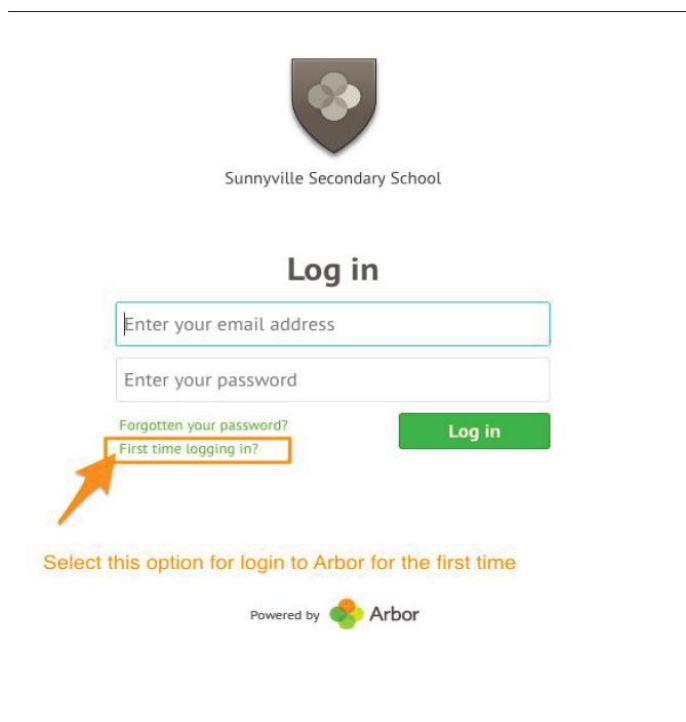


# Using Parent Portal - A Parent's Guide

## Logging In For the First Time

Welcome to Arbor, your school is now live on Arbor and it's time to login.

1. Launch an internet browser - we recommend Google Chrome
2. Navigate to your school's Arbor URL - <https://aldersbrook.uk.arbor.sc/>
3. Click the option 'First time logging in?' and follow the steps
4. Add a bookmark to your browser to find Arbor quickly tomorrow



Sunnyville Secondary School

### Log in

Enter your email address


Enter your password

[Forgotten your password?](#)

[First time logging in?](#)

[Log in](#)

Select this option for login to Arbor for the first time

Powered by  Arbor

Enter the email address the school holds for you and follow the link from your email to set-up a password (Please check your Junk e-mail).

On your first login only, you will need to enter your child's date of birth to access the dashboard.

## Forgotten Password/Password Reset

If you have accessed the Parent Portal previously, and have forgotten your password, then select the option 'Forgotten your password?' when heading to your school's Arbor URL access page <https://aldersbrook.uk.arbor.sc/>.



Sunnyville Primary School

## Log in



This field is required

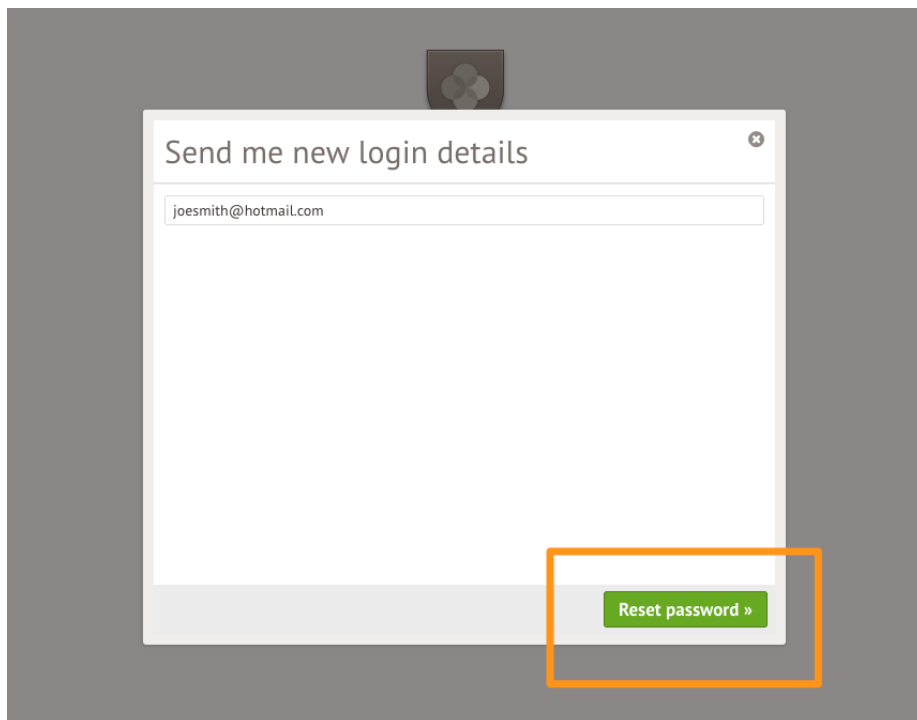
[Forgotten your password?](#)

[First time logging in?](#)

Log in

Powered by  Arbor

This will take you to a second screen where you can enter your email to generate a new password.

A screenshot of a web application window titled "Send me new login details". The window has a close button in the top right corner. Below the title bar is a text input field containing the email address "joesmith@hotmail.com". At the bottom right of the window, there is a green button with the text "Reset password »". The entire window is set against a dark gray background.

Send me new login details

Reset password »

If you are still unable to login after following these steps please contact your school directly. Due to Data Protection laws, we are unable to assist with individual access issues.

## Your Child's Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's profile and current attendance.

Any actions required will be under 'Notices'.

You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

The screenshot shows the Sunnyville Primary School dashboard for a user named Faye Mason. The dashboard is divided into several sections:

- Header:** Sunnyville Primary School logo, user name Faye Mason, a 'Sign out' link, the Arbor logo, a notification bell with '0', and a 'Help' link.
- My Items:** A dropdown menu.
- Quick Actions:** A section with a 'Quick Actions' dropdown.
- Student Profile:** Charlie Mason's profile, including a photo, name, gender (male), form (5GI), and a 'View Student Profile' button.
- Guardians of Charlie Mason:** A list showing Christian Mason and Faye Mason (with a right arrow).
- Notices:** A list of four notices regarding missing information: transportation method, religion, hearing tests, and vision tests. Each notice has a 'click to correct' link.
- Statistics:** A section with two sub-sections:
  - Attendance (2017/2018):** Shows 90.7% attendance with a bar chart comparing it to the year (90.7%) and last 4 weeks (100%).
  - Behaviour Points - this term:** Shows 0 points, with sub-sections for 'This year: 0 points' and 'Last term: 0 points'.
- Guardian Consultations:** A section stating 'No guardian consultations for Charlie Mason'.
- Accounts:** A table showing three accounts for Charlie Mason:

Account	Balance
Charlie Mason: Meals	£18.00
Charlie Mason: Milk	£0.00
Charlie Mason: Breakfast Club	£0.00
- Activities:** A section showing two activities for Charlie Mason: 'Clubs' and 'Trips'.

## If You Are a Guardian to Multiple Children at the School

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling.

Sunnyville Primary School

Faye Mason [Sign out](#)

0
Help

My Items ▼

Quick Actions ▼

Charlie Mason ▼

Charlie Mason ♂

Form
5GI

View Student Profile

Guardians of Charlie Mason

Christian Mason

Faye Mason ▶

Statistics

Attendance (2017/2018)

90.7%

90.7%

100%

Year

Last 4 weeks

Behaviour Points - this term

0

This year: 0 points

Last term: 0 points

Guardian Consultations

No guardian consultations for Charlie Mason

Accounts

Charlie Mason: Meals

Balance: £18.00 ▶

Charlie Mason: Milk

Balance: £0.00 ▶

Charlie Mason: Breakfast Club

Balance: £0.00 ▶

On doing this for the first time, you will need to enter your other child's date of birth to access their dashboard.

## Available Data on Your Child

If your child's school has granted access, you will be able to click on different parts of the home page to view more data on your child.

**Profile** - this allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed. You will be able to amend details such as your contact details, medical information, consents, and so on.

Charlie's page

Main Dashboard

Profile

Calendar

Attendance

Progress

Activities

Behaviour

Curriculum Tracking

Report Cards

Accounts

Charlie Mason ♂

Form
5GI
Year
Year 5

House
Colville
Tutor
Ryan Smith

Notices

Charlie Mason does not have a transportation method recorded - click to correct

Charlie Mason does not have a religion recorded - click to correct

Charlie Mason does not have any details on hearing tests - click to correct

Charlie Mason does not have any details on vision tests - click to correct

Student Details

Name
Charlie Mason

Gender
Male

Date of birth
28 Apr 2008

Country of birth
United Kingdom

Nationality
United Kingdom (Citizen)

Ethnicity
White - British

Religion
Not recorded - click to add

Instructions

This page lets you add and edit information and guardian details for Charlie Mason.  
To add new information or new guardians, simply click 'Add' at the top right of each section or use the Quick Actions below.  
Information that can be edited is marked by an arrow at the right hand side of the line that the information is on. Simply click anywhere in the line and an editing pane will slide out.

Quick Actions ▼