

## Logging into Firefly for the first time

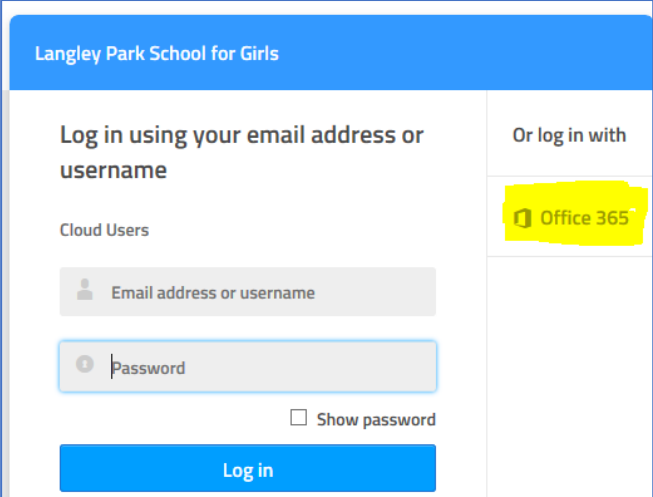
Our firefly system is now cloud based rather than hosted locally at school.

You won't really notice a difference when using the system but as your Firefly account now links with your Office 365 account there is a slight difference in the way you login.

1. Go to: <https://lpgs.fireflycloud.net>

This should bring you to the login screen

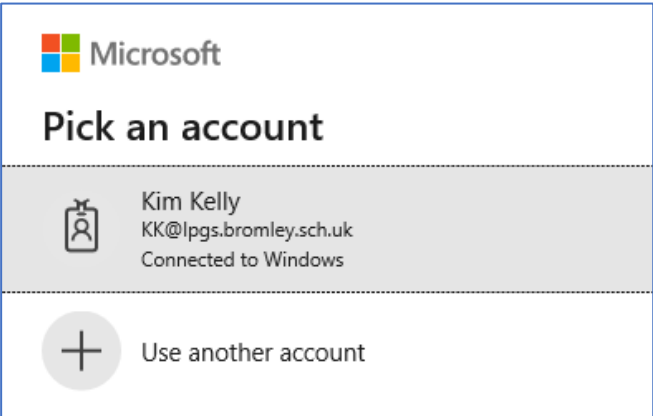
2. Click on the Office 365 button (highlighted)



3. Choose the appropriate office 365 account and then enter your normal school password when prompted.

You should then be taken to the dashboard as normal

**NOTE:** IF you are already logged into office 365/Outlook it will log you straight into Firefly without asking you for your password.



### If it is your first time . . .

Microsoft will ask if you want Firefly to link with your Office 365 account.

**Please click Accept** (there are no privacy issues with this)

**NOTE:** When you logout of Firefly you will be logged out of Office 365 and vice versa.

If you have any issues please contact [kk@lpgs.bromley.sch.uk](mailto:kk@lpgs.bromley.sch.uk)

