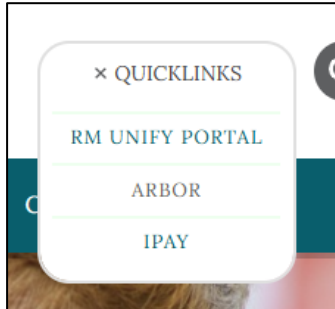




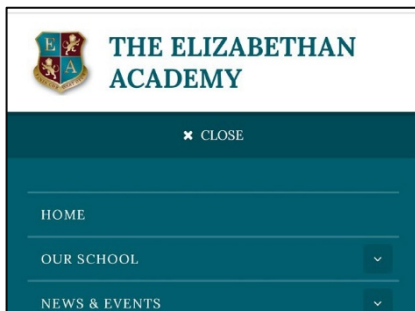
Dear Parent or Carer,

If you are having any issues in relation to logging into Arbor, then please follow the instructions below:

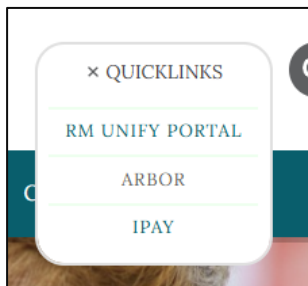
1. Go to the school's website (<https://www.elizabethan.notts.sch.uk/>)
2. DESKTOP USERS – Click on the 'Quicklinks' button at the top right of the page



MOBILE USERS – Click on the menu at the top of the screen



3. Select 'Arbor'



4. In the bottom left, click on either 'First time logging in?' (if you have not logged into Arbor before) or click 'Forgotten your password?'



Principal: **Mr Tom Crowther** Chair of Governors: **Dr Derek Cheetham**

Hallcroft Road, Retford, DN22 7PY T: 01777 713700 E: [office@elizabethan.notts.sch.uk](mailto:office@elizabethan.notts.sch.uk) W: [www.elizabethan.notts.sch.uk](http://www.elizabethan.notts.sch.uk)



5. Enter the email address that you used to register with the school

Log in with Microsoft

### First time logging in?

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.

**Set password**

6. Check your email inbox for the 'Change your Arbor password' email. (If you can't find the email, check your junk/spam folder)

Change your Arbor password

**TE** The Elizabethan Academy <password-reset@arbor-education.com>  
To: Mr B Reid

Hi Ben,

We've just received a request to change your password on your Arbor account.

If you requested this password change, please click the link below to set your password:  
<https://elizabethan-notts.uk.arbor.sc/auth/change-password/d/11831/hash/MzBhMDMzOGITDhmZS00ZTI3LTk4YiMNTc5MWEkMmYzOTQ2LIE2NDgwNTE1MDk=>

Use your email address when you log in next time:  
**Username:** [reidb@elizabethan.notts.sch.uk](mailto:reidb@elizabethan.notts.sch.uk)

If you didn't ask to change your password, you can ignore this email. No changes will be made to your account.

All the best,  
Team Arbor

7. Click on the link and follow the onscreen instructions to setup your password

## Create password



**Create password**

**Please correct your errors:**

- The two entered passwords do not match.
- The password must be at least 8 characters in length.
- The password must contain at least one letter.
- The password must contain at least one number.
- The password must contain at least one lowercase and one uppercase letter.

8. You should now be able to login to your account
9. Once logged in, confirm your child's date of birth

### Verify Access to Alfie

To verify that you are authorised to access Alfie on the Arbor system, please enter Alfie's date of birth.

Date of birth\*

If you have any issues along the way, feel free to contact the IT Support team - [helpdesk@elizabethan.notts.sch.uk](mailto:helpdesk@elizabethan.notts.sch.uk)

Kind Regards,  
IT Support Team

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