

Noel-Baker Academy:

Student Office 365 & Go4 Schools Setup Guide

Contents:

1.	Office 365 Email Setupp2
2.	Go4Schools Setuppl
3.	Contact Us



Office 365 Email Setup

All homework assignments for students will be set using 'Go 4 Schools'. This system needs to be linked to a student's school email address before use. 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 forenamesurname20@noelbakeracademy.co.uk
- Year 8's forenamesurname19@noelbakeracademy.co.uk
- Year 9's <u>forenamesurname18@noelbakeracademy.co.uk</u>
- Year 10's <u>forenamesurname17@noelbakeracademy.co.uk</u>
- Year 11's forenamesurname16@noelbakeracademy.co.uk
- 3) Now enter your **password** in the box like this:

► joebloggs18@noell	bakeracademy.co.uk
Enter passwor	d
Forgotten my password	
	Sign in



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 you have forgotten it, please visit the IT office on the B floor corridor between the two sides of the building whilst you are at school, or refer to the '<u>Contact</u> <u>Us</u>' 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.

4) The next screen you should see is this:



4a) You need to click on 'Set your time zone', and choose the options highlighted below:

hoose your pr	eferred display lar	nguage and ho	me time zone	e below.
anguage: English (United	Kingdom)		•	
ime zone:				
UTC+00:00) D	ublin, Edinburgh,	Lisbon, Londo	n	•

4b) Click on 'Save'. It will only ask you to do this the first time you log into your account.



5) You should now have this view:

Office 365									
	Good afternoon, Joe						D Search		
	Apps								
	0	6	w	xI	P		S	TB	S
	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Sway
	Explore all your	$_{ m apps}$ $ ightarrow$							

5a) Click on **'Outlook'** to access your inbox.



Go4Schools Setup

Go4Schools is a 3rd 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:



GO 4 Schools would like to place cookies on your computer to help us make this site better. To find out more about the cookies, see our privacy policy.

The Modules

Work smarter with joined-up data

GO 4 Schools is a powerful, joined-up, online system that supports whole-school improvement in a way no other system does. We make it easy to capture, analyse and share classroom data in real time, allowing your staff, students and parents to make better decisions – daily. It's the efficient, smart and agile way to work with school data.

Management Information System (MIS)



Mobile App Now available...

Send information about attendance, homework, behaviour, etc., to students and parents through their preferred means of communication - their smartphone

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 er	mail address	
	Sign in	
First-time User?		
Forgotten your P	assword?	

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':



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 'Goto...':

This is a message from GO 4 Schooks. To ensure our emails reach you every time, please add no-reply@go4schooks.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, Go4scchools 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