





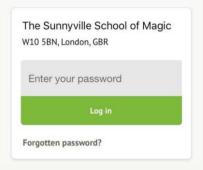
## We're using Arbor's free Parent Portal and Parent App

We've chosen Arbor to help us manage our school.

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Parent App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

## How to get started

- 1. Wait for your welcome email from Arbor telling you Arbor is ready you won't be able to log in before
- 2. Click the link in your welcome email to set up your password
- 3. Go to the App or Google Play Store on your phone and search 'Arbor'
- 4. Click 'Install' on Android or 'Get' on iPhone then open the App
- 5. Enter your email, select the school, then enter your password
- 6. Accept the Terms & Conditions and enter your child's birthday



## **Need help using Arbor?**

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

## Some tips to try:

- 1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
- 2. **Reset your password** from the login page, or ask us to do this.
- 3. If the login email was sent to you more than 96 hours ago, the password link will have expired. Ask us to send it again.
- 4. Ask the school office to check that your email address has not been used twice e.g. on another guardian or child's profile.
- 5. Enter the birthday of one of your children to log in.
- 6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.

