L.E.A.D. IT Services
Lead · Empower · Achieve · Drive

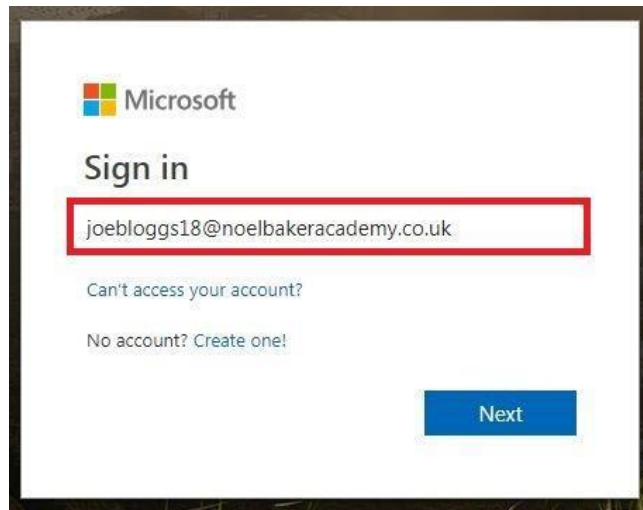# Noel-Baker Academy:

Student Office 365 & Go4 Schools Setup Guide

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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'**:

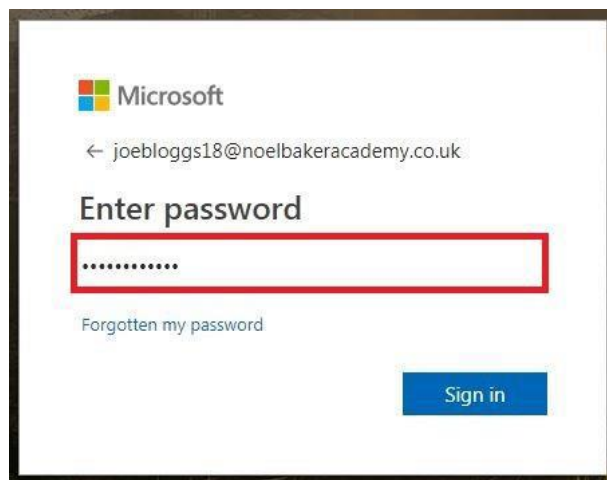Year 7's – forenamesurname20@noelbakeracademy.co.uk
Year 8's – forenamesurname19@noelbakeracademy.co.uk
Year 9's – forenamesurname18@noelbakeracademy.co.uk
Year 10's – forenamesurname17@noelbakeracademy.co.uk
Year 11's – forenamesurname16@noelbakeracademy.co.uk

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 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 '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.
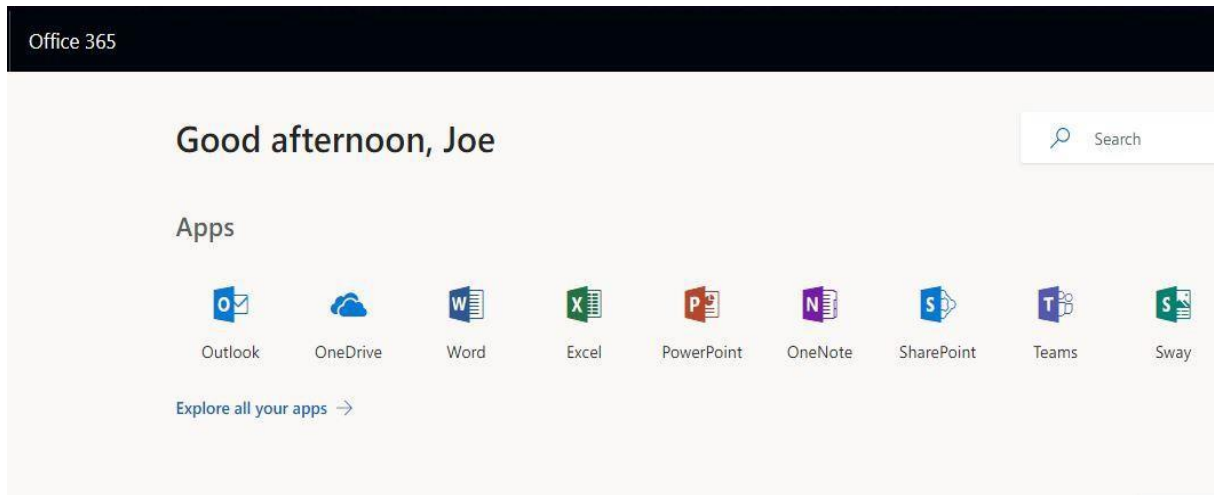
4) The next screen you should see is this:
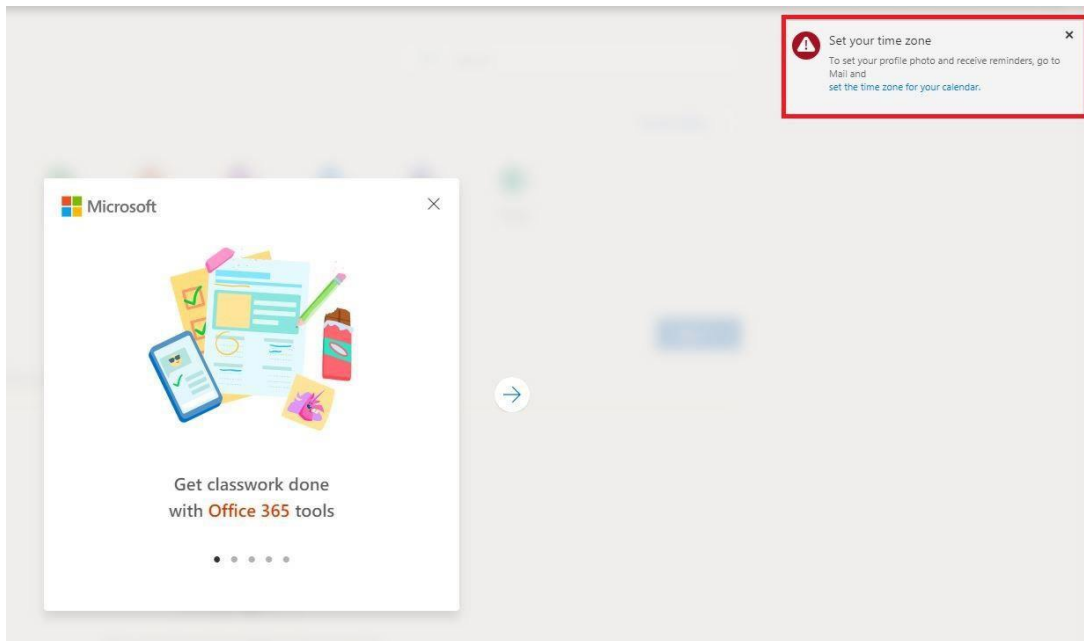
4a) You need to click on 'Set your time zone', and choose the options highlighted below:

4b) Click on '**Save**'. It will only ask you to do this the first time you log into your account.
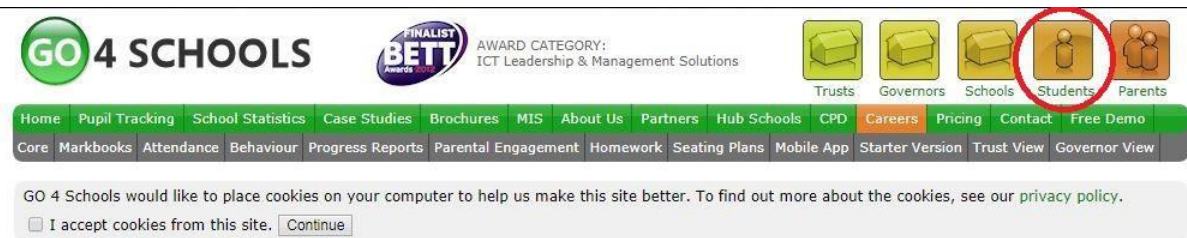
5) You should now have this view:

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:

3) The screen you come to should look like this:

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'**:
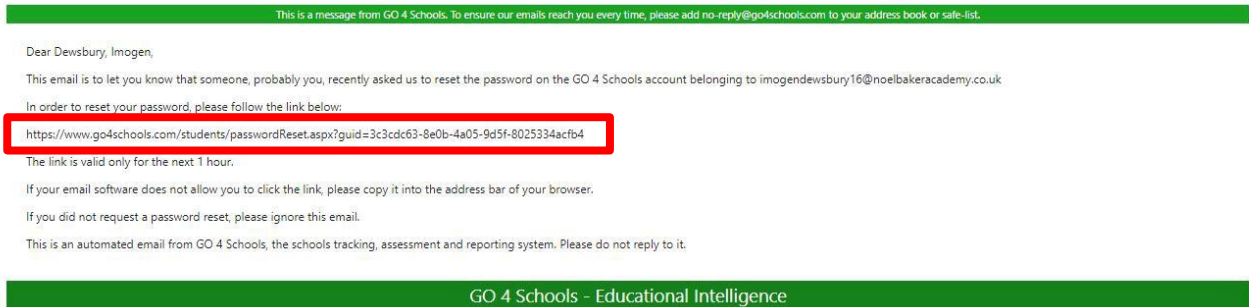

4) In your student inbox there should be a password reset e-mail from Go4schools, please follow the link (shown in red below). The link will need copying into a new browser tab, OR highlighting and then right-clicking, and selecting **'Go to…'**:

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