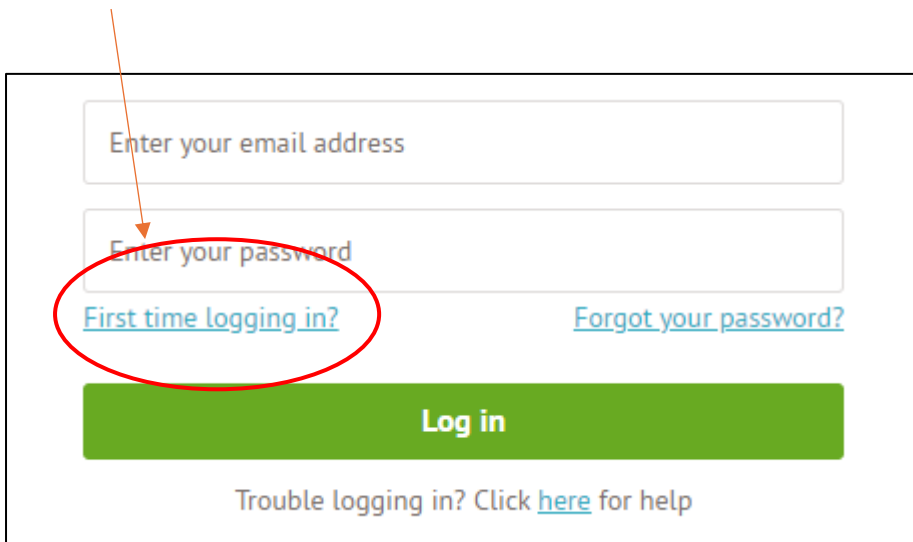


## How to log in to the Arbor Student Portal

The Arbor Student Portal is currently web based only, but there will be a new app available very soon!

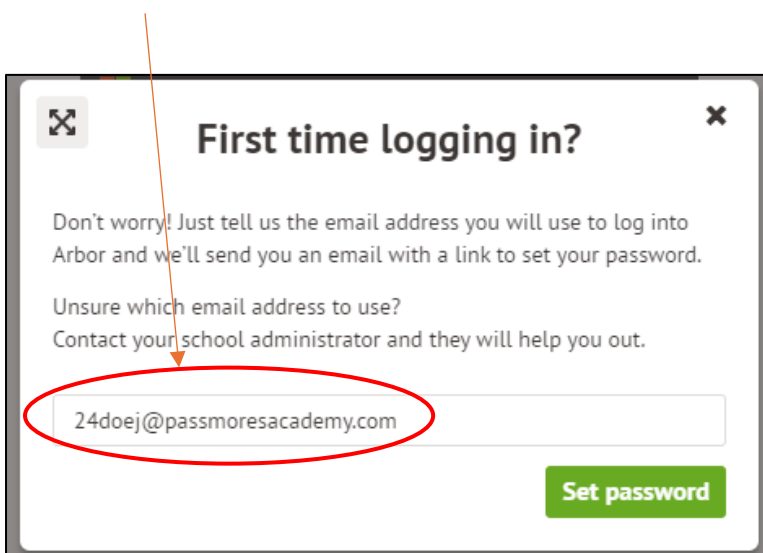
- 1) Go to <https://passmores-academy.uk.arbor.sc/>
- 2) Click **First time logging in?**



A screenshot of the login page. It features two input fields: "Enter your email address" and "Enter your password". Below the password field, the text "First time logging in?" is circled in red. To the right of this text is a link "Forgot your password?". Below these elements is a green "Log in" button. At the bottom, there is a link "Trouble logging in? Click here for help". An orange arrow points from the "First time logging in?" text to the "Enter your password" field.

- 3) Enter your Passmores email address. This will be the year that you started the school, followed by your surname and first name initial, and @passmoresacademy.com.

For example, if your name was Jane Doe and you were in year 7, your email address would be:  
**24doej@passmoresacademy.com**



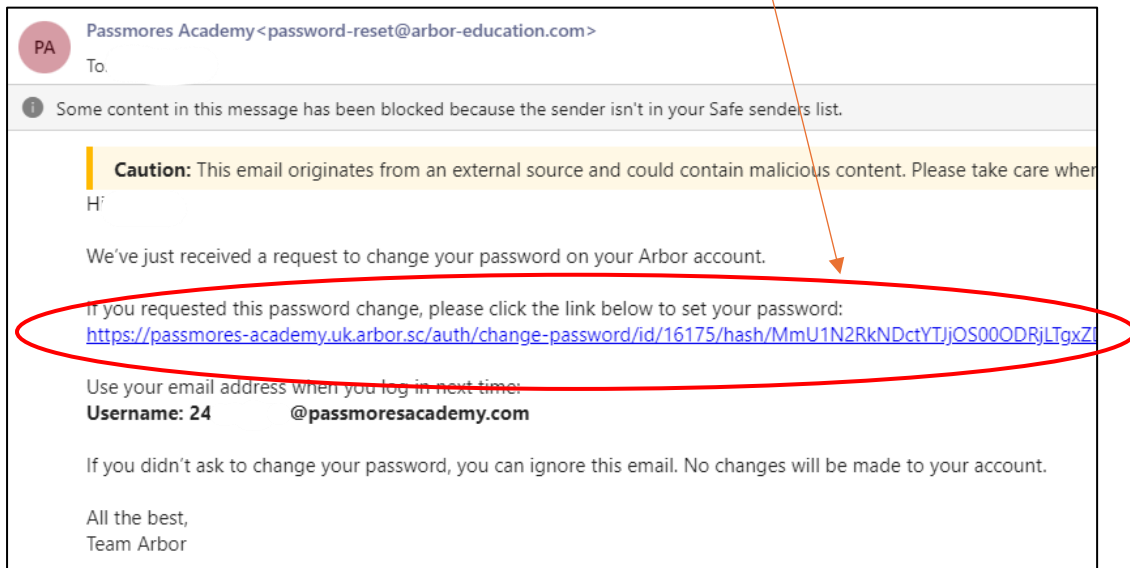
A screenshot of a dialog box titled "First time logging in?". The text inside reads: "Don't worry! Just tell us the email address you will use to log into Arbor and we'll send you an email with a link to set your password. Unsure which email address to use? Contact your school administrator and they will help you out." Below the text is an input field containing the email address "24doej@passmoresacademy.com", which is circled in red. To the right of the input field is a green "Set password" button. An orange arrow points from the "24doej@passmoresacademy.com" text in the previous block to the input field.

- 4) Arbor will then send you an invitation link to sign in to the Arbor Student Portal. You will need to go to <https://outlook.office.com/mail/> and sign in with your Passmores email address (detailed in the last step) and school password.

Your school password will be the one that you use in school to sign into the school computers.

5) You will have received an email from Passmores Academy (password-reset@arbor-education.com).

Click on the link to set a password for your Arbor Student Portal.



6) When you have clicked on the link, you will then be able to set a password for your Arbor account.

A screenshot of a web form for creating a password. It features two input fields: 'New password' and 'Confirm password'. Below these fields is a prominent green button labeled 'Create password'. Underneath the button, the 'Password criteria:' are listed: 'The password must be at least 7 characters in length.' and 'The password must contain at least one letter.' Two red arrows point to the 'New password' field and the 'Create password' button.

7) Click **Create password** - you will be automatically logged into your Arbor Student Portal.

In the Student Portal you will be able to see your timetable, attendance, achievement and behaviour points, homework assignments, and more.

Homework assignments can be submitted by uploading any documents to the **My submissions** area of an assignment, and clicking on the green **Mark as submitted** button (shown below).

Please don't click mark as submitted until you have added all the files that you need to. If you have handed your homework in in person, please remember to click mark as submitted on the Student Portal.



*Please note that homework assignments can only be submitted via the Student Portal and not the Parent App.*