



A guide to using the parent portal (Senior 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 3 sections for Senior School parents: the **main parent portal**, the **pupil area** that you son or daughter can see and your son or daughter's **profile**. The profile will contain important information on your child, including their timetable, attendance data, and any homework tasks they have been set through Firefly. (Note: not all teachers set homework through Firefly). 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.

Viewing your son or daughter's profile

To see you son or daughter's profile, click on their name next to their photo and you will see information about their attendance, their timetable and all homework tasks set.

Update your contact details

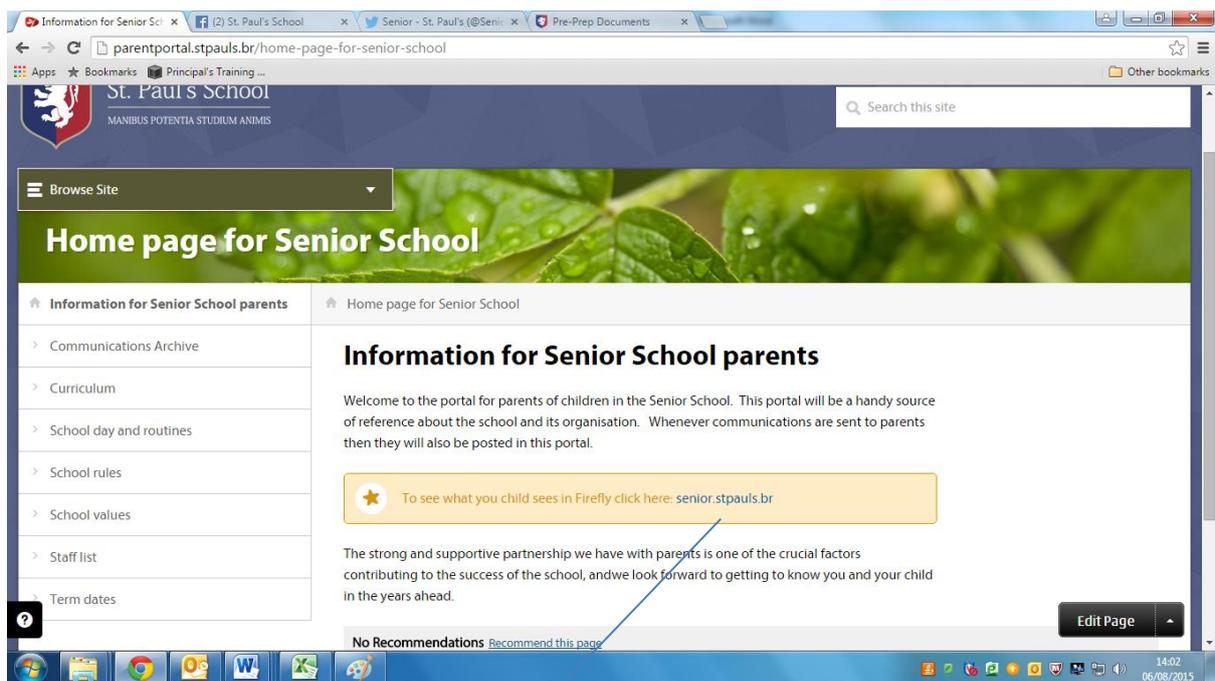
You can also update the contact details the school has on record for you using the link on this page.

Senior school home page

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

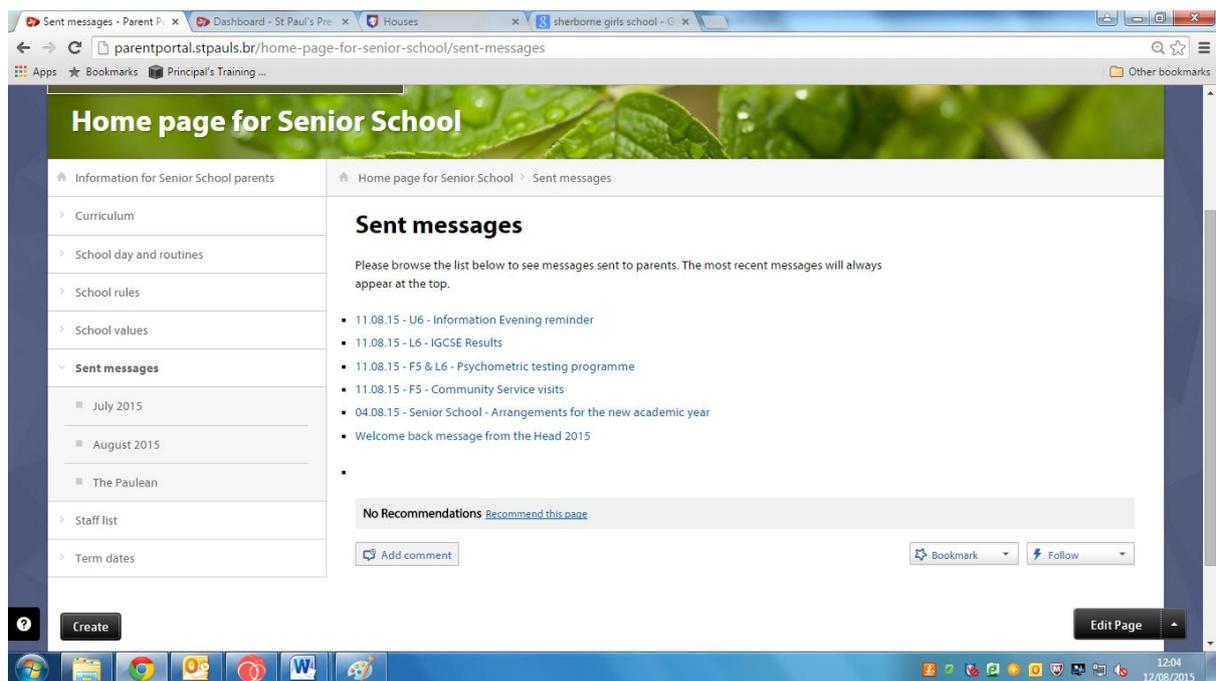
Use the tabs on the left-hand side to navigate to information relevant to various aspects of the Senior School.

Viewing the Senior School Firefly area



Click here to enter the Firefly site and see the area your son or daughter sees. This will open a new tab in your browser.

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 Senior School area of Firefly, please contact Heather Godwin at hgs@stpauls.br.