



## Learning at Home – Accessing Your Work

You have all been given access to  
**Go4Schools** and **Microsoft 365 emails**

*This is a cloud service that allows you to create, share and store Microsoft documents such as word, excel and powerpoint.*

## Accessing Go4Schools

### Student Log-in Details

You have all been given access to **Go4Schools** and **Microsoft 365**  
*(this is a cloud service that allows you to create, share and store Microsoft documents)*

#### **FIRST TIME USER**

[www.go4schools.com](http://www.go4schools.com)



and select the **'student'** icon at the top of the page.

Scroll down to **'first time user'** and enter your SCHOOL EMAIL ADDRESS:

[XXXX@sybilandrewsacademy.co.uk](mailto:XXXX@sybilandrewsacademy.co.uk)

xxxx = student username (When your year group started at the school followed by your initial and surname. E.g. 18JBloggs)

A password will be sent to your school email account.

#### **FORGOTTEN PASSWORD**

[www.go4schools.com](http://www.go4schools.com)



and select the **'student'** icon at the top of the page.

Scroll down to **'first time user'** and enter your SCHOOL EMAIL ADDRESS:

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xxxx = student username (When your year group started at the school followed by your initial and surname. E.g. 18JBloggs)

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Year 7 – 19jbloggs

Year 8 – 18jbloggs

Year 9 – 17jbloggs

Year 10 – 16jbloggs

Year 11 – 15jbloggs

**Secondly**, go to your school email account

You should have an email with a temporary **password link** for Go4Schools.

**Finally**, click on the password link in your school emails.

Choose your password using the instructions given.

Explore your Go4Schools page frequently and regularly. **Homework**, Attainment, Attendance and Behaviour information will be shown on Go4Schools and also on the Go4Schools app\*

\*Go4schools app will only work once you have done the initial set up on the Go4schools website.

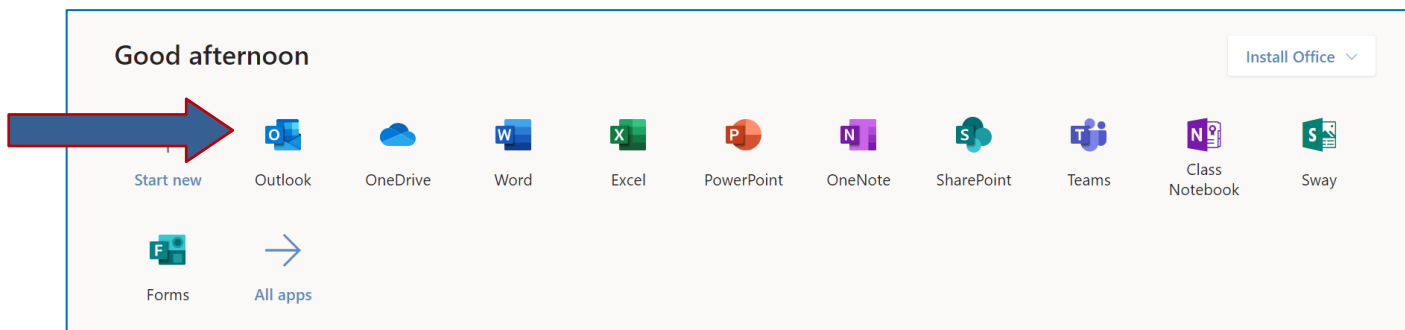
#### **Good to know**

The school uses **Go4Schools** as a platform to set home learning.

The school uses **Office 365** for email and desktop publishing work such as Word, Excel and Powerpoints.

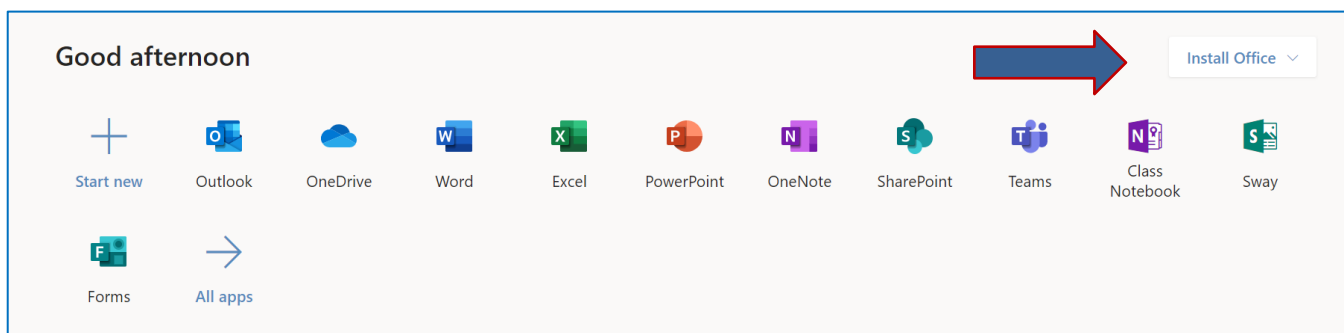
## Accessing your emails

Your schools emails are accessed through OFFICE 365. You can access this by searching for 'office 365' online' or using the following link and log in using your school email address and school network password. Select the 'outlook' link:



## Accessing Microsoft Office

As a student of Sybil Andrews Academy you are able to use the Microsoft Office Suite of applications for **free** on multiple devices. If you do not have Office applications, go to the following link and log in using your school email address and [school network] password: <https://portal.office365.com> and select the 'install office' button and follow the on screen instructions, these will differ between Windows and Mac but once prompted, simply log in and you will have access to the full suite of apps.



 Office 365



### **Mobile Access to Office 365 Applications**

If you wish to access work using Microsoft application on a mobile device, there is a range of products available, a good place to start is the Microsoft Office App for iOS or Android available in the App Store or Google Play (more info here <https://www.microsoft.com/en-gb/microsoft-365/mobile/>). The app is **free** and if you log in using your school email address and password you will be able to use the files shared with you on your mobile devices.