

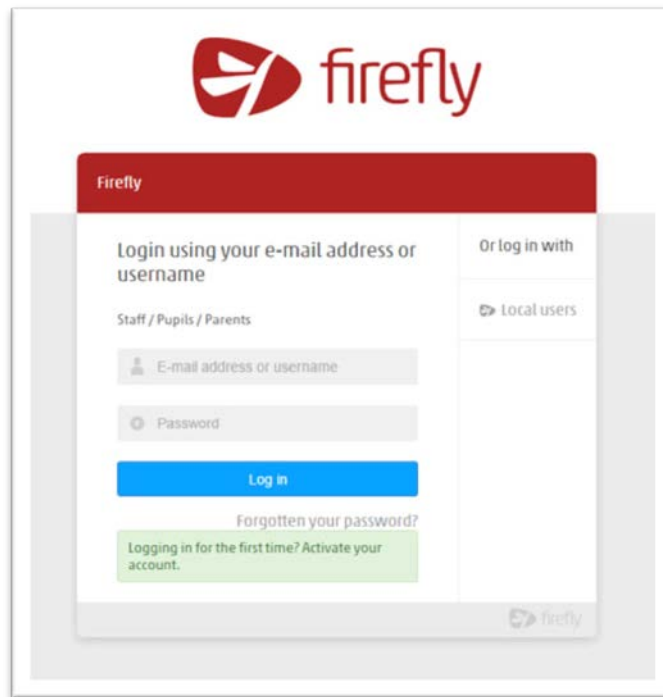


## Newcastle-under-Lyme school Firefly Activation Guide

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This brief guide is intended for parents and pupils of Newcastle-under-Lyme School to activate and login to Firefly for the first time. To begin the activation process, visit <https://www.nuls.org.uk> and select either the Senior or Junior Firefly link at the bottom of the page.

The login page should look similar to the picture below:



Select the “Logging in for the first time?” button towards the bottom of the login box. You will be required to enter your email address.

**Parents** - Your email address must be registered with the School Office prior to activating your account. If you have not already done so, you need to register your email address by sending an email to [mail@nuls.org.uk](mailto:mail@nuls.org.uk) containing your child’s name and form. If you already receive School InTouch emails, this indicates that your email address is already registered.

**Pupils** – Please enter your School email address.

Once complete please check your email. You should receive an automated email from Firefly with a link that allows you to set a password for your account. You should now be able to login to Firefly with your email address and password.

If you forget/lose your password you can request a reset from the login page using the same procedure.

In the event of any problems please send an email to [support@nuls.org.uk](mailto:support@nuls.org.uk)