

Dear Students,

Please follow the instructions below to login to Arbor for the first time from home. If you are following these instructions in school, please jump to step 5.

- 1. Go to the school's website (https://www.elizabethan.notts.sch.uk/)
- 2. DESKTOP USERS Click on the QUICK LINKS button at the top right.



MOBILE USERS - Click on menu on the top of the screen.



3. Click on Staff / Student Portal Login



Principal: Mrs Christine Horrocks BSc (Hons) NPQH, NPQEL & NPQHEL Chair of Governors: Dr Derek Cheetham

Hallcroft Road, Retford, DN22 7PY

T: 01777 713700

E: office@elizabethan.notts.sch.uk

www.elizabethan.notts.sch.uk



The Elizabethan Academy Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 7964360 and has a registered office at Hallcroft Road, Retford, Notts DN22 7PY



4. Login to RM Unify with your School workstation details

Sign in	
Username or Email Address (re	quired)
Enter the username or email addi	@elizabethan.notts.sch.uk
Password (required)	
Enter the password	0
I have forgotten my password	
Remember me (Do not select on shared devices)	
Sign in	

Find out about RM Unify

5. Click on Arbor MIS

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Arbor MIS	Sta
Elizabethan MIS	CC
5. Click on First time lo	ogging in
Enter your passw	ord
First time logging in	<u>n?</u>)
	100
5. Enter vour school e	mail address
Log in with M	licrosoft
First time logging in?	
Don't worry! Just tell us the email addre Arbor and we'll send you an email with a	ss you will use to log inte a link to set your passwo
Unsure which email address to use? Contact your school administrator and th	ney will help you out.
Enter email address	
	Set passwo

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6. Check your school email inbox and spam folder

Change your Arbor password
The Elizabethan Academy <password-reset@arbor-education.com> To Mr B Reid</password-reset@arbor-education.com>
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/id/11831/hash/Mz8hMDM2OGItODhm2S00ZTI3LTk4YjMtNTc5MWExMmYzOT0zLjE2NDgwTTE1MDk=
Use your email address when you log in next time: Username: <u>reidb@elizabethan.notts.sch.uk</u>
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. Follow the on-screen instruction to setup your password



- 8. Login to your account
- 9. Accept the Terms of use policy

If you have any issues or problems relating to this, please contact our IT Support Team at <u>Helpdesk@elizabethan.notts.sch.uk</u>

Kind Regards, Mr B Reid

Apprentice IT Technician ICT Technical Support Department

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