

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:

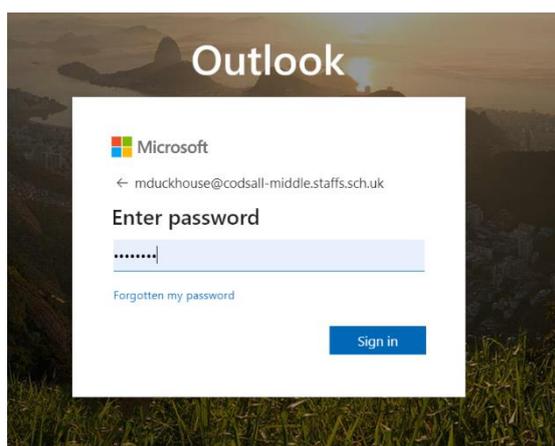
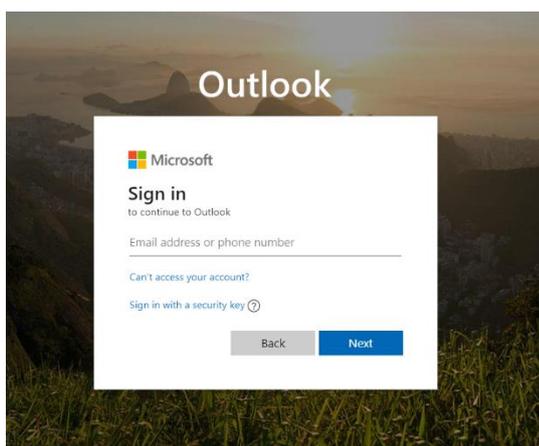
First name: Joe Surname: Bloggs

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 therefore look slightly different and may appear as their full name or with a '1' at the end. **EVERY** pupil is aware of their full email address and have it written in the front of their planner. Any pupils that are **not** aware of their email address, for any reason, have been encouraged to speak to a teacher ASAP.

To log into the email account, simply open 'Office 365' on Google and press 'Sign in'.

You will then need to enter your child's email address and password, which will also be written in the front of their planner.



When you have correctly entered the log-in credentials you will now have access to the Office 365 apps including Outlook, which is where you can read/send emails. You may also be required to set the correct time-zone when using outlook. If this is the first time you are logging into the account you will be asked to create a new, more secure, password which must meet the password criteria below:

- Longer than 8 characters
- Contains at least 1 capital letter
- Contains at least 1 number
- Is not easy to guess

Please can we ask that when either you, or your child, sets a new password for the account that this is written clearly in their planner for future use.

Registering & Accessing Go4Schools

Go4Schools is a platform used in school, completely **separate to Office 365**, to track attainment, 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/students
- Select 'first time user'
- Enter your child's email address into the box and select 'New password'. This will send an email to your child's school email account with an activation link.
- Return to your child's Office 365 email inbox and check for a new email from Go4Schools.
- Copy & paste the link on the activation email into your internet browser. This will then allow you to set yourself a new password for Go4Schools.

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.

GO 4 Schools Student App

If your school uses GO 4 Schools, they can add the GO 4 Schools mobile app to make it even easier for you to see your timetable, homework, behaviour records, attendance, etc. What you will see depends on which GO 4 Schools modules your school has subscribed to. View the Mobile App - Quick Start Guide for further details.

Email address:
Password:
 Remember my email address
Sign in

[First-time User?](#)
[Forgotten your Password?](#)

First-time User?

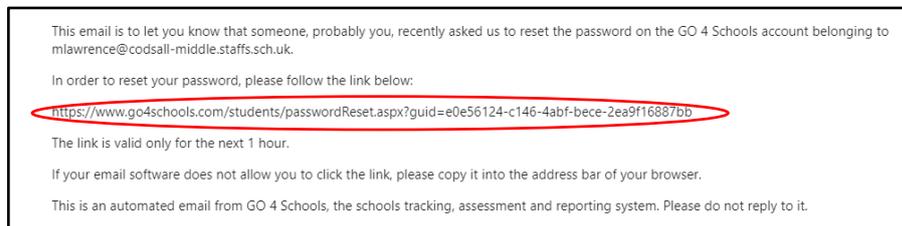
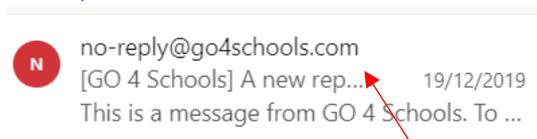
If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address:

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



Password reset

Change your password

Update your password in the boxes below and click the "Change" button.

New password to use to login:

Confirm new password:

Password must:

- Be at least 8 characters long
- Have not been previously used on GO 4 Schools
- Contain the following:
 - At least 1 upper case character (from A-Z)
 - At least 1 lower case character (from a-z)
 - At least 1 numerical character (from 0-9)
 - At least 1 special character (from @ # \$ % ^ & *)

Change

Your child will be responsible for remembering their password for their email account and Go4schools account. We recommend that these are written clearly in the front of a planner.

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.