



## A guide to using the parent portal (Pre-Prep School)

Following on from the outcome of the recent parent surveys, and as part of our strategic planning arrangements, we have decided to create a parent portal to help parents in locating information about various aspects of school life and their son or daughter's activity. The strong and supportive partnership we have with parents is one of the crucial factors contributing to the success of the school, and we hope that this parent portal will strengthen that partnership even further.

Firefly has 2 sections for Pre-Prep School parents: the **main parent portal**, and the **Pre-Prep area of Firefly**, where you can read blogs produced by the Pre-Prep teachers and assistants. This guide has been designed to help you navigate each of these areas.

### Introduction – logging into the parent portal for the first time

Go to [parentportal.stpauls.br](http://parentportal.stpauls.br) – it might be a good idea to bookmark this in your browser

Parent Portal

Log in using your e-mail address and password

Parent Portal

E-mail address

Password

Log in

Forgotten your password?

Logging in for the first time? Activate your account.

Or log in with

Network login (AD)

Click on “Logging in for the first time?” in the green box at the bottom.

Enter the email address the school has on record for you and click “log in”. The system will then send you an email with instructions on setting your password.

## Finding your way around the main parent portal

### *The main dashboard*

In this main parent portal you will be able to access information just for parents to see securely. This dashboard includes information relevant to the whole school, including whole school notices, forthcoming dates, and a summary of the contact information we have for you.

### *Update your contact details*

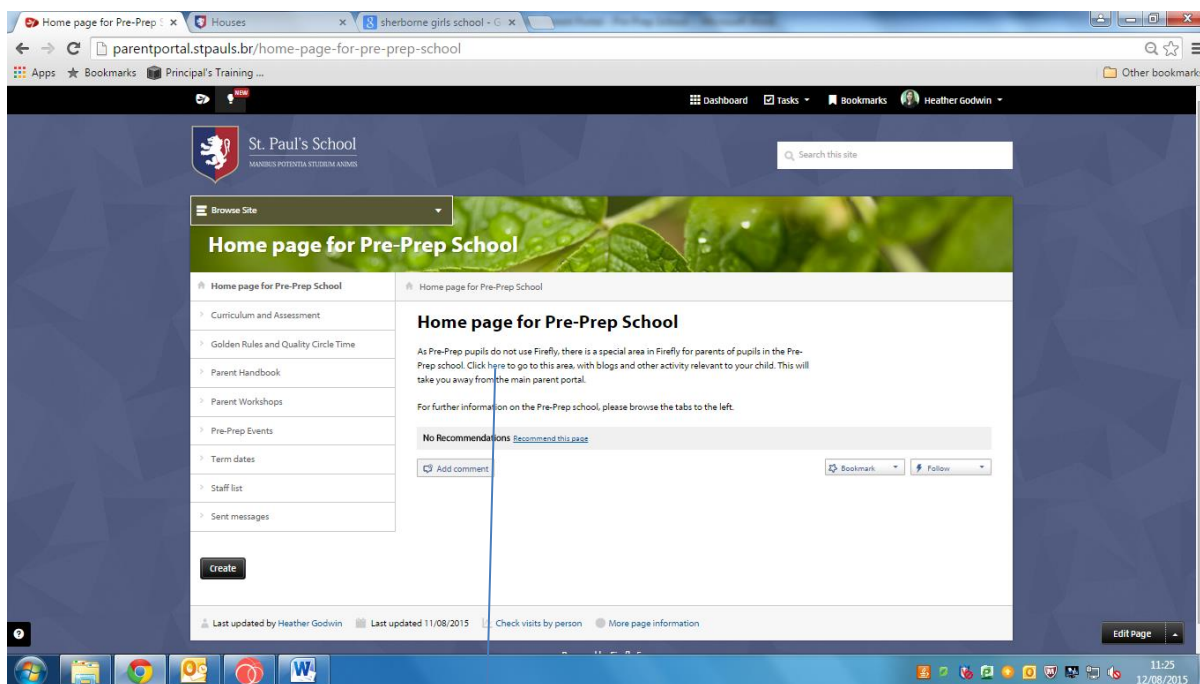
You can also update the contact details the school has on record for you using the link on this page.

### *Pre-Prep school home page*

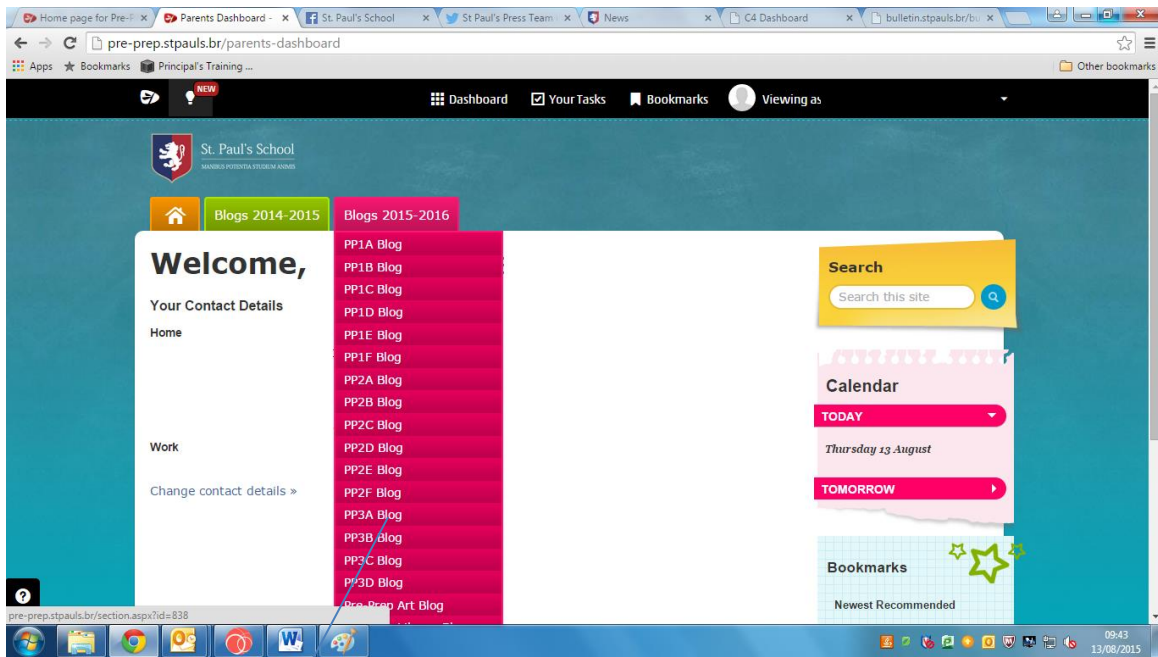
Click on the 'Browse Site' drop-down menu above the main dashboard and go to Pre-Prep > Home page for Pre-Prep School.

Use the tabs on the left-hand side to navigate to information relevant to various aspects of the Pre-Prep School.

### *Viewing the Pre-Prep Firefly area*



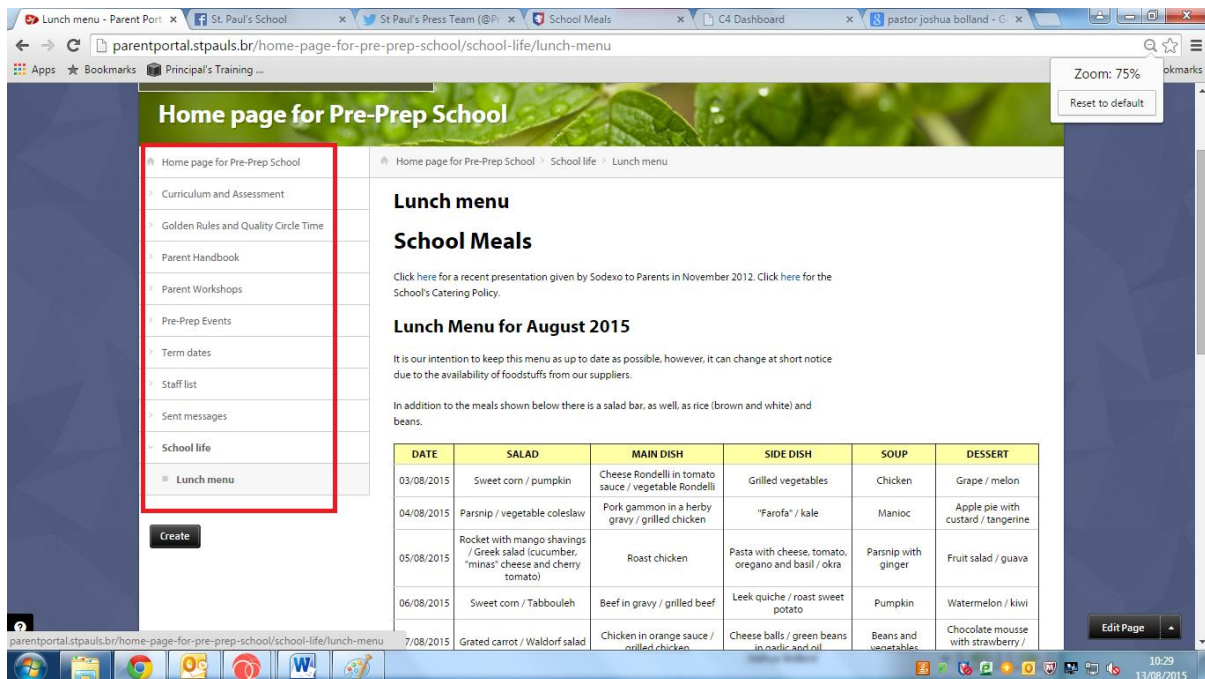
Click here to enter the Firefly site and see blogs and information relevant to the Pre-Prep. This will open a new tab in your browser.



Once in the Pre-Prep Firefly area, you can choose the blog relevant to your son or daughter's class from this list.

*Browsing information in the Pre-Prep parent portal*

Back in the Pre-Prep parent portal, you can see information on a range of things, using the tabs on the left.



## Sent messages

The screenshot displays a web browser window with the URL [parentportal.stpauls.br/home-page-for-pre-prep-school/sent-messages](http://parentportal.stpauls.br/home-page-for-pre-prep-school/sent-messages). The page features a navigation menu on the left with categories like 'Curriculum and Assessment', 'Golden Rules and Quality Circle Time', 'Parent Handbook', 'Parent Workshops', 'Pre-Prep Events', 'Term dates', 'Staff list', and 'Sent messages'. The 'Sent messages' section is expanded, showing a list of messages:

- 13.08.15 - PP2 - Introductory Reading Workshops
- 11.08.15 - PP3 - Football club
- 11.08.15 - PP2 - Welcome to PP2
- 06.08.15 - PP1 - Wednesday option to leave at 11.30 am
- 30.07.15 - PP2 & PP3 - Welcome back
- 30.07.15 - PP1 - Welcome to the Pre-Prep School
- Welcome back message from the Head 2015

Below the list, there is a 'No Recommendations' section with a link to 'Recommend this page', an 'Add comment' button, and 'Bookmark' and 'Follow' options. The page is titled 'Home page for Pre-Prep School' and 'Sent messages'.

This is where all communications sent to parents will be posted, organised by month. A summary of communications will appear here – just click on the link to see the information you are looking for. There is a separate tab for you to browse previous editions of The Paulean.

## Troubleshooting

Should you have any problems with viewing the parent portal or the Pre-Prep area of Firefly, please contact Heather Godwin at [hgs@stpauls.br](mailto:hgs@stpauls.br).