



Accessing Firefly for the first time.

To log in and activate your Firefly account for the first time please follow the instructions in this guide:

Open up a web browser (Internet Explorer, Chrome, Safari etc)

In the address bar put in the BHS A firefly site address:

<http://bhsa.fireflycloud.net>

It should take you to the login page below:

A screenshot of the login page for BHS A Senior School. The page has a dark blue header with the text 'BHS A Senior School'. Below the header, there are two main sections. The left section is titled 'Login using your e-mail address or username' and contains a 'Cloud Users' section with two input fields: 'E-mail address or username' and 'Password'. Below these fields is a blue 'Log in' button. Underneath the button is a link for 'Forgotten your password?' and a green box with the text 'Logging in for the first time? Activate your account.' The right section is titled 'Or log in with' and contains two options: 'Site login (Firefly)' and 'Office 365'. At the bottom right of the page is the Firefly logo.

Then click on the green box at the bottom 'Logging in for the first time? Activate your account.'

Logging in for the first time? Activate your account.

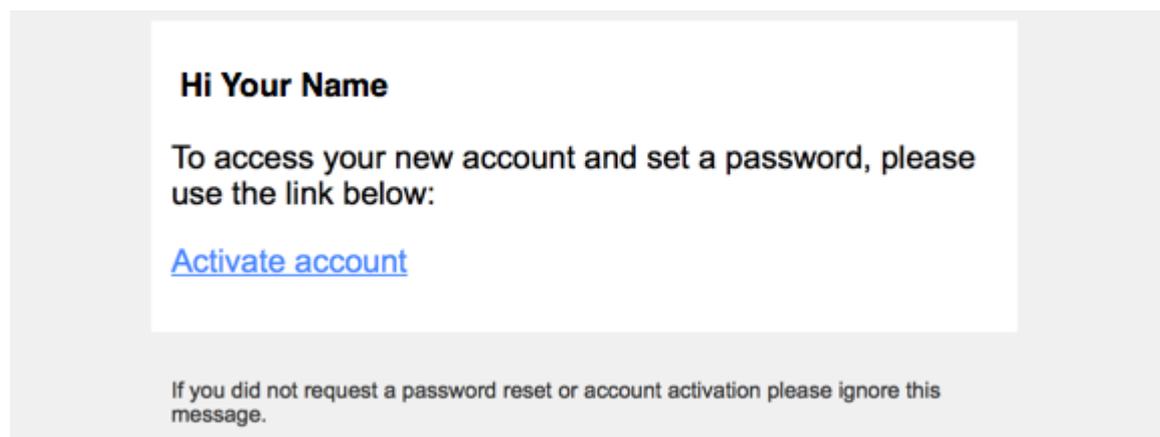
You will then be asked to enter your email address (the one you gave us either on a Parents' Evening or the recent data collection form).

Once you have entered your email click the 'Activate Account' button. This will then send an activation email to your email address.

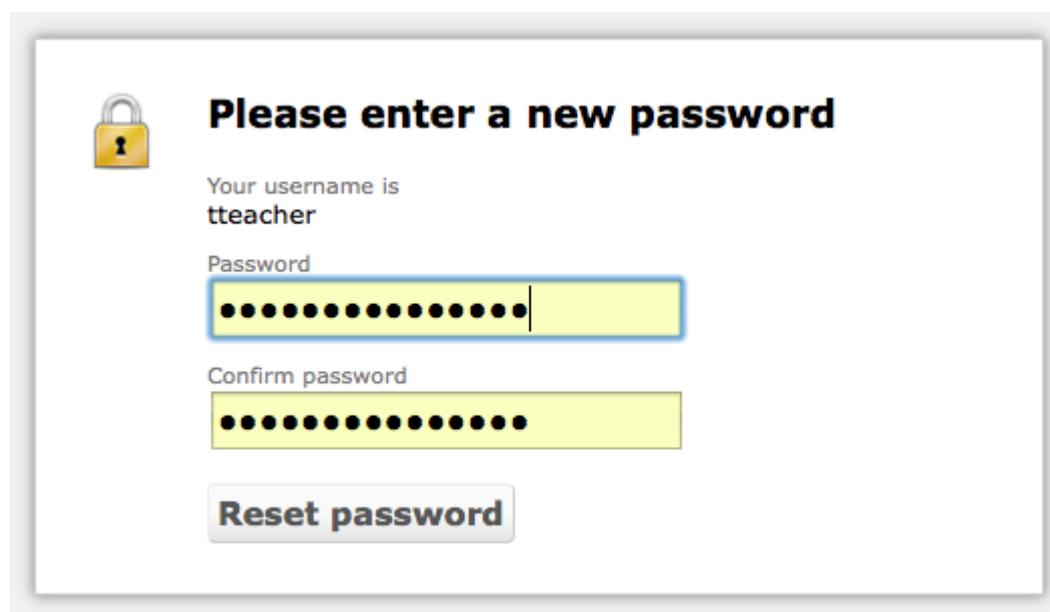
Check your mailbox!

An e-mail with an activation link has been sent to your registered address.

You should then receive an email from Firefly. Open the email and select 'Activate account'.



Type in a password of your choice (you can always reset your password if you forget it).

A screenshot of a password reset form. The form is titled "Please enter a new password" and features a yellow padlock icon on the left. Below the title, it says "Your username is tteacher". There are two password input fields: "Password" and "Confirm password", both with yellow backgrounds and black dots for characters. A "Reset password" button is located at the bottom of the form.

It should then log you into the Firefly Parent Portal and pull through your daughter/ward's details.

Once you have completed the steps in this guide the next time you want to log in you just need to enter your email address and password on the main homepage.

If you experience any difficulties with this process, do not hesitate in contacting the school ICT support team via parents@birkhs.gdst.net