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 BHSA firefly site address:

http://bhsa.fireflycloud.net

It should take you to the login page below:

Then click on the green box at the bottom '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'.

Hi Your Name

To access your new account and set a password, please use the link below:

Activate account

If you did not request a password reset or account activation please ignore this message.
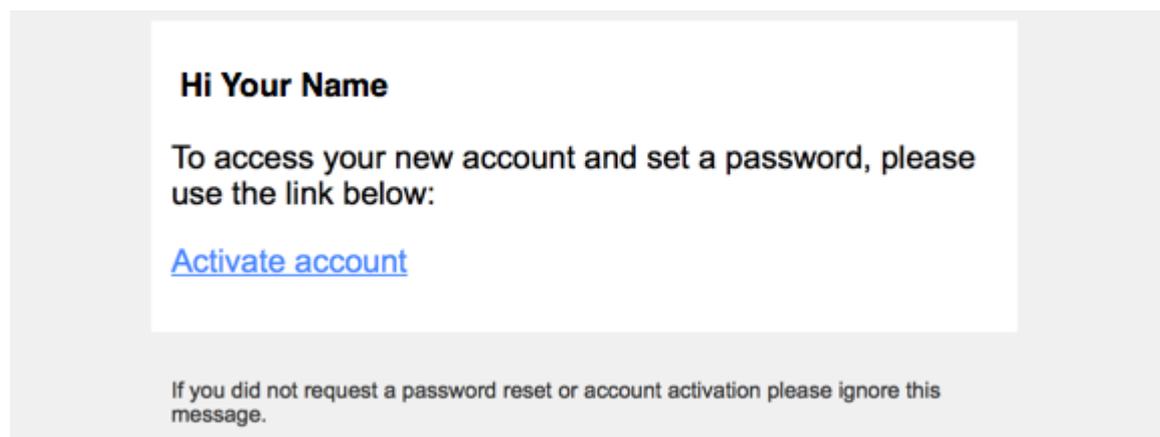
Type in a password of your choice (you can always reset your password if you forget it).
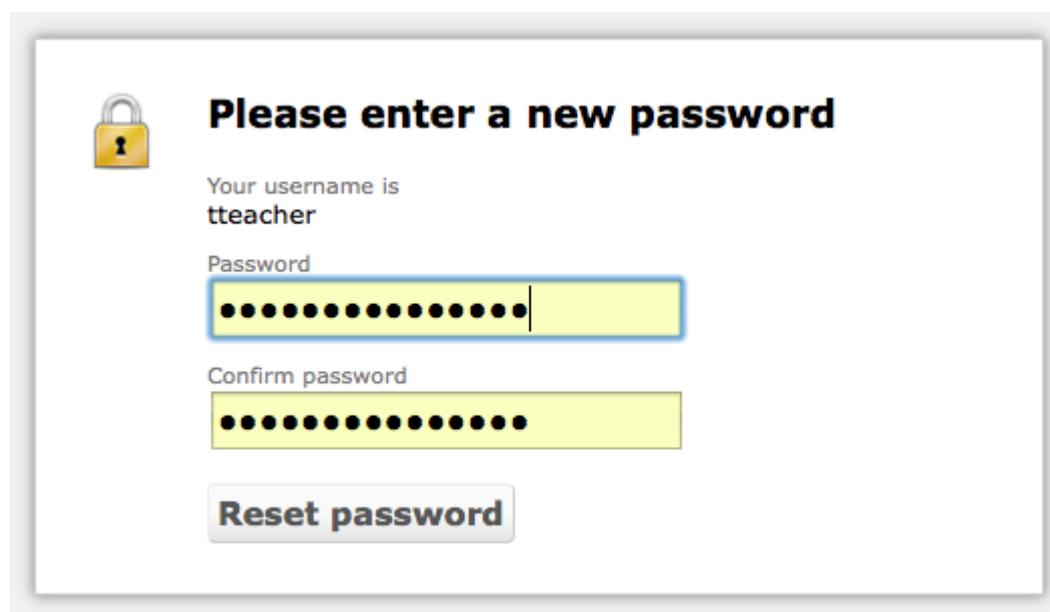
Please enter a new password

Your username is
tteacher

Password

●●●●●●●●●●●●●●●

Confirm password

●●●●●●●●●●●●●●●

Reset password

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