

# Getting Started on Go4Schools

Parent Guide



## Registration and Access for PARENTS

Go4Schools is a platform used in school (completely separate to Office 365) to track attainment, attendance, homework and behaviour.

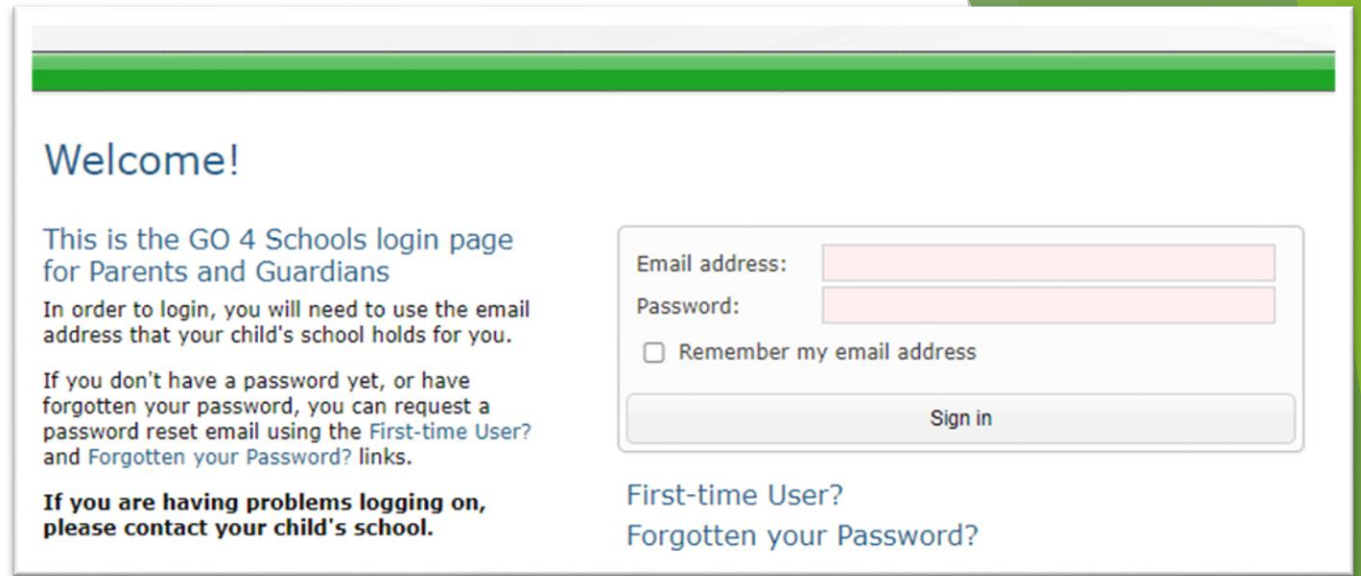
In order to access your parent account, you will first need to register with Go4Schools. You will set your own password (see below) during the registration process so you DO NOT require one from school.

To register, please go to [www.go4schools.com](http://www.go4schools.com) and click on the Parents icon at the top of the main page to arrive at the log-in screen.

A screenshot of the GO 4 Schools website interface. The top navigation bar is dark grey with the GO 4 Schools logo on the left. The navigation menu includes 'Starter version', 'Modules' (with a dropdown arrow), 'MIS', and 'Engage/CPD'. On the right side of the navigation bar, there is an orange 'Login' button with a dropdown menu containing 'Schools login', 'Students login', 'Parents login' (circled in green), 'Governors login', and 'MAT login'. Next to the Login button is an orange 'Contact us' button. Below the navigation bar, the main content area features the heading 'Welcome to GO 4 Schools' in large green text. Underneath, a sub-heading reads 'Your school can make better decisions with information that is accurate, up to date, complete, at the right level of detail - and at your fingertips.' To the right of the text is a graphic of a laptop displaying a green interface with a user profile icon.

To request a password for GO 4 Schools, please enter your email address into the 'First-time User' field.

N.B. The email address you use to enter the site must be *the one that you provided for us on your data-collection sheet that was recently returned to school.*



The screenshot shows a login page with a green header bar. The main heading is "Welcome!". Below it, the text reads: "This is the GO 4 Schools login page for Parents and Guardians". A sub-heading says: "In order to login, you will need to use the email address that your child's school holds for you." There are two links: "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." A bolded note states: "If you are having problems logging on, please contact your child's school." On the right, there is a login form with fields for "Email address:" and "Password:", a checkbox for "Remember my email address", and a "Sign in" button. Below the form are two links: "First-time User?" and "Forgotten your Password?".

Click 'Please send me a password'.

A randomised password will then be generated and sent to your email address. Please note: if this email does not go straight into your inbox, check you junk/clutter mail.

Log into the site and view your child's page. Following this, you will be able to see your child's profile.

See Go4Schools Guide: General Information for more details about the information available.

## Frequently Asked Questions:

**Q:** *I have lost my password - what do I do?*

**A:** Go to the GO 4 Schools website, click the 'Parents' icon and follow the 'Forgotten your password' instructions.

**Q:** *My email address is not recognised - why is this?*

**A:** Only email addresses registered with the school are recognised by GO 4 Schools. If your email address is not recognised it means that we do not hold your email address on our system. In order to update your information please contact the school at [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk)

**Q:** *What if I change my email address?*

**A:** Please contact the school at [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk) so your details can be updated. When you next log in to GO 4 Schools you will need to go through the first time user process again as outlined at the start of these guidance notes.

**Q:** *Who can access my child's data on GO 4 Schools?*

**A:** You, as the registered parent/carer, and school staff are the only people who can access your child's data.

**Q:** *When and how often should I access GO 4 Schools?*

**A:** Student information is available constantly so that you can access it when you wish. It's a good idea to check your child's behaviour information daily. We will notify you as and when new reports are published.