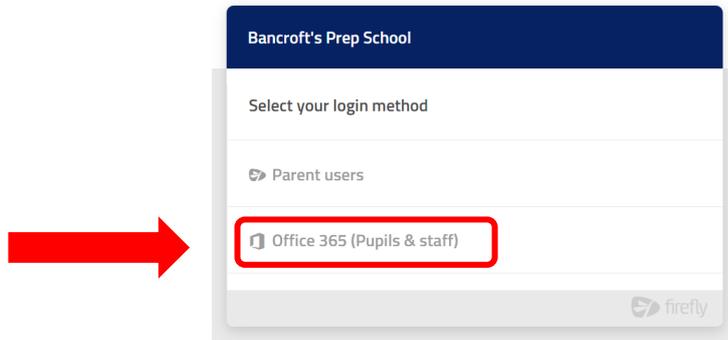


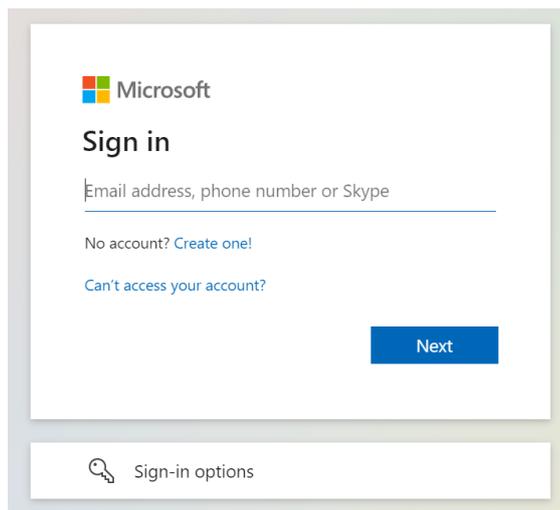
Staff guide to logging in to the Prep VLE (Firefly)

Outside of school

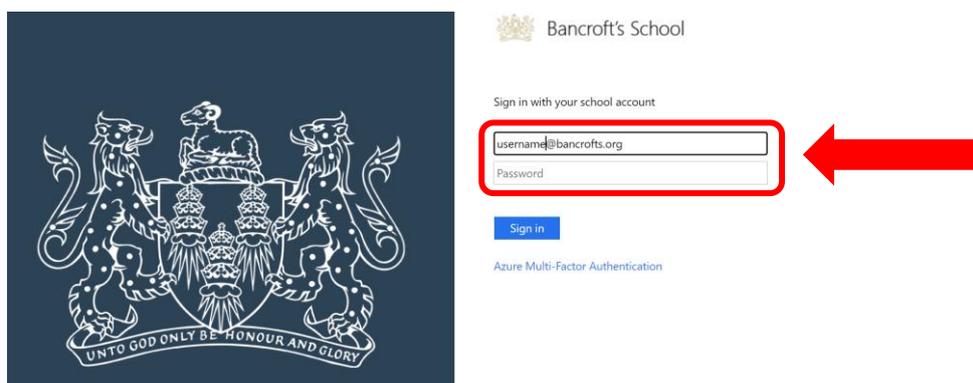
1. In your browser, go to the [Prep VLE site](#).



2. Click on Office 365 (Pupils and staff). You will be taken to a Microsoft Office 365 login page (because you will be using your school email as your username).



3. Please enter your full school email address ([username@bancrofts.org](#)) and your network password. Then click the blue 'Sign in' button



4. From outside of school you will be prompted to approve the login using the Microsoft Authenticator app on your mobile device.
5. You should then be logged in to the cloud hosted Firefly. It looks and works as you expect, and should have all your existing data in place.

Within school

1. Within school you will be automatically logged in to the VLE.

Firefly features

Check out the [quick tour](#) to familiarise yourself with Firefly's features.

Apps to use with Firefly

Pupils and staff can also use the Firefly for Students app ([Apple](#) / [Android](#)) for their mobile device. The first time the app is run you will be prompted for a school code. This is **BANCROFTSPREP**. You then login with your username (six digits) and your usual password.

There is also a Parents app available ([Apple](#) / [Android](#)) which uses the same school code. As a parent you login with your iSams registered email address and the password you created (see above).