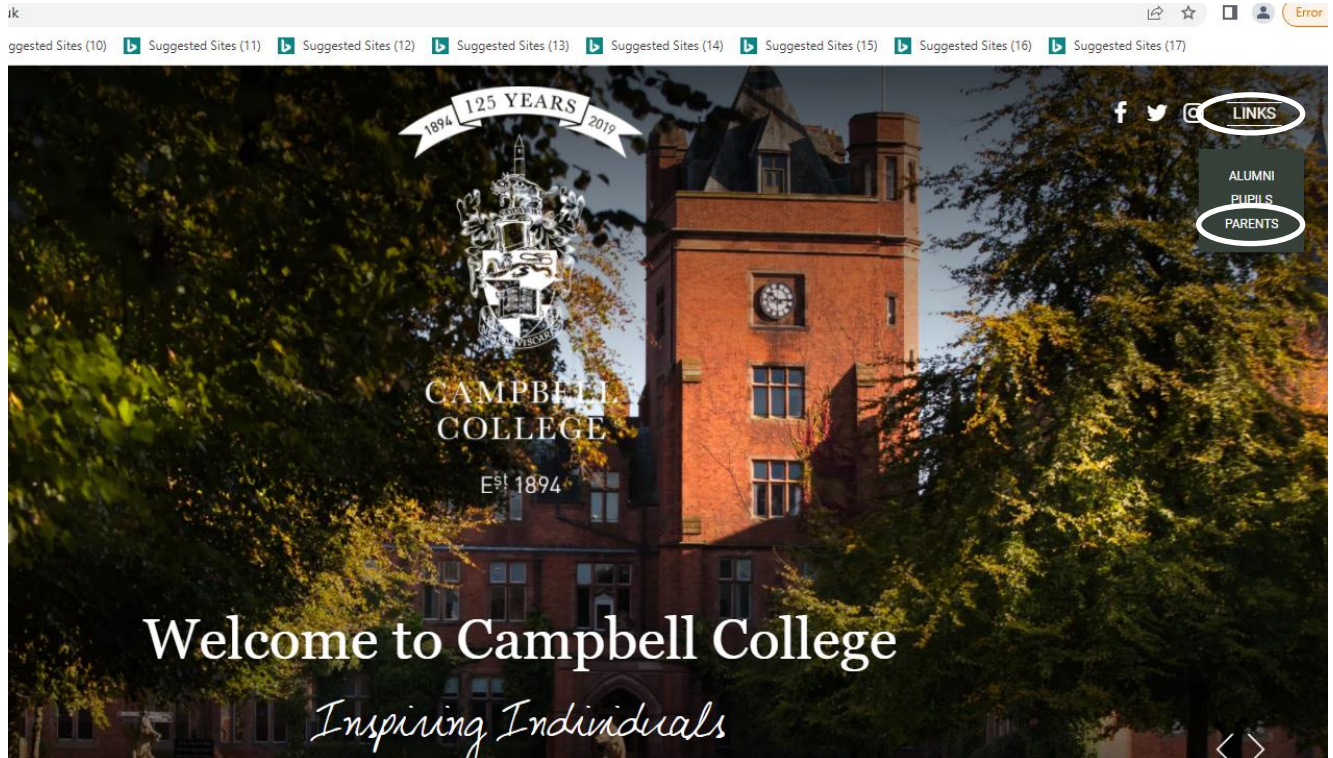


Activating Firefly Parent Portal

- a. Go to: <https://campbell.fireflycloud.net> to access the Campbell *Firefly* site.
(Alternatively, access this from the College website www.campbellcollege.co.uk by clicking on 'Links' and then 'Parents' at the top right of the home page, and then selecting View Firefly.)



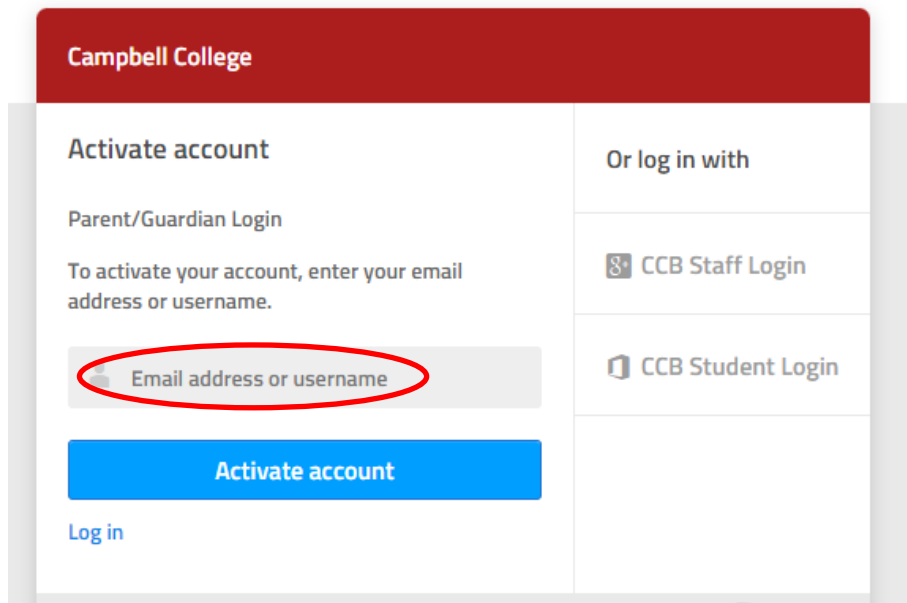
- b. You will arrive at this page:

A screenshot of the Campbell College Firefly login page. The page has a red header with the text "Campbell College". Below the header, there are two main sections. The left section is titled "Log in using your email address or username" and contains a "Parent/Guardian Login" form. The form has two input fields: "Email address or username" and "Password". Below the password field is a checkbox labeled "Show password". A blue "Log in" button is at the bottom of the form. Below the button are two links: "Forgotten your password?" and "New to Firefly? Activate your account." The "New to Firefly? Activate your account." link is circled in red. The right section is titled "Or log in with" and contains two links: "CCB Staff Login" and "CCB Student Login". The Firefly logo is in the bottom right corner of the page.

To activate your account, click on the option at the bottom of the page –
"New to Firefly? Activate your account."

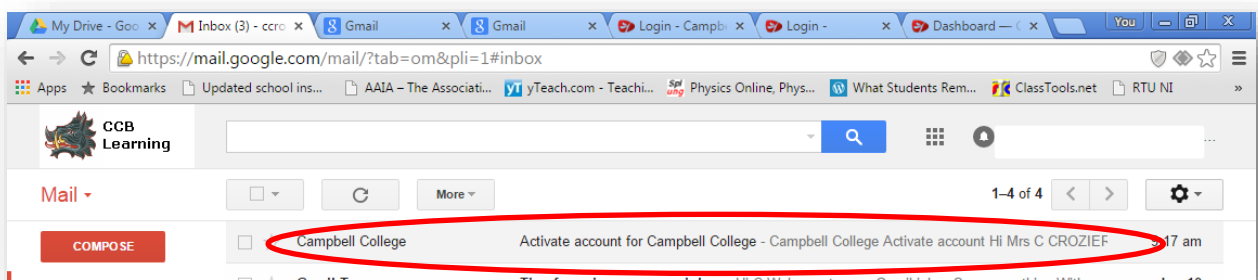
- c. Enter the email you have provided to the school and click 'Activate account'.
(The e-mail must be the same one that you provided to the school via the admission application and will be the same as the one you receive Parentmails on unless you have subsequently changed the latter. An e-mail will be sent to this e-mail account.)

(It is possible for each parent to create their own individual *Parent Portal* account as long as you use separate e-mail addresses, both of which have been provided to school.)

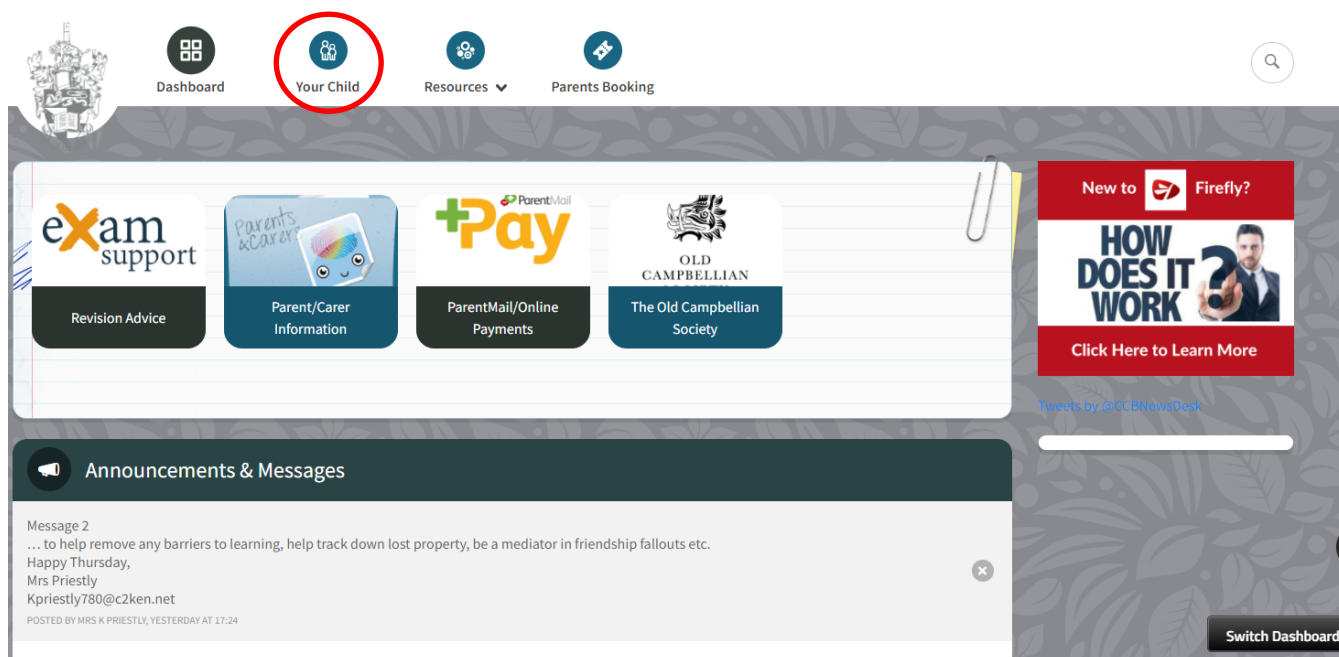


The image shows the 'Activate account' page for Campbell College. The page has a red header with the college's name. On the left, under 'Parent/Guardian Login', it says 'To activate your account, enter your email address or username.' Below this is a text input field with a red circle around it, containing the placeholder text 'Email address or username'. Underneath the input field is a blue 'Activate account' button and a 'Log in' link. On the right, under 'Or log in with', there are two login options: 'CCB Staff Login' and 'CCB Student Login', each with a corresponding icon.

- d. Go to your e-mail account and click on the **Activate account** email that you should have received.



e. Make a *Firefly* password. Your account should then load as shown below.



f. That's it 😊

You can Click on the red "How Does it Work" button to find out more about how to use the site and about how to install the '*Firefly for Parents*' App on either Apple or Android. When you install the app for the first time, the school code you will need is 'campbell'.

To see your son's tasks, feedback, and information about his attendance and punctuality, click on 'Your Child' at the top of the Home Dashboard.

If you encounter technical difficulties with this process, please contact the College by e-mailing hoffice@campbellcollege.co.uk and we will endeavour to provide support. Help videos and documents can also be viewed via the red '*How does it work*' button.