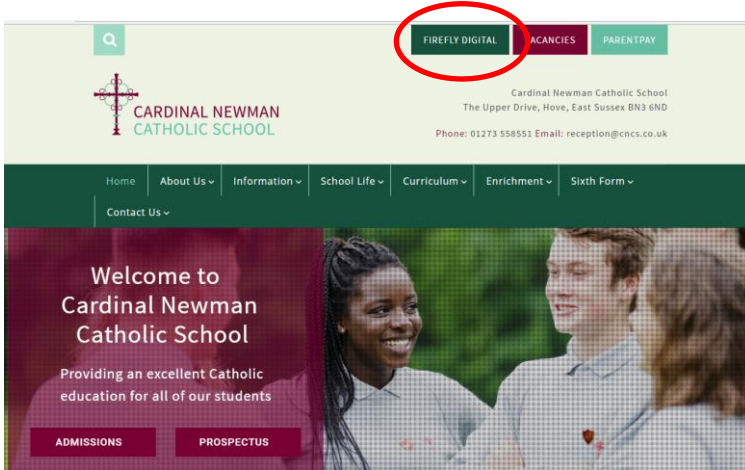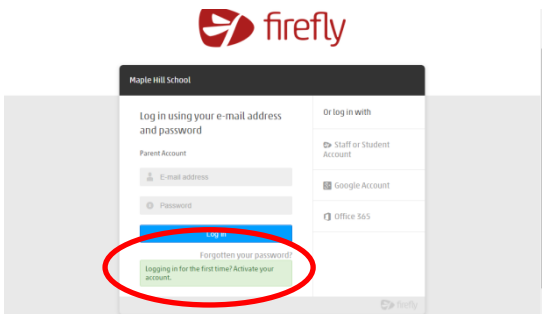# Logging on to Firefly for the first time

1. Click on the Firefly logo on the homepage of our website – www.cncs.co.uk.

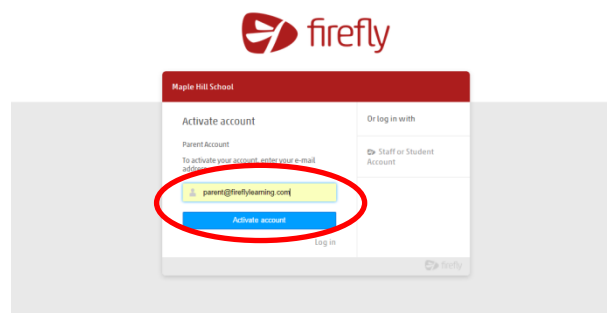Or, go directly to the Firefly login page: https://cncs.fireflycloud.net/login

2. Select the "Logging in for the first time? Activate your account" link.

3. Enter your email address that the school already holds on record for you and select "Activate account".

Note: it must be the email address that the school holds on record for you so that it is recognised. If the school does not have an email address for you, please send your preferred contact email address to: contact@cncs.co.uk

4. Check your email inbox

Check your mailbox!

An e-mail with details of how to access your account has been sent to your registered address.

The parent portal will then send you an email. Please check your junk filters if you do not receive the email.

5. Select the link that appears in your email

Hi Paul Parent

To access your new account and set a password, please use the link below:

Activate account

6. Create and confirm a password

The password is one of your own choosing. You can be reminded of it or change it at any time.

You will now be logged into the parent portal!

The next time you log on with your parent account, simply use your email and the new password you have just created.

If you should have any problems with your email address, you can send an email to: contact@cncs.co.uk