



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

The parent portal is a one-stop platform where parents can find all key information from the school. Using the email address the school has on record for you and a secure password that you set and manage, you can see information about your son or daughter, and about school life in general. You can see your son or daughter's attendance data, view their school reports, view and update their medical information, find a record of all emails and letters sent from the school, update your contact details, and much more. In the Pre-Prep School, you can also view blogs updated by your son or daughter's class teacher and comment them, allowing you to be actively involved in their learning experience.

Firefly is the name of the company that provides our VLE (Virtual Learning Environment), which is divided into different areas for each section of the school. The parent portal is just one of these areas in Firefly.

Firefly has 2 sections for Pre-Prep School parents: the **main parent portal** (<http://parentportal.stpauls.br>), and the **Pre-Prep area of Firefly** (<http://pre-prep.stpauls.br>), 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 – 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. You can also update the contact details the school has on record for you using the link on this page.

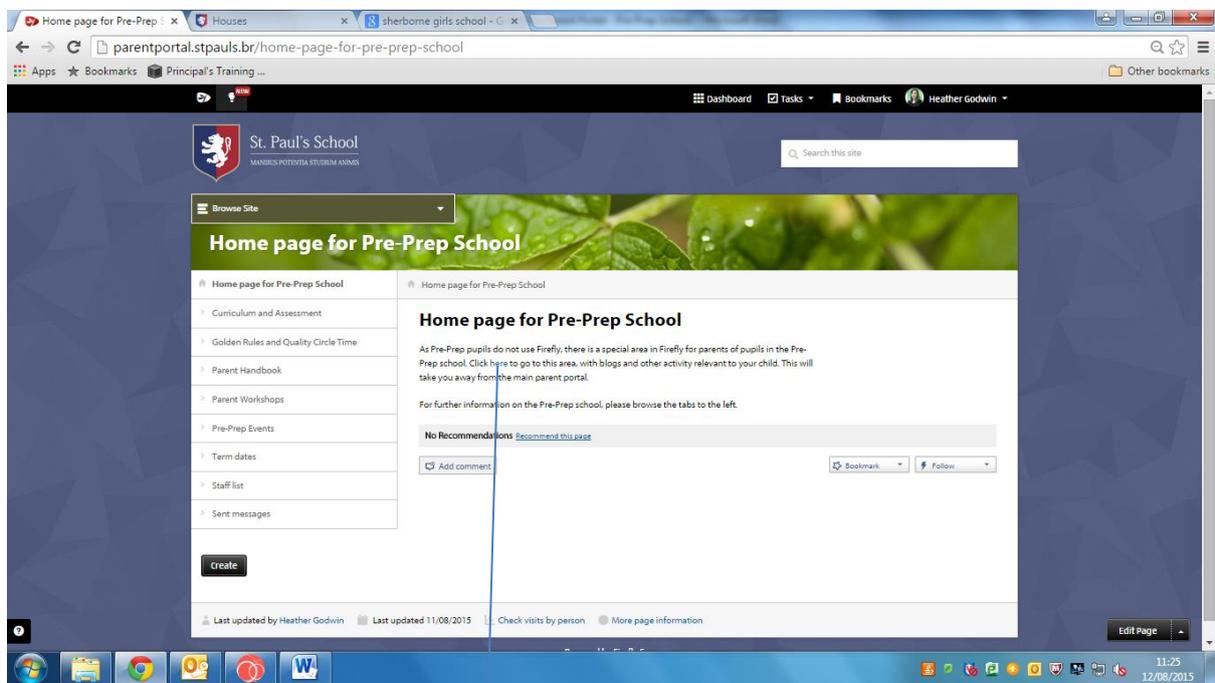
Viewing your son or daughter’s profile

On the main dashboard, you will see a photo of your son or daughter. If you click on it, you should be able to see key information about them, such as their teacher’s name, attendance data, the medical information we have on record for them, and any reports that have been issued by their teachers.

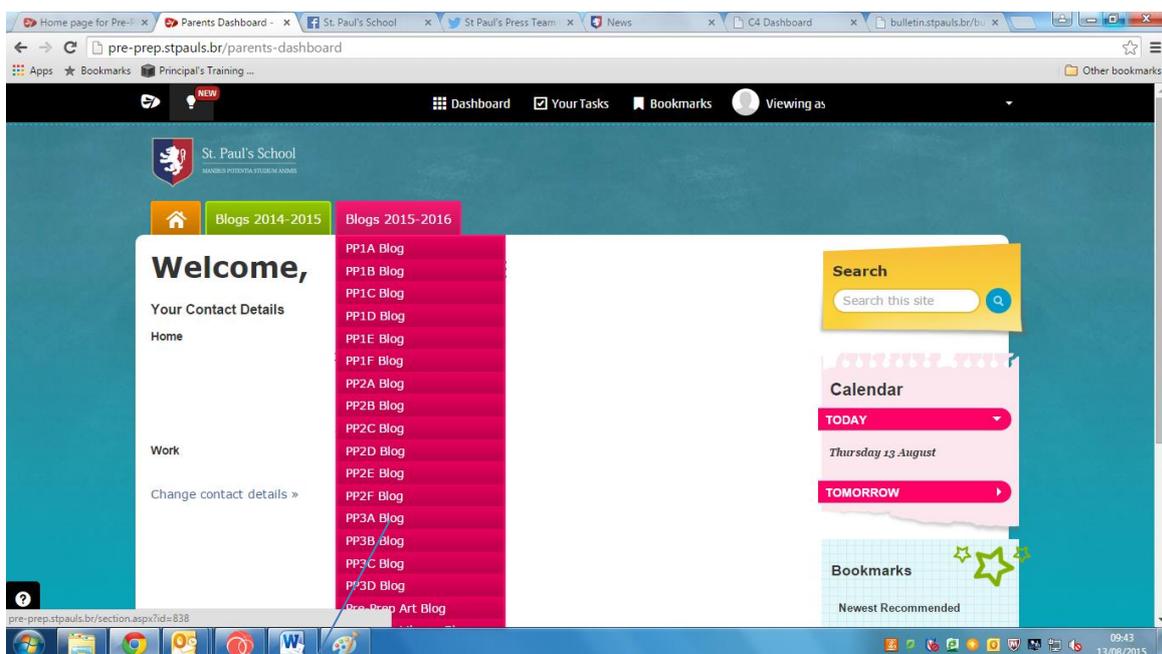
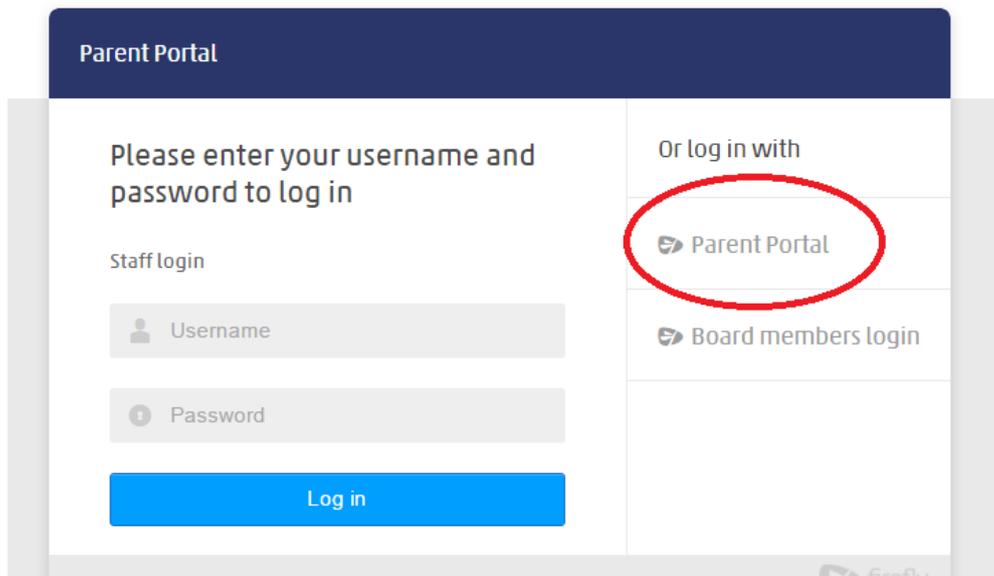
Pre-Prep school home page

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

Viewing the Pre-Prep Firefly area and blogs



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 and you will see the log-in screen again. **You must select the parent portal login option, before entering your email address and password again.** Firefly are currently working to resolve this issue, and soon it will not be necessary to enter your password again.

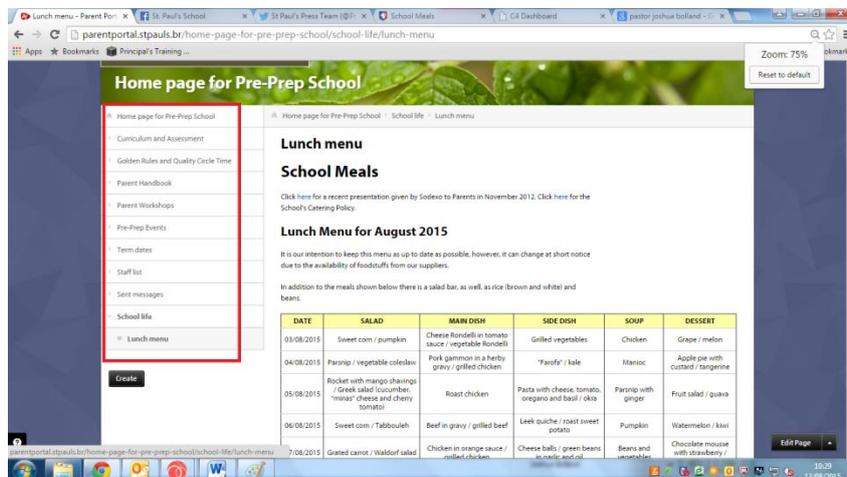


Once in the Pre-Prep Firefly area, you can choose the blog relevant to your son or daughter's class from this list.

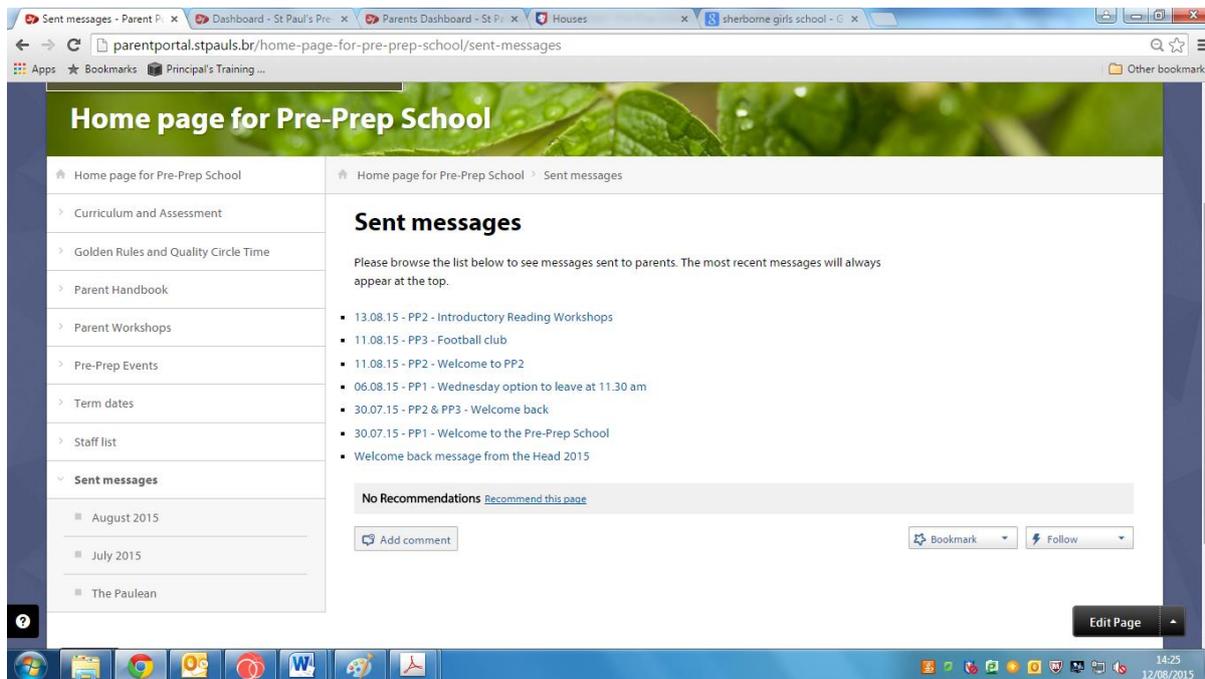
Browsing information in the Pre-Prep parent portal

Back in the Pre-Prep parent portal, you can see information on a range of things, using the tabs on the left. Use the tabs on the left-hand side to navigate to information relevant to various aspects of the Pre-Prep School. Here you can find information on clubs and societies, view presentations from previous parent workshops, see the lunch menu for the month, and

much more. To send an email to a member of staff, you can find them in the staff list and click on their photo.



Sent messages



This is where all communications sent to parents are 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, our weekly newsletter.

Troubleshooting

Should you have any problems with viewing the parent portal or the Pre-Prep area of Firefly, please contact Heather Godwin, Administration & Communications Manager, at hgs@stpauls.br.