

1) The email will look similar to the below.

Welcome to Arbor! KWS is using Arbor and has set up an account for you.

To finish creating your account, you just need to set a password.

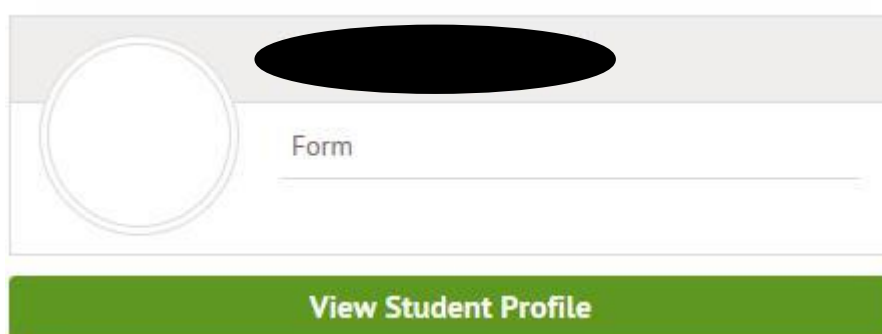
Your username is: 

Click the link below to create a password and set up your arbor account:

<https://katherine-warrington.uk.arbor.sc/auth/change-password/id/360/hash/MmEzYzZiYtItNWQ5Ni00MTFjLWJkZDItMWI0ZTIxYzNjMTdmLjE1NTg0MjQ1MzY=>

If you have any queries, please contact KWS on 01582 714033 or info@kwschool.co.uk.

2) Once logged in you will see a screen similar to the below. Click 'View Student Profile'



3) Once at the Student Profile screen any notices of missing information will show at the top.



4) You will need to add Medical Conditions, Allergies and Dietary requirements using the 'Add Information button' on the right hand side. You may also use this to add a second Parent/Guardian and any other emergency contacts you wish the school to contact should you be unavailable.



