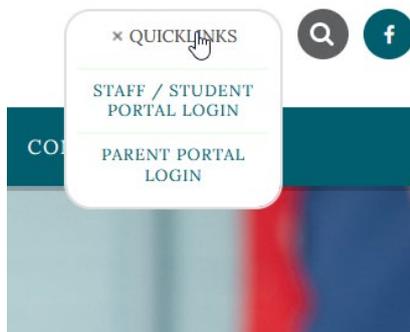




Dear Parent or Career,

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

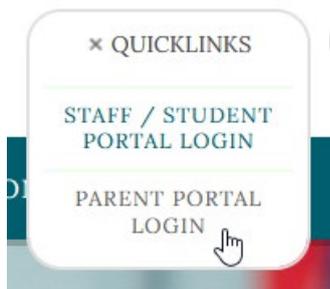
1. Go to the school's website (<https://www.elizabethan.notts.sch.uk/>)
2. DESKTOP USERS – Click on the QUICK LINKS button at the top right.



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



3. Click on Parent Portal Login



4. Click On First Time Logging In.



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](mailto:office@elizabethan.notts.sch.uk)

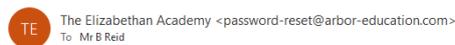
[www.elizabethan.notts.sch.uk](http://www.elizabethan.notts.sch.uk)



5. Enter your email address you have registered with the school.

6. Check your email inbox and spam folder

Change your Arbor password



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/Mz8hMDMzOGl0dHmZS00ZTl3LTk4YmMhNTc5MWEwMmYzOTQzLjE2NDgwNTE1MDk=>

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. Follow the on-screen instruction to setup your 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. Login to your account

9. confirm your child's date of birth

If you have any issues or problems relating to this, please contact our IT Support Team at [Helpdesk@elizabethan.notts.sch.uk](mailto:Helpdesk@elizabethan.notts.sch.uk)

Kind Regards,  
Mr B Reid

Apprentice IT Technician  
ICT Technical Support Department

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