**1. Log in Screen**

**How to Log in to myPortal**

The purchasing element of PS Financials is located in a web-based portal called myPortal.

**Where do I Log in?**

(myPortal is only accessible through **Internet Explorer**. Internet browsers such as Chrome and Firefox will not work)

The schools should log in to myPortal through **Internet Explorer** via the link, see below;

* **Brotherton and Byram** **Primary Academy** [**https://eaaremote.vitalcloud.co.uk:444/myportal**](https://eaaremote.vitalcloud.co.uk:444/myportal)
* **Ebor Academy Filey** [**https://eaaremote.vitalcloud.co.uk:444/myportal**](https://eaaremote.vitalcloud.co.uk:444/myportal)
* **Robert Wilkinson Primary Academy** [**http://finance/myportal**](http://finance/myportal)
* **Haxby Road Academy** [**http://finance/myportal**](http://finance/myportal)
* **Ebor Academy Trust** [**http://finance/myportal**](http://finance/myportal)

Should either of the web links above not work, please copy and paste the website address into the URL in your web browser as shown below.



Copy and paste the **website address** here, then press return

**Log in Screen**

Enter your Username and Password as shown below;



Enter your Username here

Enter your Password here

If required, using the dropdown list, select PSLIVE

**Log in Problems or Questions**

If you do not have login details (user name and password) and it is a requirement of your job role, you encounter any problems logging into the system, or you have forgotten your login details please contact **Ebor Finance department**, Tel no. 01904 553404 or via email finance@ebor.academy