

### **First Time Logging In**

The first time you log in, you will need to visit your schools unique URL:

https://hayes-primary-bromley.uk.arbor.sc/?/home-ui/index

From here, select First time logging in?

## Log in

Enter your email address	
Enter your password	
First time logging in?	Forgot your password?
Trouble lossing 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.

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. Unsure which email address to use? Contact your school administrator and they will help you out.	First time logging in?
Contact your school administrator and they will help you out.	, , ,
contact@springpartnership.co.uk	
	contact@springpartnership.co.uk
	Trouble logging in? Click <u>here</u> for help

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:

Arbor	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 "Lagree", then click "Accept" and we'll get you set up.	
	View user terms & conditio	ns
🛃 I agree	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.

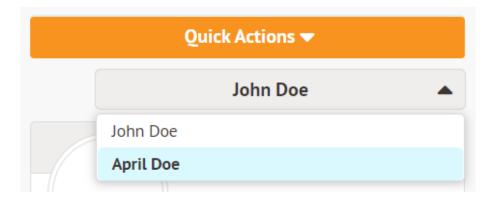
Verify Account		G
As this is your first time using th	ne system we need you to verify your account.	
To verify you account, please en	ter the date of birth of one of your children at the school	ol
Date of birth*	Example: 27/05/2002	=
	F	
	Cancel	'erify
	Current	,

#### You're In!

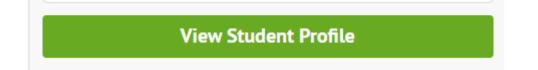
Now that you have verified your account, you can view your child's profile. You can now download the Arbor App on your device, or if you prefer you can continue using the desktop version of the Parent Portal.

#### **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>.