Noel-Baker Academy:

Student Office 365 & Go4 Schools Setup Guide

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Office 365 Email Setup

Under the L.E.A.D. Academy Trust, schools use the Office 365
Email system. For first time email users, follow the instructions below:

1) Open an internet browser (Chrome is recommended for compatibility) and type in: **portal.office.com.** You will be taken to Microsoft's Office 365 website; in the middle you will see a screen that looks like this:

2) Enter your school email address as per the examples listed below and click **'Next'**:

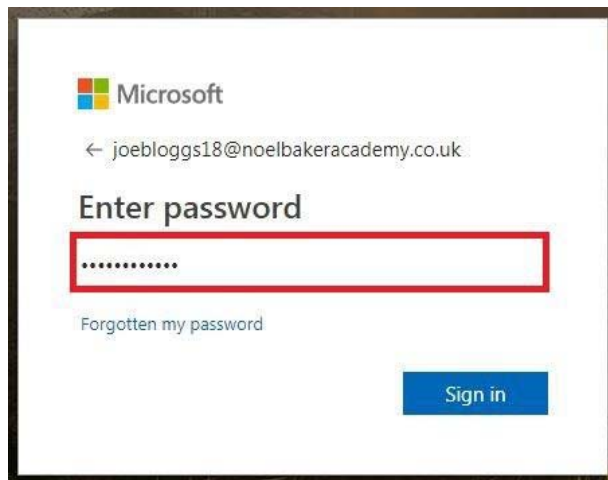Year 7's – forenamesurname21@noelbakeracademy.co.uk
Year 8's – forenamesurname20@noelbakeracademy.co.uk
Year 9's – forenamesurname19@noelbakeracademy.co.uk
Year 10's – forenamesurname18@noelbakeracademy.co.uk
Year 11's – forenamesurname17@noelbakeracademy.co.uk

3) Now enter your **password** in the box like this:

The password for your e-mail address will be the same as the one you use to log into the school network. If you have not logged onto a computer in school before or forgotten it, please visit the IT office on the ground floor opposite the Library whilst you are at school or refer to the 'Contact Us' page for IT Support assistance.

Please note: If a student has not logged into a computer and changed the password already, then access to email will not be possible until this is done, unless IT explicitly changes the password manually.

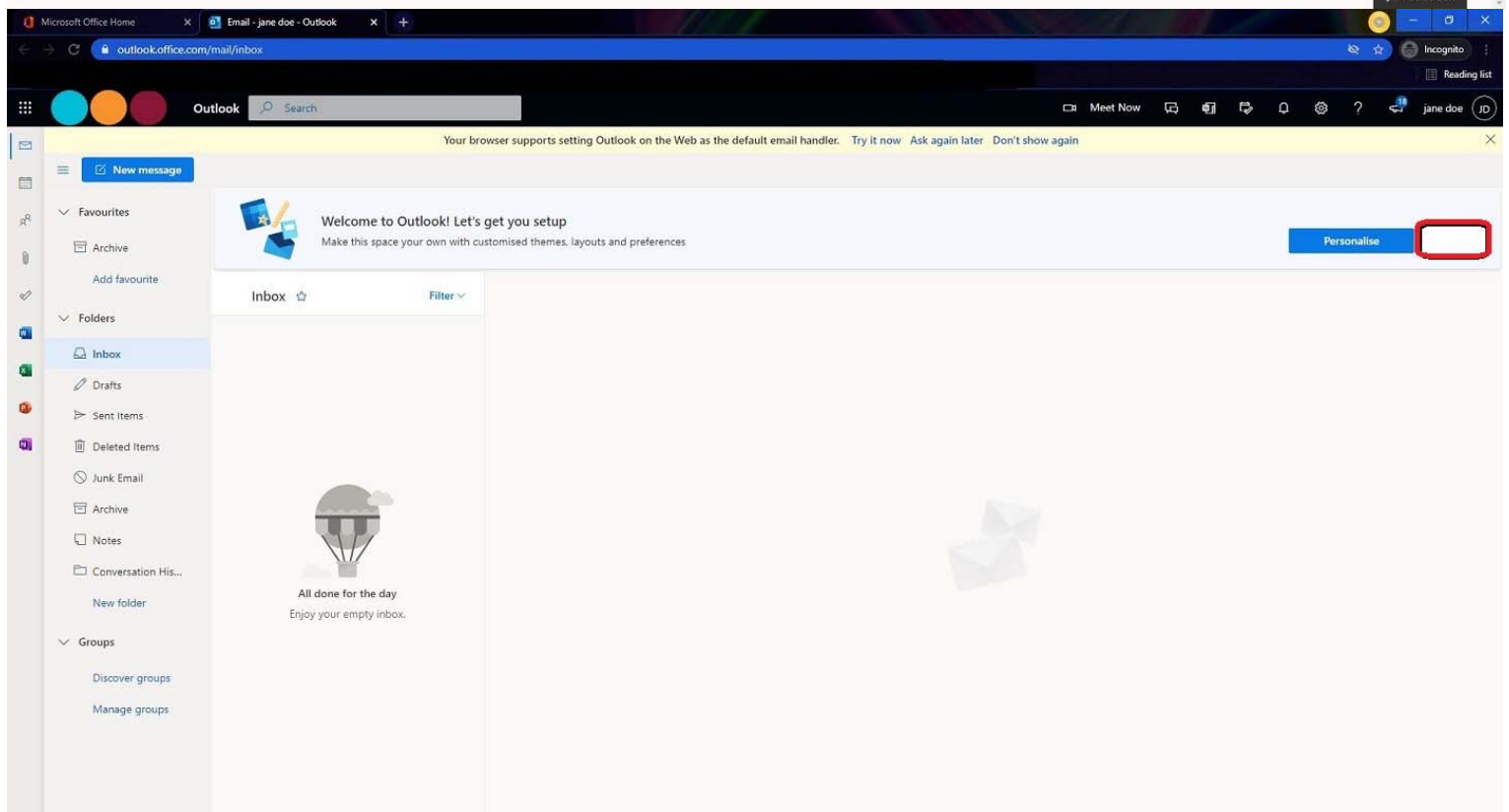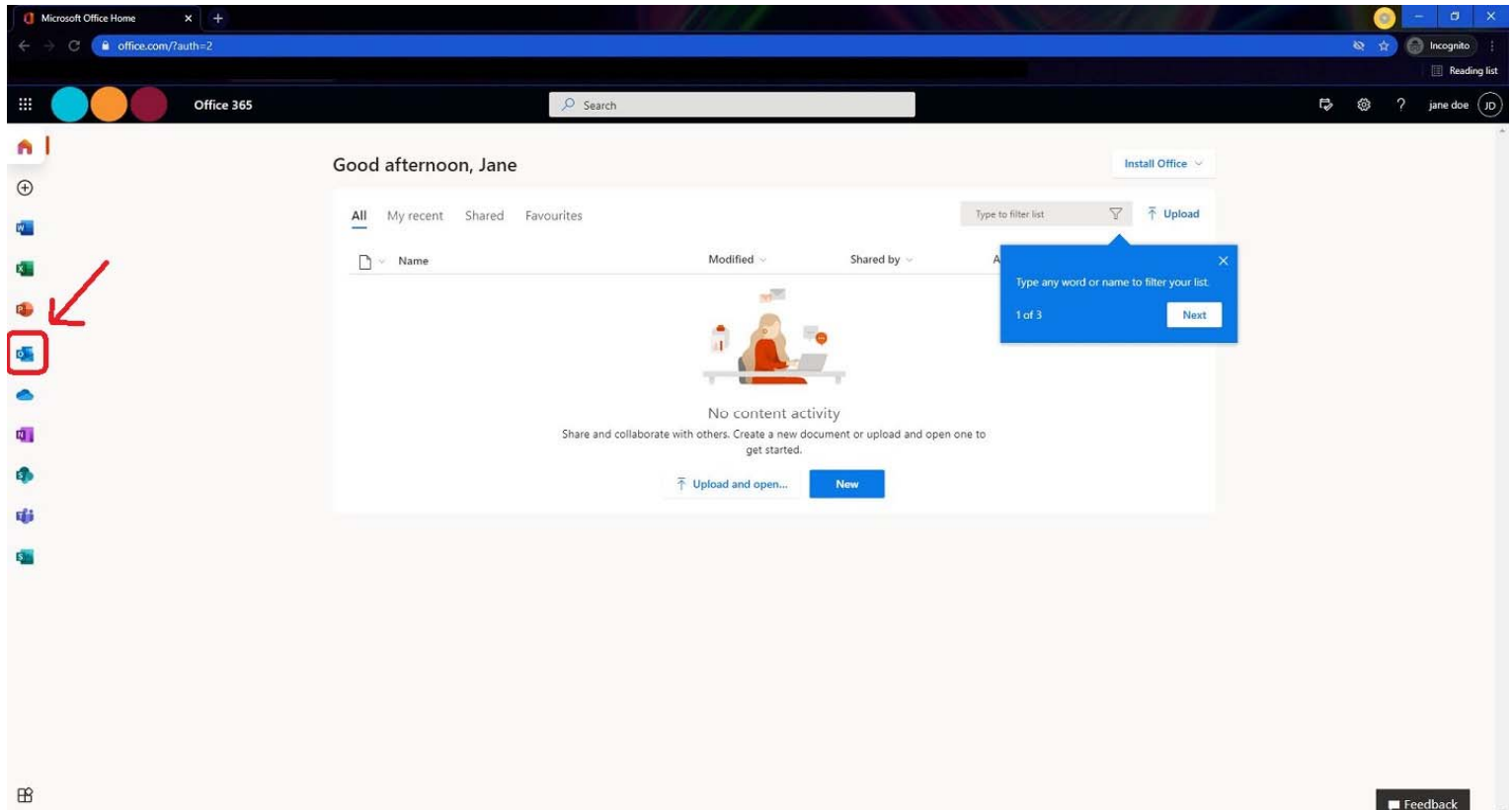3a) When this screen appears, click on **NO:**

4) The next screen you should see is this:
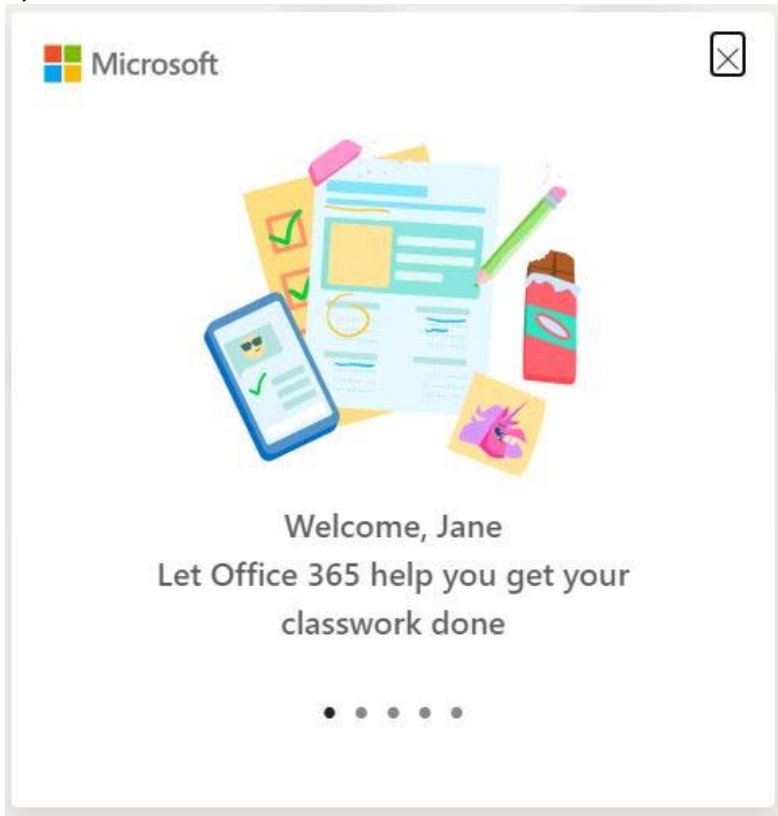

Click on the **X** to close the box.

5) You should now have this view, Click on **'Outlook'** to access your inbox.:

Go4Schools Setup

Go4Schools is a 3[rd.] Party platform that enables Parents, Students and Teachers to access data easily, pulled straight from the schools primary MIS system, in this case SIMS. It is web-based for ease of access. Follow these instructions to setup a student Go4Schools account:

1) Open a new tab in an internet browser (Chrome is recommended for compatibility) and type in www.go4schools.com
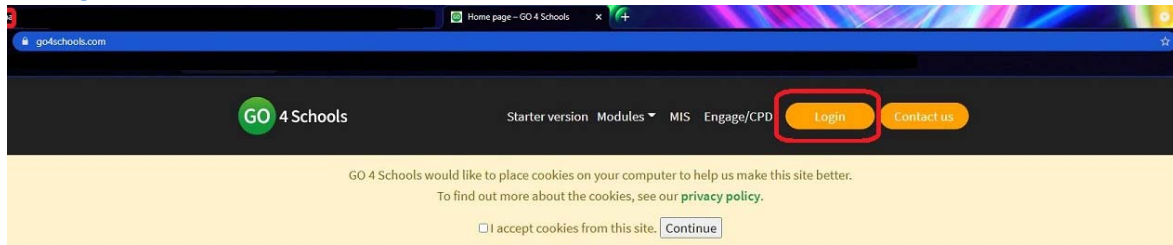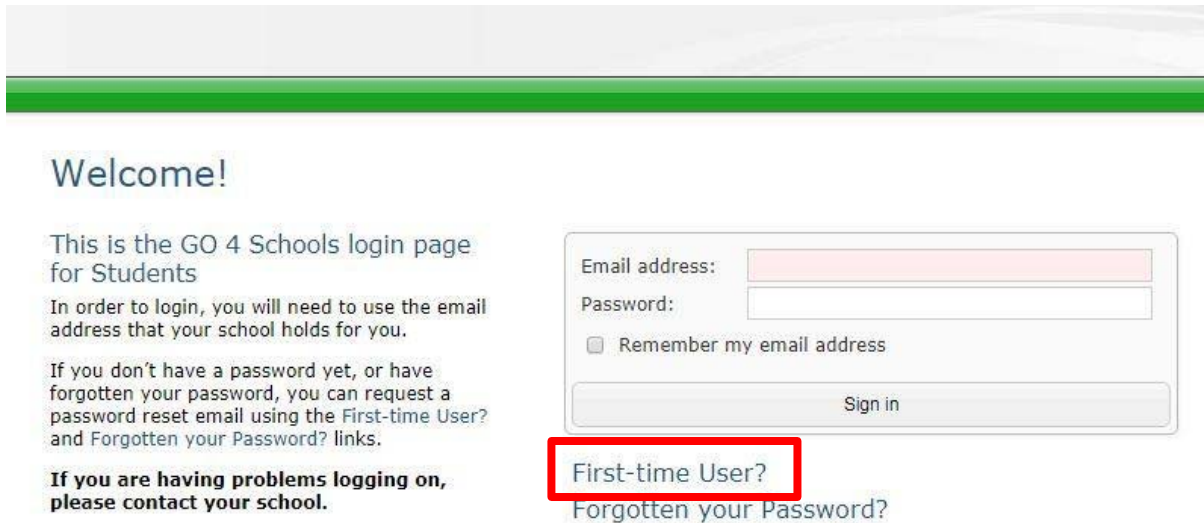
2) Click on the 'Students' icon in the top right corner, which looks like the image below:
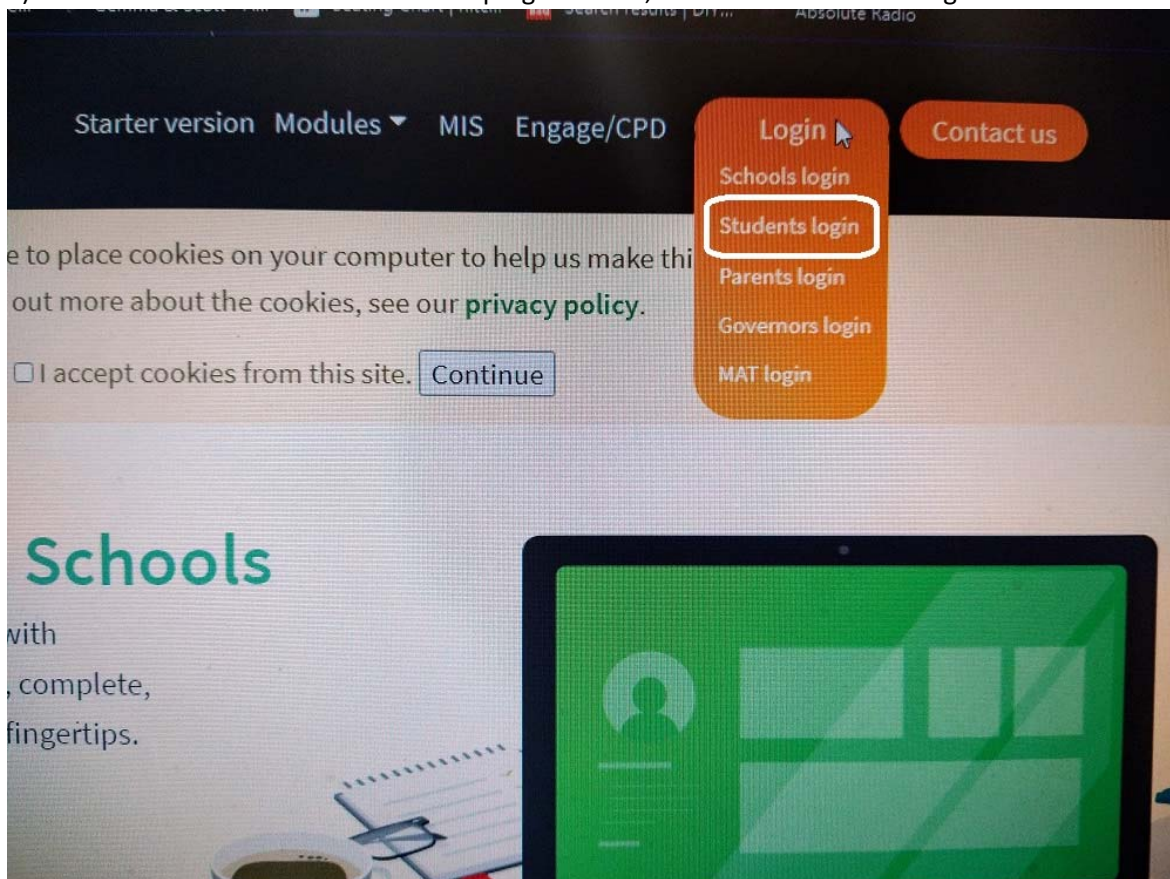
3) The screen you come to should look like this:

Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the *First-time User?* and *Forgotten your Password?* links.

If you are having problems logging on, please contact your school.

Email address:
Password:
☐ Remember my email address

Sign in

First-time User?
Forgotten your Password?

3a) Click on the **'First-time User?'** tab

3b) You should now enter your Noel-Baker academy email address (e.g., JoeBloggs18@noelbakeracademy.co.uk) into the first-time user field, and click on **'New password'**:
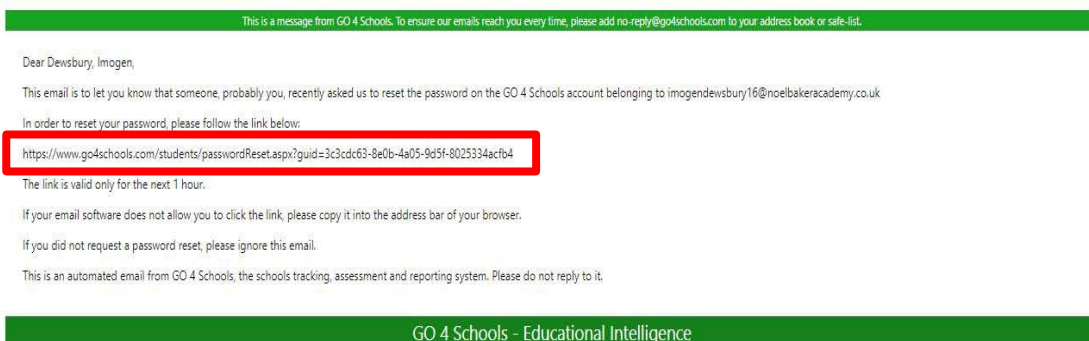
First-time User?

If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address: joebloggs18@noelbakeracademy.co.uk

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

New password   Cancel

4) In your student inbox there should be a password reset e-mail from Go4schools, please follow the link (shown in red below). The link will need copying into a new browser tab, OR highlighting and then right-clicking, and selecting '**Go to…**':

This is a message from GO 4 Schools. To ensure our emails reach you every time, please add no-reply@go4schools.com to your address book or safe-list.

Dear Dewsbury, Imogen,

This email is to let you know that someone, probably you, recently asked us to reset the password on the GO 4 Schools account belonging to imogendewsbury16@noelbakeracademy.co.uk

In order to reset your password, please follow the link below:

https://www.go4schools.com/students/passwordReset.aspx?guid=3c3cdc63-8e0b-4a05-9d5f-8025334acfb4

The link is valid only for the next 1 hour.

If your email software does not allow you to click the link, please copy it into the address bar of your browser.

If you did not request a password reset, please ignore this email.

This is an automated email from GO 4 Schools, the schools tracking, assessment and reporting system. Please do not reply to it.

GO 4 Schools - Educational Intelligence

5) Once the new browser window opens, you will be asked to change your password. Once this is complete, you will be able to login to Go4schools normally by repeating steps 1, and 2.

Please note: your G4S password MUST be at least 8 characters long, contain a mixture of uppercase and lowercase letters, at least one number, plus a non-alphanumeric character or else go4schools will not accept it.

Contact Us

For support with student email, Go4schools login, or anything about this guide, contact the L.E.A.D. IT Services helpdesk using the following email:

ictsupport@leaditservices.co.uk

For general Go4schools support, such as not being able to see certain data, etc., please contact the school on:

01332 572026