



HOW TO ACCESS AND USE FIREFLY

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How to log into Firefly using your Office365 login details

- 1. Open Firefly login page in your browser:
 - a. Go to Epsom College Extranet, http://home.epsomcollege.org.uk/ and click the link to Firefly on the lefthand side menu.
 - b. Alternatively, you can type http://vle.epsomcollege.org.uk/ directly into your browser.
 - c. If you on a College owned computer there will also be a Firefly icon located on desktop. Clicking the icon will open Firefly login page.
- 2. Once on the logon page click the "Epsom College Office365 Account" button:

| EPSOM | | | | |
|-------|---|----------------|--|--|
| | Epsom College | | | |
| | Login using your e-mail address or username Cloud Users Log n Password Log n Forgotten your password? Logging in for the first time? Activate your account. | Or log in with | | |
| | | 🖘 firefly | | |

3. If it is first time you are logging into Firefly you might be asked to grant permissions for Firefly to use your Office365 login credentials. If that happens simply click Accept button and you will be logged into Firefly:

| Firefly App publisher website: 0865-integration.Strettyclousinet |
|---|
| Firefly needs permission to: • Sign you in and read your profile ® You're signed in as tommunup.2014@epsomooflege.org.uk Dhou denili k |
| Accept Conol |
| |
| |
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4. Next you will be presented with your Firefly home page:



Log in to your Firefly for Students app

- 1. Tap the app's icon to open it
- 2. If you'd like to receive notifications from the app, choose Allow:

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3. Enter EPSOM as school code, then select Next:

4. Next a login page will show:

| | Epsom College | | | |
|--|---|----------------|--|--|
| | Login using your e-mail address or username thout users 1 Password Log in Forgotten your pustword? Logging in far the first larse? Atlivate your account. | Or log in with | | |
| | | E> feely | | |

- a. Once on the logon page click the "Epsom College Office365 Account" button
- 5. If it is first time the app is being opened a "Setting up you app" will show for a period of time:
- 6. Next you will be presented with Firefly home page:





NOTE: If you need help with using Firefly, extensive guidance can be found on: http://helpcentre.fireflylearning.com/students

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.