



Registering for Parent and Student Accounts in Arbor

All Students and Parents have an account to access Arbor to see information regarding Calendars, Achievement Points, Behaviour Incidents etc. Parent Accounts are separate to student accounts, and have slightly different functionality, so please ensure that you login to your own account, not your child's or parent's.

You can set up access to your account for this by going to:

<https://woodham-academy.uk.arbor.sc>

and clicking on the 'first time logging in' link:

## Log in

Enter your email address

Enter your password

[First time logging in?](#) [Forgot your password?](#)

Log in

Trouble logging in? Click [here](#) for help

You then need to enter your email address. This must match the email address we have on our system for you. If you are a student, this is your school email address (firstname.surname@woodham.org.uk) If you are a parent it is the contact email address you have provided us with. Then click Set Password and it will email you a link to create your password.

Go into the Inbox of the email account you just entered and you should have a message entitled 'Change Your Arbor Password'. If you do not see this, please check your junk/spam/unfocused mail boxes in case your email provider has mistakenly filtered it out.

Click on the link they've sent you and it will take you to a page asking you to choose a password (it explains the requirements in terms of capital/lower case letters, length and numbers).

Then you can go back to the Woodham Arbor site

<https://woodham-academy.uk.arbor.sc>

And enter your email address and the password you have chosen. The first time you log in it will ask you to tick a box and agree to their terms and conditions.

If you are a parent, it will then ask you to put in the date of birth of one of your students at the school.

I would suggest that you bookmark the website address on your PC, Laptop, Tablet, phone or other device. You can log in from any internet connected device with a browser.

There is an Arbor App for phones which can be downloaded from the App Store/Google Play store. This only works with Parent Accounts. Once installed, you should be able to log in using the same username/password as previously chosen.

There is no App for students, They are recommended to bookmark the website and log in frequently to check things.

Once logged in, it is hopefully fairly self explanatory as to where things are, but Arbor have published a guide for Parents and Guardians:

<https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents#logging-in-0-0>

Please note that at this time we are not using the payments option within Arbor that you may see mentioned within the help site. We will continue to use ParentPay for meal and trip payments.

Should you forget your login in the future, you can reset your password using the 'forgot password' link on the Arbor login screen.

For a small number of parents, we may not have an email address on record. If you have any problems getting your Arbor account set up, please contact the school and ensure that we have your up to date email address on our records, and that you are using this email address to log in to Arbor. If you do not see the email inviting you to set a password once you have entered your email address, please check your junk/spam folders.

Any further questions, please use the Arbor help site:

<https://support.arbor-education.com/hc/en-us/sections/201716749-Using-Parent-Portal-and-the-Arbor-App-as-a-parent>

Or contact the school and we will endeavour to assist.