

Parent/Guardian Guidance for logging into pupil emails and Go4Schools

Office 365 (Email)

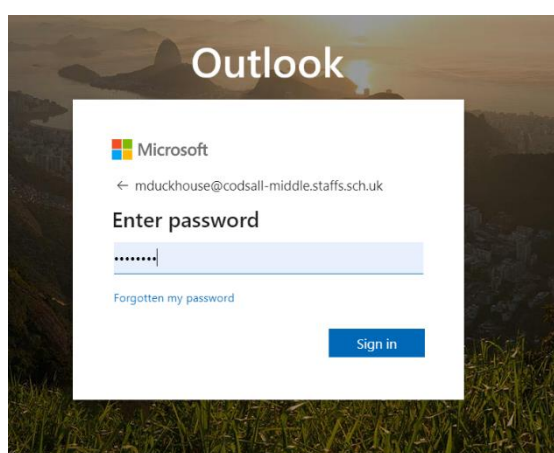
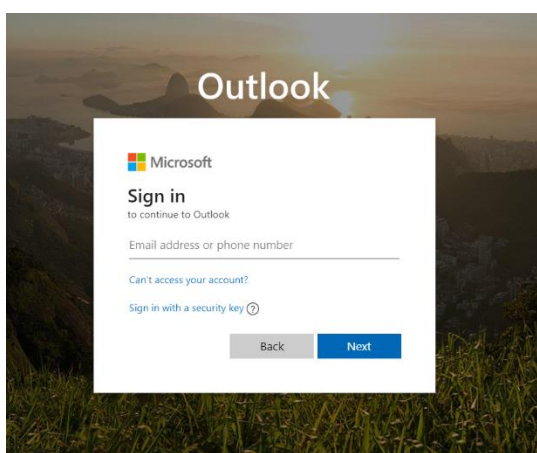
Office 365 is the platform that pupils use to log into their school email accounts. An address exists for each pupil in the school and each of them follow the format below:

First name: Joe Surname: Bloggs

jbloggs@codsall-middle.staffs.sch.uk

Some pupil email addresses may appear differently as we often have multiple pupils with the same initial and surname, your child's address may appear as their full name or with a '1' at the end. All pupils are aware of their email address and should have it written in the front of their planner. All pupils have been encouraged to write their details down, please ask them to speak to a member of staff if they are unsure of what to write.

To log into the email account, simply open 'Office 365' on Google and press 'Sign in' using your child's details.



Registering & Accessing Go4Schools

Go4Schools is a platform used in school, completely **separate to Office 365**, to track homework, attendance and behaviour. Each pupil has been set-up a Go4Schools account which they can access independently. In order to access their account pupils will first need to **register** with Go4Schools.

To register your child on Go4Schools, please follow the steps below:

- Access www.go4schools.com and select 'student site'.
- Select 'first time user'.

- Enter your child's school email address into the box and select 'New password'. This will send an email to their Office365 outlook email account with an activation link.
- Using the link in the email from Go4schools, you will be able to set yourself a new password.

Please can we ask that either you, or your child, makes sure that their details are written clearly in their planner for future use.

Select site

Sign in

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

Email address

The email is likely to look something like this...

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 mlawrence@codsall-middle.staffs.sch.uk.

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

<https://www.go4schools.com/students/passwordReset.aspx?guid=e0e56124-c146-4abf-bece-2ea9f16887bb>

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.

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

PLEASE REMEMBER: That you **cannot** access Go4Schools if you have not registered or by entering your child's email password as they are unique accounts with unique credentials.

Once Go4schools accounts are activated, school **cannot** reset passwords as this also needs to be done through the website via the 'forgotten your password' button.

If you need any further support with this, please contact school.