

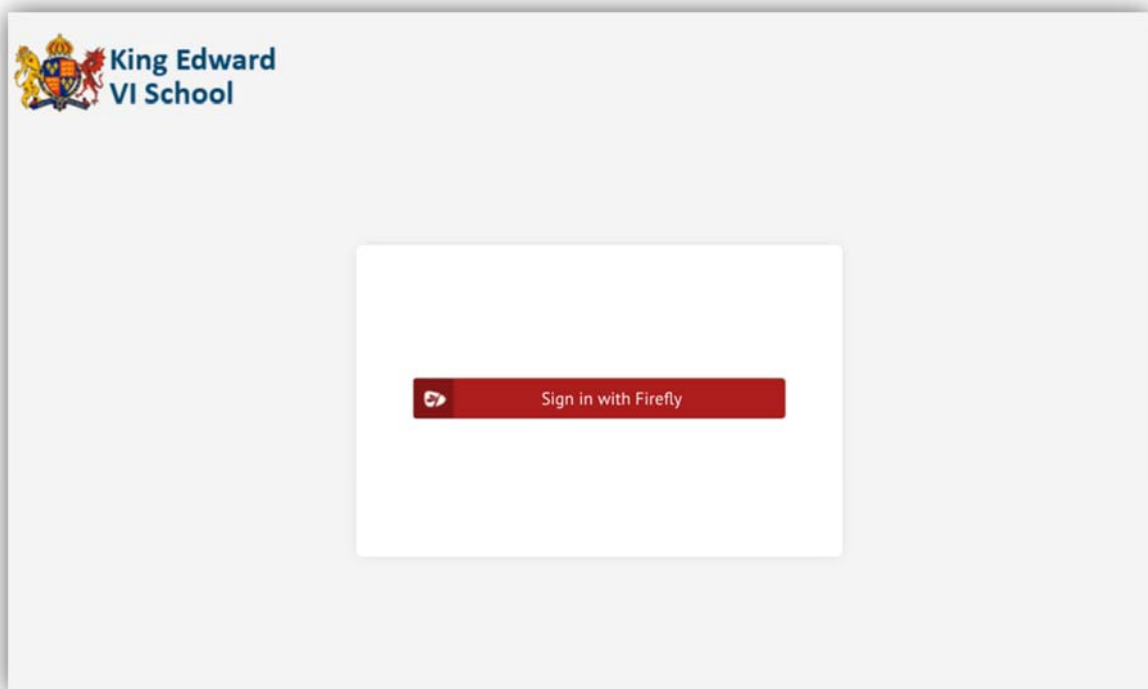
## My School Portal Activation Guidelines

To Login into My School Portal - select the link below or copy and paste it into your web browser address bar.

<https://my.kes.hants.sch.uk>

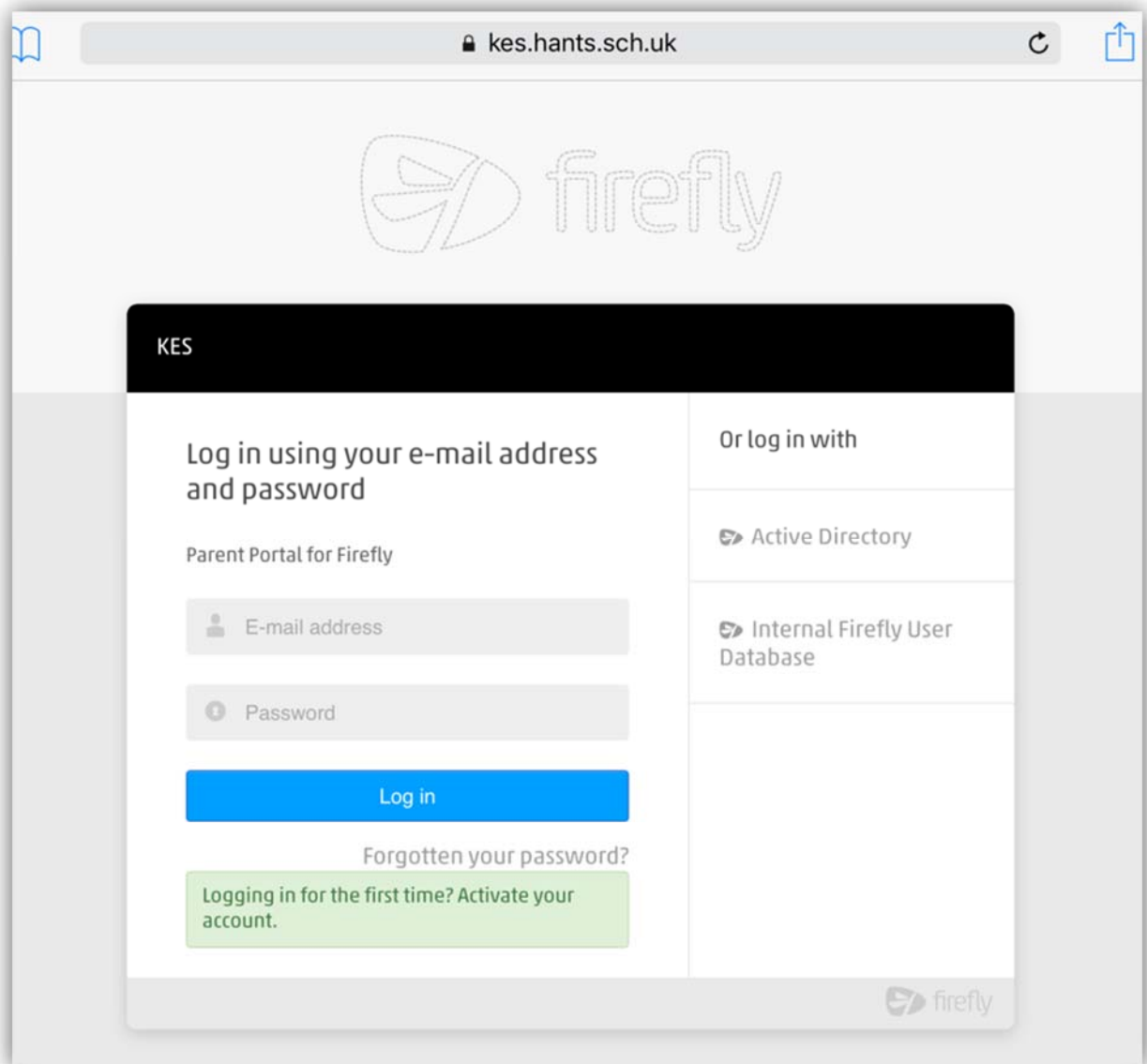
The first time you log in to My School Portal you will need to go through the new user registration process.

Click on the red box 'Sign in with Firefly'



This will take you through to the Login and Account Activation screen.

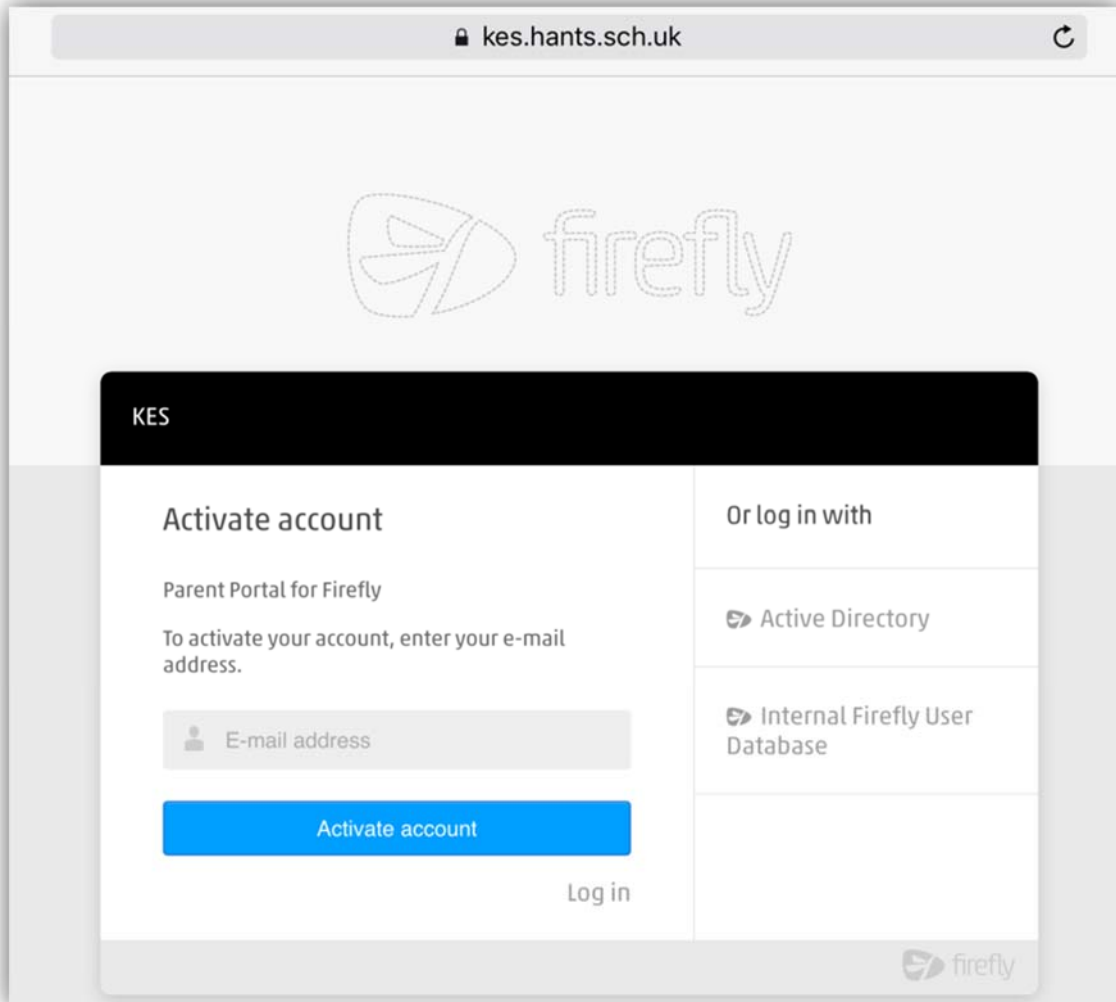
Click on the green box 'Logging in for the first time? Activate your account.'



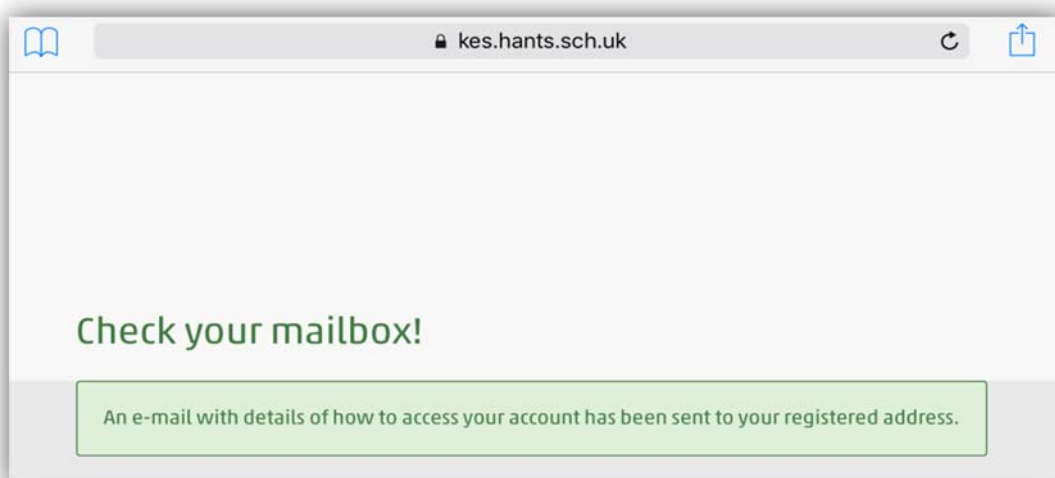
This will take you to the Activate Account page

**It is very important that you use the email address that we have in our records for you. This will be the email address that you received your My School Portal invitation email at.**

Enter this email address and click on the blue 'Activate Account' box

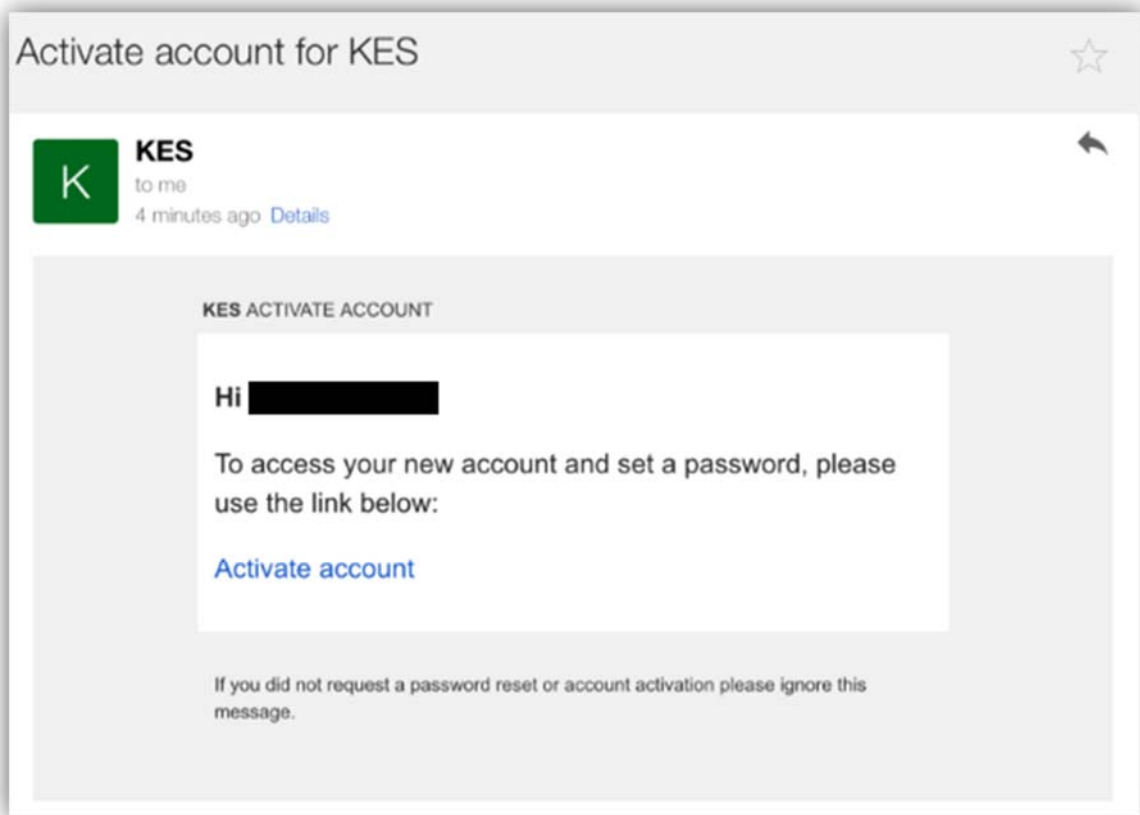


You will then see the 'Check your mailbox' message



You will now receive an account activation email, see example.

Click on the link 'Activate account' to set up your new account and password.



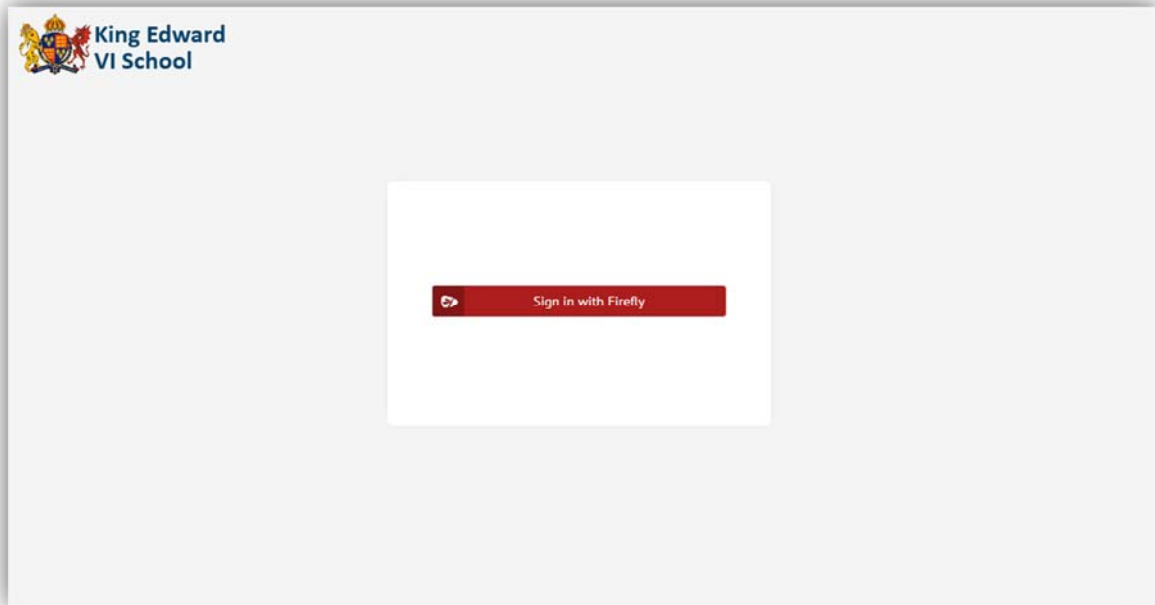
This will take you to the 'Please enter a new password' page

Enter your chosen password and click on the 'Activate Account' button

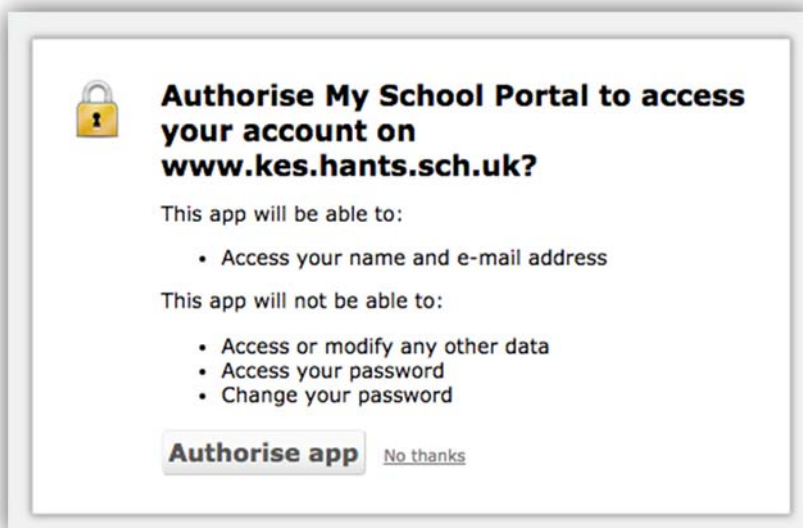


When you complete the activation process you will automatically be redirected to the school website's "Join Us" page. ( <http://joinus.kes.hants.sch.uk/>)

At this stage you have completed the activation process and will need to go back to the My School Portal Login Page <https://my.kes.hants.sch.uk/login> and re-enter your username and password to access My School Portal.



Final Step – the following screen pop-up will appear. Click on 'Authorise app'.



Once registered you will only need to use the single My School Portal login page for future access.

<https://my.kes.hants.sch.uk/login>

END