

## **First Time Logging In**

The first time you log in, you will need to visit your schools unique URL: <u>https://st-mary-cray-primary.uk.arbor.sc/?/home-ui/index</u>

From here, select First time logging in?

# Log in

Enter your email address	
Enter your password	
First time logging in?	Forgot your password?
Log in	

Trouble logging in? Click here for help

You will be asked to enter your email address. Enter your email and select Set Password. NB: if your email address is not recognised, please e-mail the school office to check your email record as your address may have changed since you last provided it to the school.

F	First time logging in?	×
	Don't worry! Just tell us the email address you will use to log into Arbor and we'll send you an email with a link to set your password.	
	Jnsure which email address to use? Iontact your school administrator and they will help you out.	
[	contact@springpartnership.co.uk	
	Set password	đ

Once you receive your email with your password link, follow this and set your password accordingly.

You will then need to accept the Terms and Conditions:

Arbo	r System Terms of Use	0
0	Welcome to Arbor! Before you get started, we need you to download, read and agree to our standard user terms & conditions. When you're ready, tick 'I agree', then click 'Accept' and we'll get you set up.	
	🔁 View user terms & conditio	ins
🛃 l agre	e to Arbor's standard user terms & conditions Cancel Acc	ept

Finally, enter your child's Date of Birth to verify your identity

NB: Siblings will appear once you have logged in for the first time, so if you have multiple children in the school, we recommend entering your eldest child's date of birth to complete account verification.

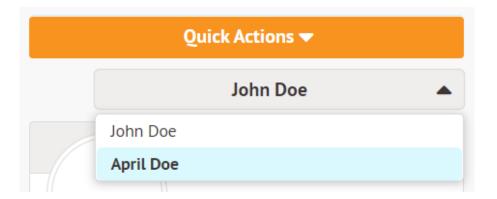
Verify Account		0
As this is your first time using th	e system we need you to verify your account.	
To verify you account, please ent	er the date of birth of one of your children at the school	
Date of birth*	Example: 27/05/2002	<b>m</b>
	Cancel Ve	rify
		_

#### You're In!

Now that you have verified your account, you can view your child's profile. You can now download the Arbor App on your device, or if you prefer you can continue using the desktop version of the Parent Portal.

### **Quick Tips**

For switching between siblings, please select from the drop down menu:



To make changes to your child's profile, select View Student Profile:



# For further tips and information, please visit the Arbor help centre for parents by clicking <u>here</u>.