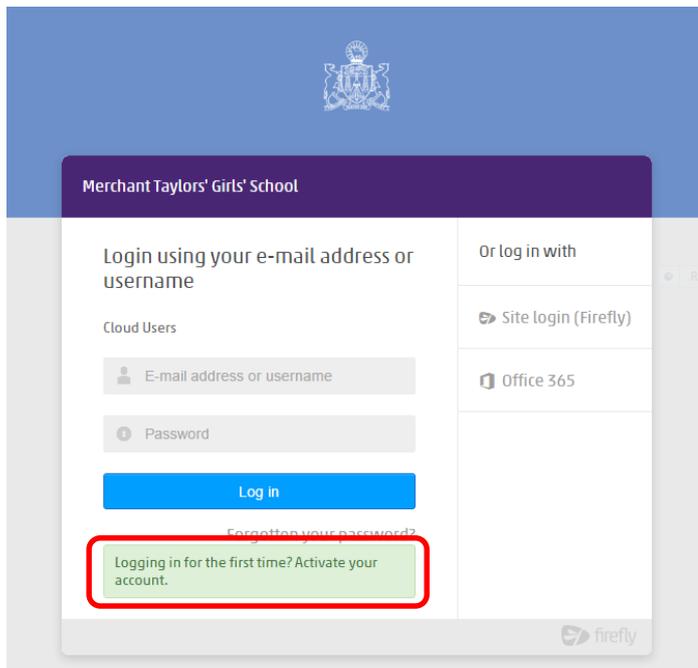


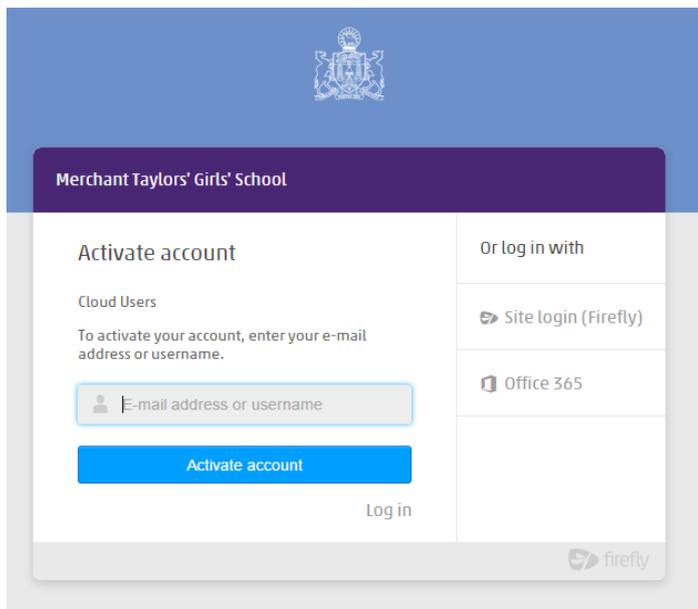
Parent Guide to MTGS Firefly Parent Portal

Merchant Taylors' Girls' School (MTGS) now use a learning platform called Firefly to send notifications to pupils and parents and to set homework tasks and to publish school reports and grade cards and to allow attendance information to be viewed. As a parent you can access the Firefly "Parent Portal" to view all of the above items about your daughter(s) but first you need to setup an account. Please follow the activation guide below and then there is a logon guide below that to follow once you have activated your account.

Activating your account



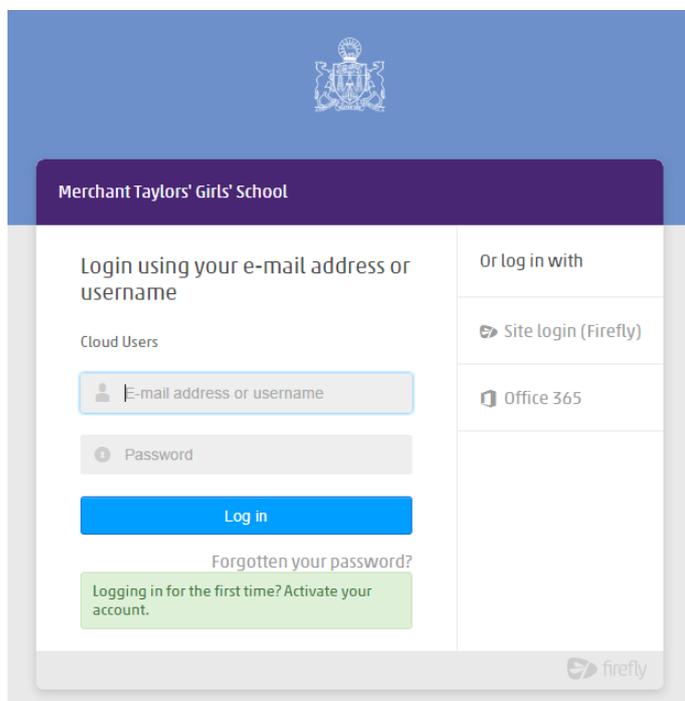
1. In your browser, go to mtgs.fireflycloud.net
2. You will be taken to a secure logon page, as shown to the left.
3. Please click on the green box that says "Logging in for the first time? Activate your account." As highlighted on the screen shot to the left.



4. When the screen to the left appears, enter your email address (**the one that MTGS holds on record for you**) into the email box and then click the blue button that says "Activate account".
5. An email will be sent to your email account from Firefly and the email will have a welcome message and a link in it saying "Activate account". Click on the link and then on the form that appears enter a password of your choice and then click "Activate account" and you should then be activated.

Logging on to the Parent Portal

Once you have activated your account you can visit the Parent Portal by going to mtgs.fireflycloud.net in your browser. When you do the screen below will appear ready for you to logon to the Parent Portal. Type in your email address and your chosen password and then click the blue "Log In" button and you will be taken in to the MTGS Parent Portal.



The screenshot shows the login interface for the Merchant Taylors' Girls' School Parent Portal. At the top, there is a blue header with the school's crest. Below this is a dark purple banner with the text "Merchant Taylors' Girls' School". The main content area is white and divided into two columns. The left column is titled "Login using your e-mail address or username" and includes a "Cloud Users" section with two input fields: "E-mail address or username" and "Password". A blue "Log in" button is positioned below these fields. A link for "Forgotten your password?" is also present. A green box at the bottom left of the left column contains the text "Logging in for the first time? Activate your account." The right column is titled "Or log in with" and features two options: "Site login (Firefly)" and "Office 365". The Firefly logo is visible in the bottom right corner of the page.