

September 2017

Dear Parents,

The Junior Boys School is proud to launch the Firefly Parents Portal this half term. Firefly is an online intranet which is widely used across all four Merchant Taylors' schools. Staff and pupils have been using Firefly in lessons during the last academic year. We would like to invite you to activate your parent account so you can gain access to the Parent Portal area. You can register by going to <http://mtbs.fireflycloud.net/> and by following the guide at the bottom of this letter.

On Friday 29th September we will be using Firefly to help organise our Parent Teacher Evening so please register soon. As a school we would like to use Firefly to help in two major ways:

- 1) Better two way communication – trip letters, sporting fixtures, consent letters etc can be sent through Firefly hopefully reducing delays and the amount of lost letters. Online forms can be completed instantly and this has worked successfully in the senior school.
- 2) Homework – Each year group has a dedicated 'Homework HQ' where the weekly spelling list will be published and other information to assist with homework. Homework will still be sent home in the normal way but additional copies of work may be available on Firefly just in case.

We hope Firefly proves to be a successful communication tool for all users, if you have any suggestions for additional uses please send an email to j.o'shaughnessy@merchanttaylor.com

Additional help for Firefly can be found on <http://helpcentre.fireflylearning.com/>

Kind regards

Mr J. O'Shaughnessy

Head of ICT & Computing



Log into Junior Boys Parent Portal

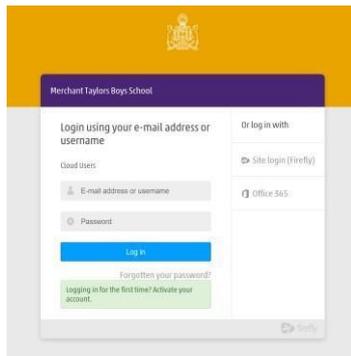
Set up your password and log in to access letters and homework

Activating your account

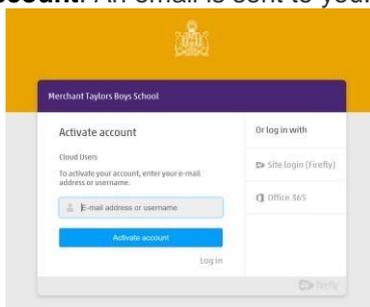
1. In your browser, go to the Parent Portal address.

<http://mtbs.fireflycloud.net/>

2. Select **Logging in for the first time? Activate your account.**



3. Enter the email address that MTBS already holds on record for you, then select **Activate account**. An email is sent to you.



4. Check your email inbox. Make sure to check your spam filters if you don't find it anywhere.
5. Open the email and select **Activate account**.

Hi Paul Parent

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

[Activate account](#)

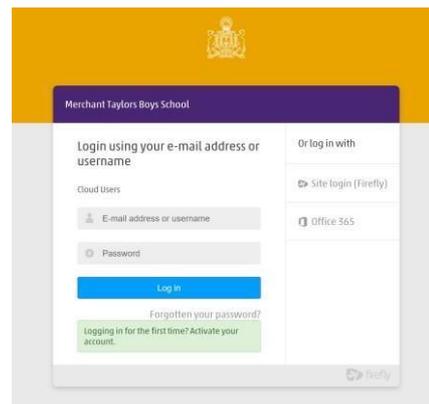
6. Enter the password of your choice, then confirm it.
7. Choose **Activate account**.

Your account is activated and you're now logged in to the Parent Portal.

Logging in

1. In your browser, go to the Parent Portal address <http://mtbs.fireflycloud.net/>
2. Choose the correct login option:

Enter your credentials directly on the main screen and select **Log in**.



You're now logged in to the Parent Portal.

If you use an @doctors.org.uk please contact Dr Clay on c.clay@merchanttaylosr.com directly

If you cannot login speak to Mr O'Shaughnessy or contact him on j.o'shaughnessy@merchanttaylors.com