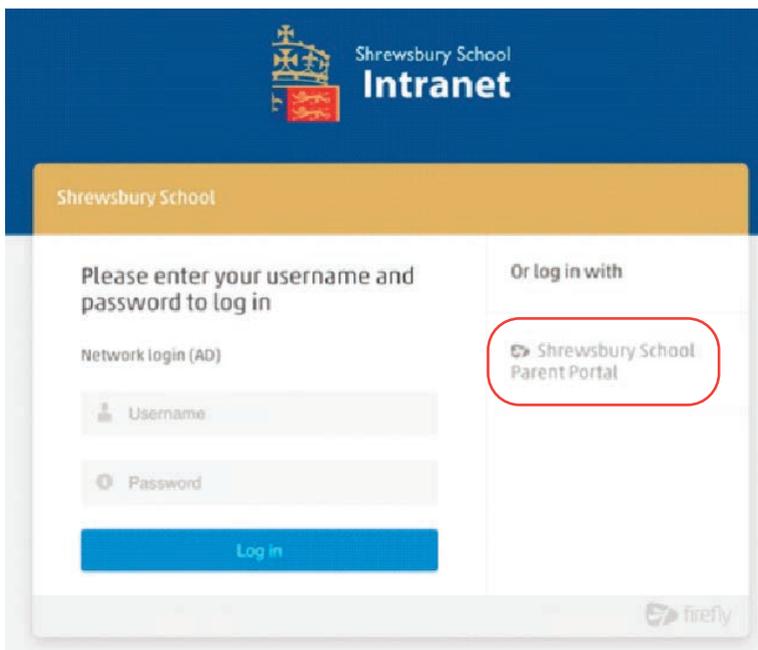
Here's how you log in for the first time.

### 1. Go to parent portal address

In your browser (on any device, PC, Mac, iPhone, iPad, Android etc), go to the parent portal address. This can be accessed via the Contacts section of the School website ([www.shrewsbury.org.uk/parent-portal](http://www.shrewsbury.org.uk/parent-portal)).

Click on the Link and select the parent account option

### 2. Choose the parent account option



Select the 'Parent Account' option on the right (see area indicated above in red). You will only need to do this the first time you log in.

### 3. Choose the 'Activate your account' link

This will take you to the following window.

Shrewsbury School

Shrewsbury School  
Parent Portal

To activate your account, enter your e-mail address.

(1) myemailaddress@home.com

(2) Activate account

Log in

Or log in with

Network login (AD)

### 4. Enter your email address

Enter the email address (1) that the school already holds on record for you and then click 'Activate account' (2) (see areas indicated above in red).

### 5. Check your email

The parent portal will then send you an email. Please check your junk filters if you do not receive the email.

#### Check your mailbox!

An e-mail with details of how to access your account has been sent to your registered address.

### 6. Click the link that appears in your email

**Hi Paul Parent**

To access your new account and set a password, please use the link below:

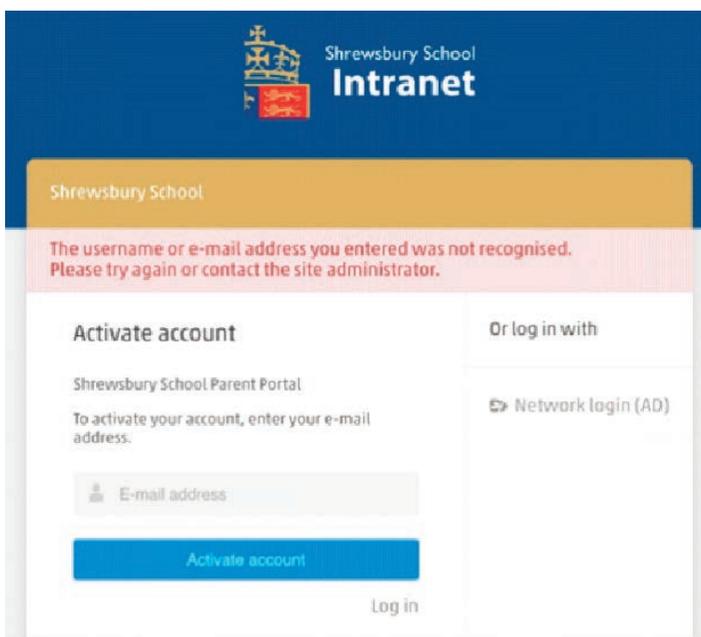
[Activate account](#)

## 7. Create and confirm a password

The password is one of your own choosing. You can be reminded of it or change it at any time. Your Password must be a minimum of 8 characters and include at least one of each of the following, Upper Case, Lower Case, Number and a symbol/special character.

## 8. Choose Activate account

You will now be logged on to the parent portal. The next time you log on with your parent account, simply use your email and the new password you have just created.



The screenshot shows the Shrewsbury School Intranet login page. At the top, there is a blue header with the school's crest and the text "Shrewsbury School Intranet". Below the header is a yellow bar with "Shrewsbury School". A red error message states: "The username or e-mail address you entered was not recognised. Please try again or contact the site administrator." The page is divided into two main sections: "Activate account" and "Or log in with". The "Activate account" section includes the text "Shrewsbury School Parent Portal" and "To activate your account, enter your e-mail address." Below this is an input field for "E-mail address" and a blue "Activate account" button. The "Or log in with" section includes a "Network login (AD)" option with a right-pointing arrow. At the bottom right of the form area, there is a "Log in" link.

For this and any other problems related to accessing the Parent Portal please contact us on:

**Email: [itsupport@shrewsbury.org.uk](mailto:itsupport@shrewsbury.org.uk)**  
**Telephone: +44(0)1743 280995**

Please note that we can only communicate with you regarding access issues via the email address that we hold on our records.