



EPSOM

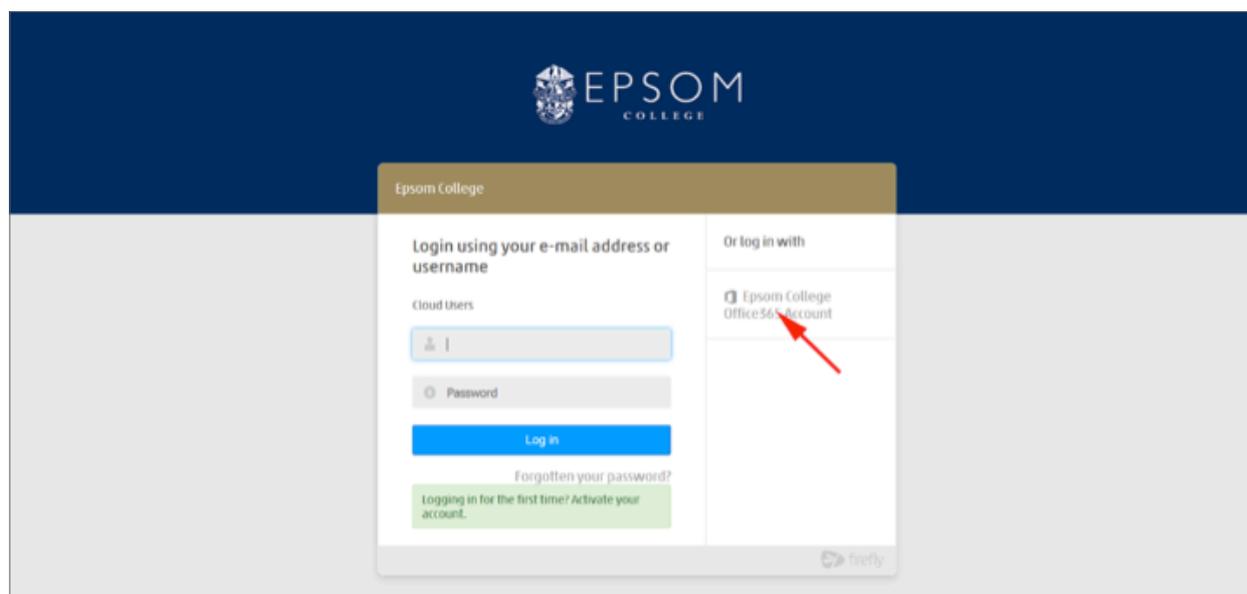
COLLEGE

HOW TO ACCESS AND USE FIREFLY

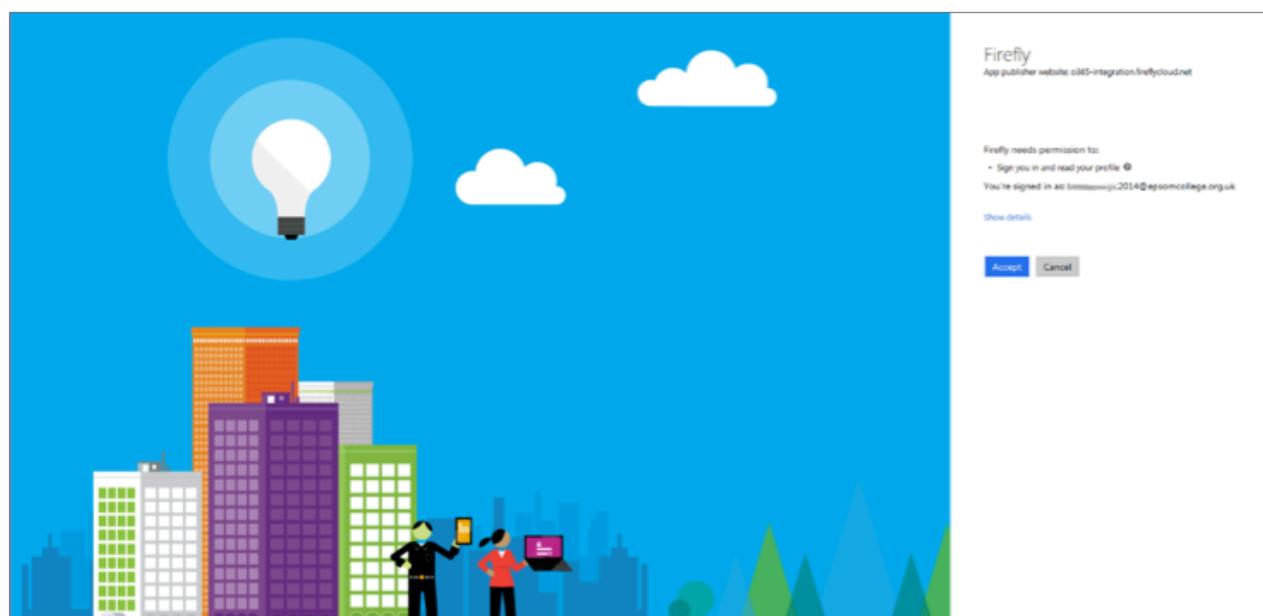
HOW TO ACCESS AND USE FIREFLY

How to log into Firefly using your Office365 login details

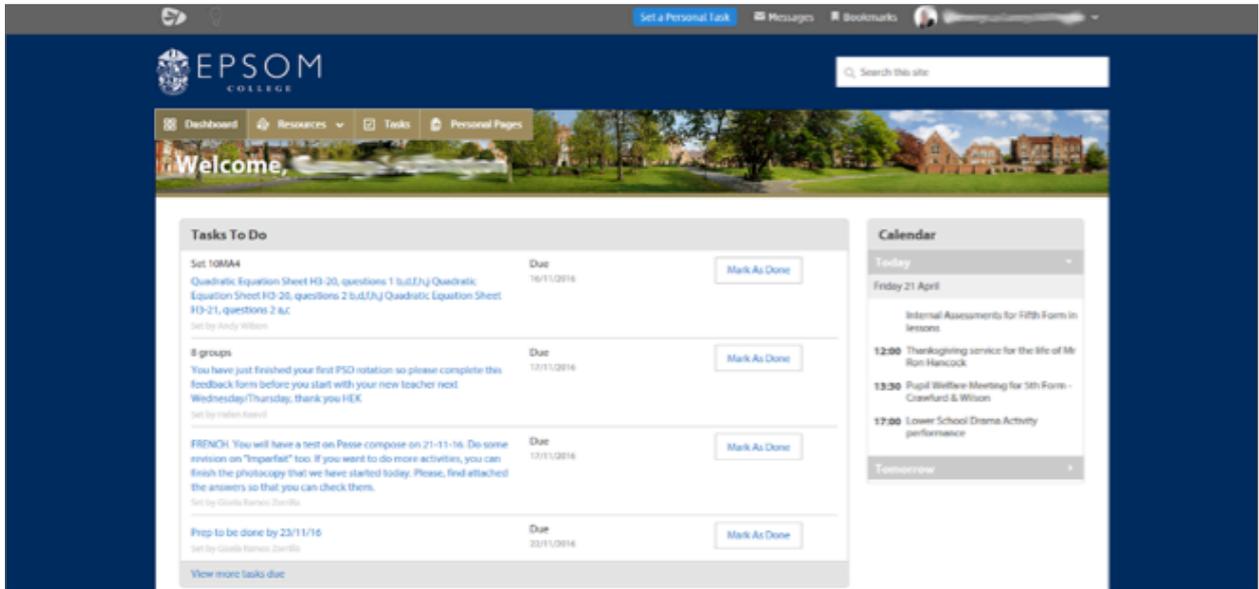
1. Open Firefly login page in your browser:
 - a. Go to Epsom College Extranet, <http://home.epsomcollege.org.uk/> and click the link to Firefly on the left-hand side menu.
 - b. Alternatively, you can type <http://vle.epsomcollege.org.uk/> directly into your browser.
 - c. If you on a College owned computer there will also be a Firefly icon located on desktop. Clicking the icon will open Firefly login page.
2. Once on the logon page click the “Epsom College Office365 Account” button:



3. If it is first time you are logging into Firefly you might be asked to grant permissions for Firefly to use your Office365 login credentials. If that happens simply click Accept button and you will be logged into Firefly:



4. Next you will be presented with your Firefly home page:

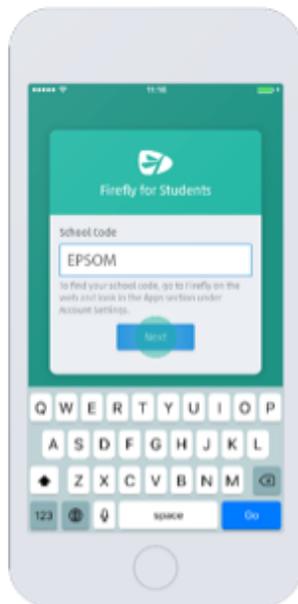
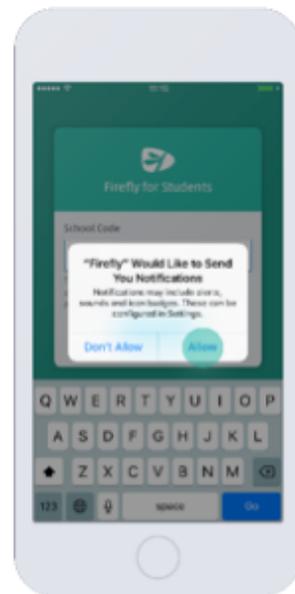


Log in to your Firefly for Students app

1. Tap the app's icon to open it

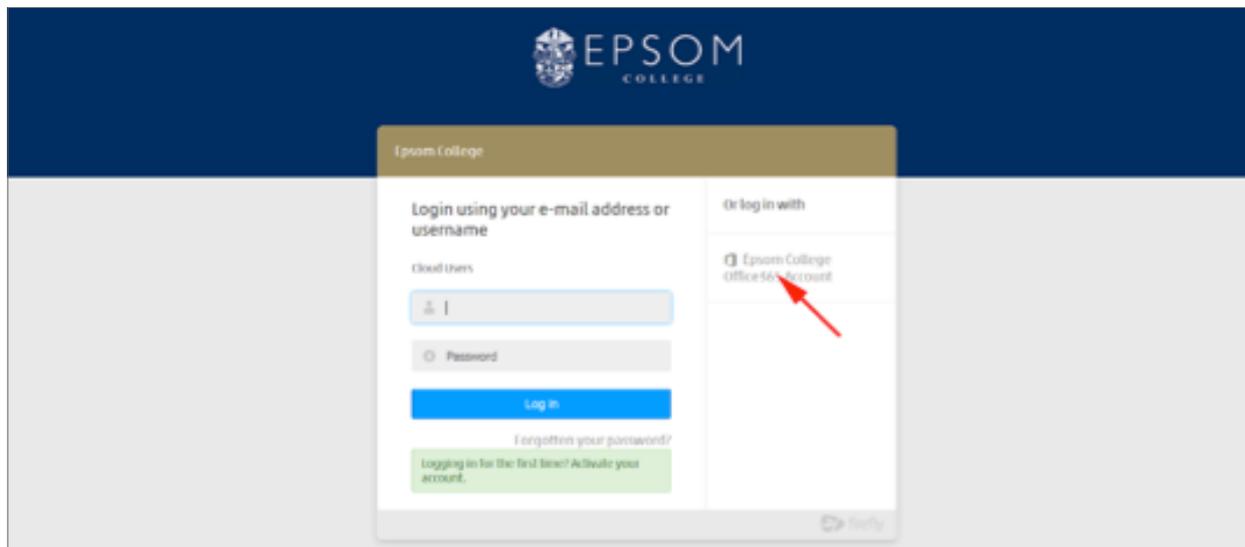


2. If you'd like to receive notifications from the app, choose Allow:



3. Enter EPSOM as school code, then select Next:

4. Next a login page will show:

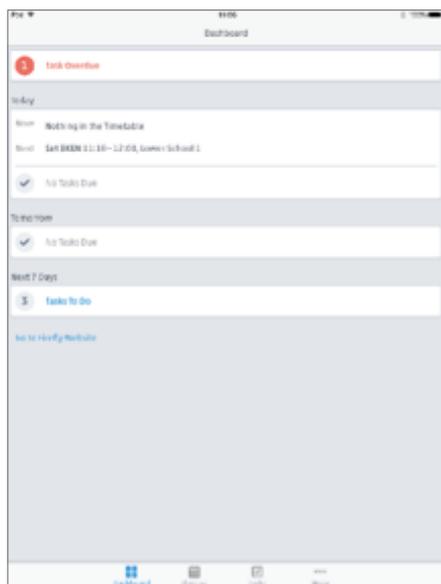


a. Once on the logon page click the “Epsom College Office365 Account” button

5. If it is first time the app is being opened a “Setting up you app” will show for a period of time:



6. Next you will be presented with Firefly home page:



NOTE: If you need help with using Firefly, extensive guidance can be found on: <http://helpcentre.fireflylearning.com/students>

If you are experiencing difficulties logging on, please contact our IT Services department using ITsupport@epsomcollege.org.uk or by telephoning 01372 821159.