

# Sign-In Guide

## For Parents and Carers

### HOW TO LOGIN TO FUSION

**You must register via a laptop/tablet before using the app:**

1. Go to <https://stm.fusionvle.com/login/>
2. Underneath the login box, click the link '**Reset password**'
3. Enter your email address (this must be the address you use to receive communications from the school) and click 'Continue'
4. You will receive an email confirming your login (your email address) and which will allow you to set a password.
  - If you get an error message, please contact school

### Download the App

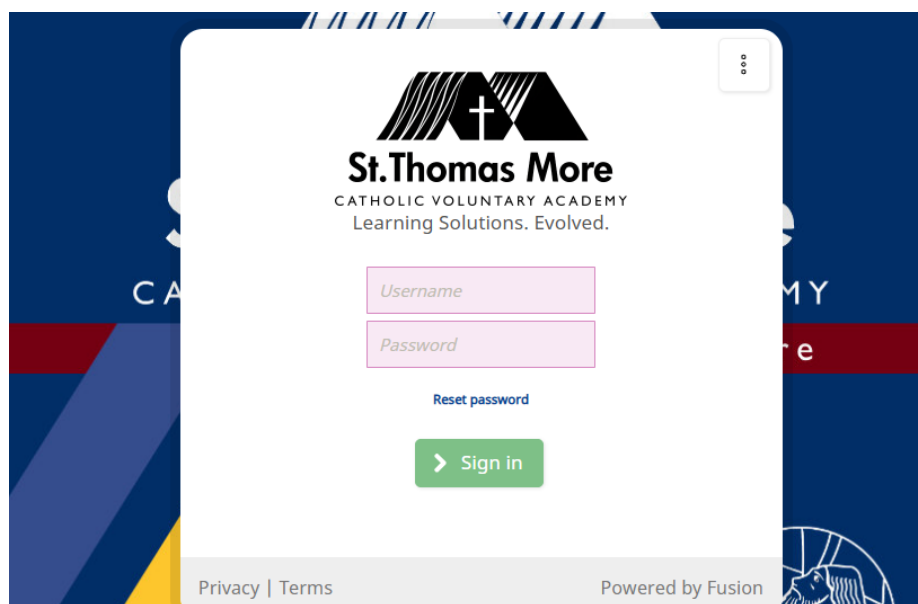
1. Login to fusion on a browser on your phone, tablet or laptop/PC
2. Go to the menu at the top right and choose 'Download App'. In the app store the VLE will appear as My Learning UK.
3. Download the App
4. Login to the App by entering
  - **School ID = 4382**
  - Username (your email)
  - Password

You should already have all your children from this school linked to your account. If you do not, please contact the school.

Further information and guidance can be found here...

## What you need

We recommend you sign in for the first time using a laptop/tablet as this will allow you install the app easily.



### Important!

Your school should have issued you with 4 very important pieces of information. The details may have been emailed to you, sent in a letter or sent to you via Arbor.

- 1) **SCHOOL ID** – This is a 4 digit number which identifies your school. It is used for the APP (4382)
- 2) **WEBSITE ADDRESS** – <https://stm.fusionvle.com/login/>
- 3) **USERNAME** – This is your email address registered with the school.
- 4) **PASSWORD** – Click 'Reset Password' on the screen.

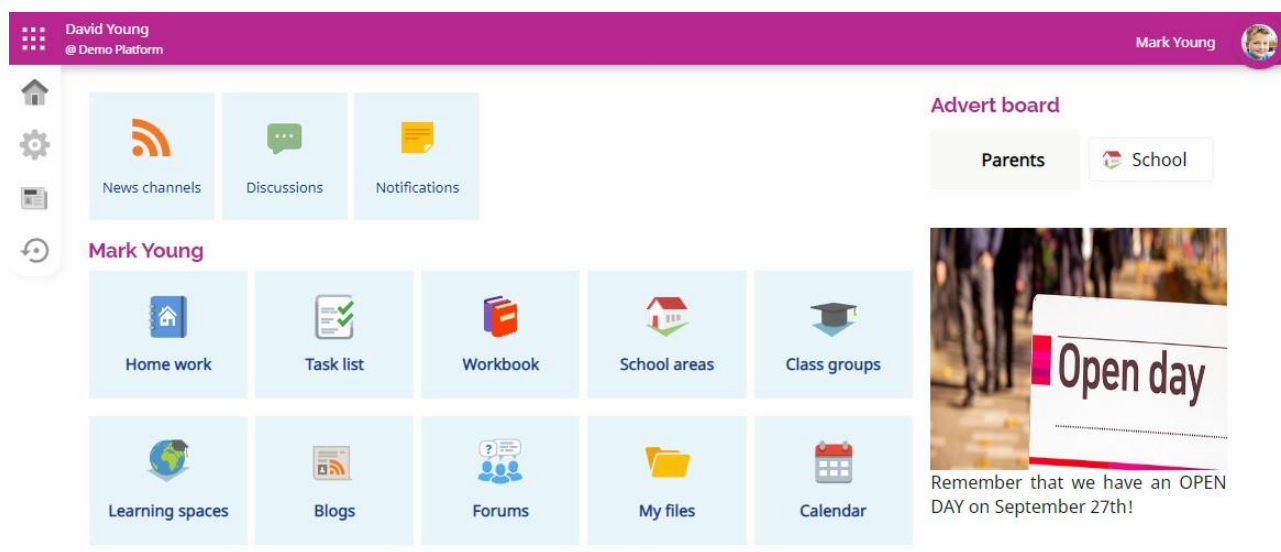
You **MUST** have this information before you proceed to sign-in for the first time. If you do not have this information, please contact your school. For security reasons, the support staff at Fusion cannot assist you in obtaining this information, so please contact your school to obtain the details.

Next, we will look at how you can use this information to sign-in to your platform for the first time.

## Your homepage

Once you have signed into the Parent's Portal you will be presented with the homepage. This is a summary of all the options you have available. Please note that your school may have switched some items off, and you may also have additional options such as timetables, reports, attendance and behaviour.

An example of the homepage once you have signed in.



Depending upon which feature your school has decided to make available, you will see a collection of buttons which will take you to the respective option. For example, to see a list of your child's homework, you would press the "Homework" button.

### Let's explore some of the main buttons:



**List all of the available features.**  
Can be clicked from any screen.



**Add additional children, download the APP or sign out.**



**Always takes you to your homepage.**



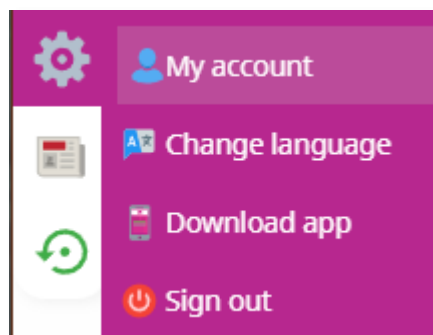
**Edit your account, change your language, download the app and sign-out.**

On the next page, we will show you how to change your language, and edit your account details.

## Account Information

There may be times when you wish to change your email address, password, personal details or name as it is displayed. This page will show you how to alter any of these details.

To change your account information, see the screen below.



Click on the “cog” symbol on the left of your screen, and press “My Account”

### My Account

Change password

Title:

First name:

Family name:

Mr

David

Young

Email address

Your current email address is *alansawyers74@gmail.com*

New Email address:\*

Confirm new email address:\*

Save changes

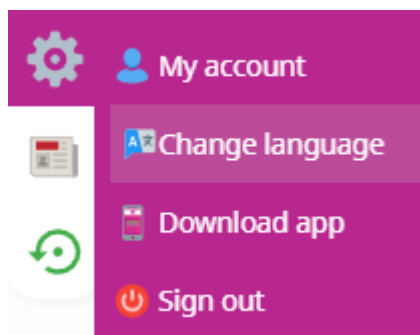
Cancel

On the screen above, you can change your title and name. You can also update your email address. There is also the option at the top to change your password too.

## Change Language

Your parent's portal supports over 100 interface languages. This allows you to use the system in a language which may be more familiar. Changing your language here will not affect your child's account, as they are separate.

To change your language, see the screen below.





Click on the “cog” symbol on the left of your screen, and press “Change language”

**Language settings**


Choose the main language you would like to use across all devices.


**Main language**

 English  Change

**Second language** *(Optional)*

Select optional language for translations

*None selected*  Select

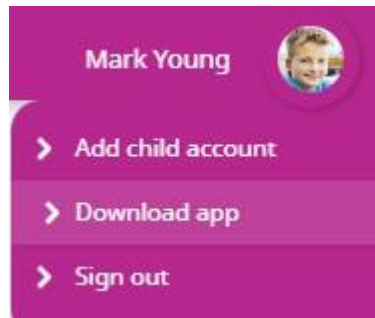
 Save changes

Press the “**Change**” button, select the new language of your choice and then press “**Save changes**”. Your platform will then be displayed in your chosen language.

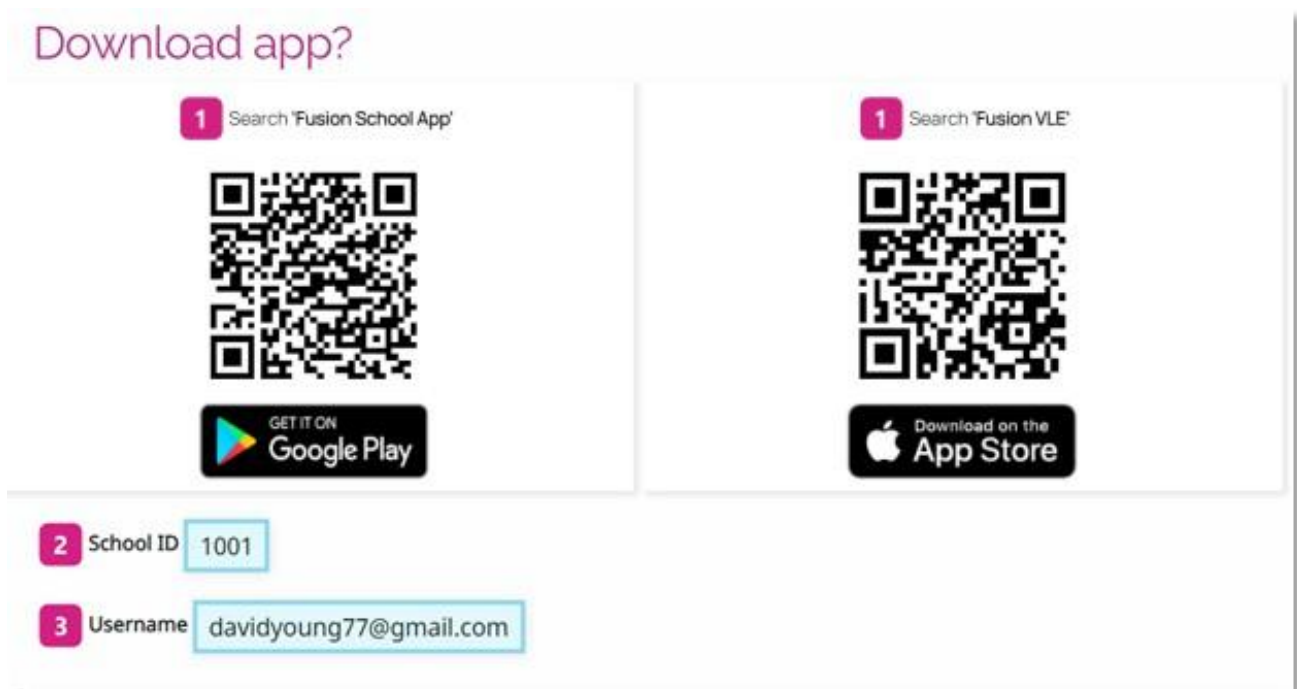
## Install the APP

Your parent's portal is equipped with a native app which will operate on Apple and Android devices. You only need to connect to the app with your credentials one time. After this, the app will remember your details. It looks and operates in almost the same way as the desktop edition.

To install the app, see the screen below.



You will see the "Download app" screen.



Simply scan the QR code on your device to install the app. You will need your "**School ID**" and your username (Which is the same username you use to login – such as an email address). You will also need to enter your password the first time you connect.

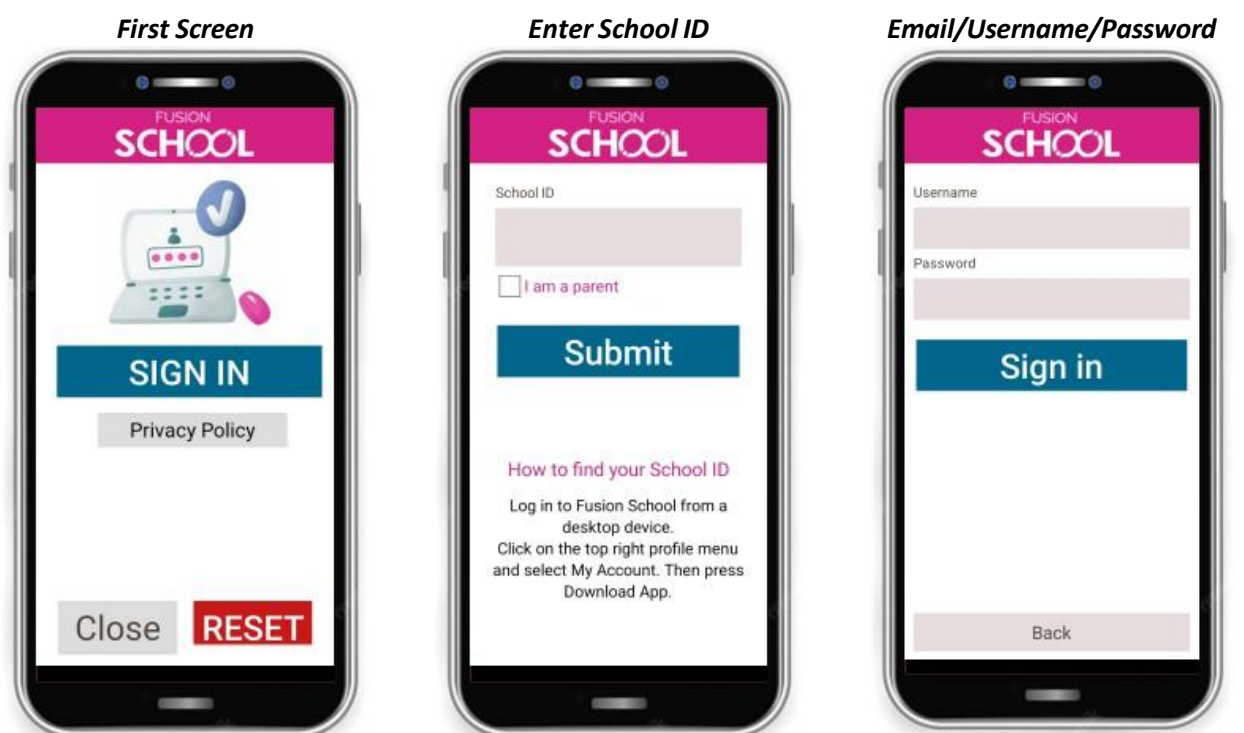
On the next page, we'll move to how this will appear on your app when you open it for the first time.

## Sign-in to the APP

Once you have installed the app, you will need the credentials you have used for your parent's portal in order to sign-in. You will also need the "School ID". This is a 4-digit number which represents your school. Ensure you have your password too!

You will need your School ID, username and password. Your app may look slightly different depending upon the type of phone, but it will operate in the same way as shown below.

*Note: Some phones may ask you to tick to advise you are a parent. **Please do this.***



**Press "Sign In"**

**Type your School ID and press "Submit"**

**Enter your email/username and password and press "Sign in"**

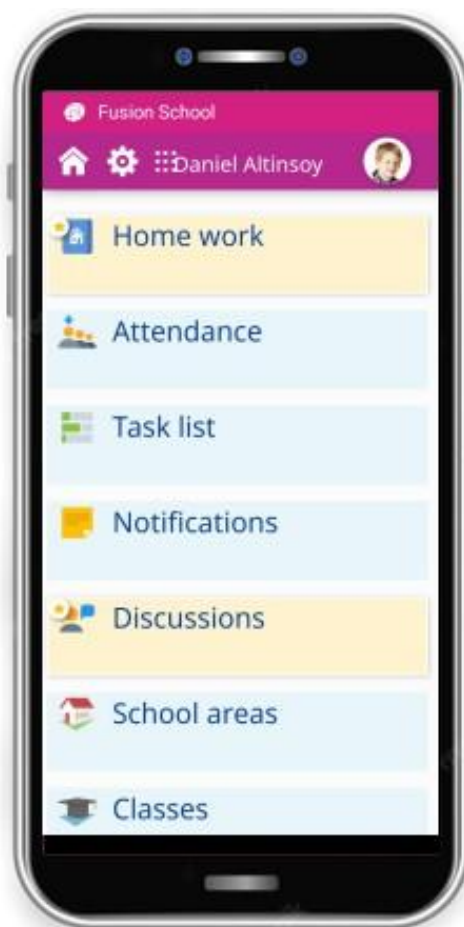
**Our school ID is: 4382**

On the next page, we will show how an example app may look on your mobile device.

## Mobile homepage

This section will explain the similarities between the desktop version and the mobile app. The interface is the same, as are all of the features. Not all options may be available, as they are controlled by your school.

An example of the app on a mobile



In future, when you open the app, just press the **“SIGN IN”** button to connect. You won’t be asked for your credentials once you’ve installed the app.

**SIGN IN**

To close the app, press the **“CLOSE”** button. This will close the application on your device.

**Close**

To remove the credentials from your app (Which will mean you will have to enter them again). Press the **“RESET”** button.

**RESET**

**There is a short introduction video, which you can watch after you have completed this guide.**

**[https://help.fusionvle.com/?ht\\_kb=parent-introduction-to-fusion-ng](https://help.fusionvle.com/?ht_kb=parent-introduction-to-fusion-ng)**