

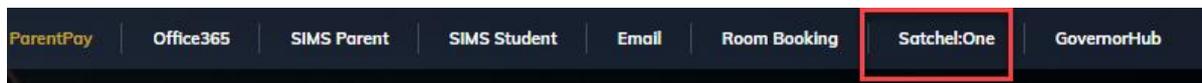
## Parents – How to access/Register Satchel One

Satchel One can be accessed from a PC/Laptop or Mobile /Tablet.

From a PC/Laptop.

Browse to **www.sirgrahambalfour.co.uk**

Along the top ribbon there are some useful links, click on **Satchel One**



From a Mobile/Tablet

Download the **Satchel One App** from the App/Play store.



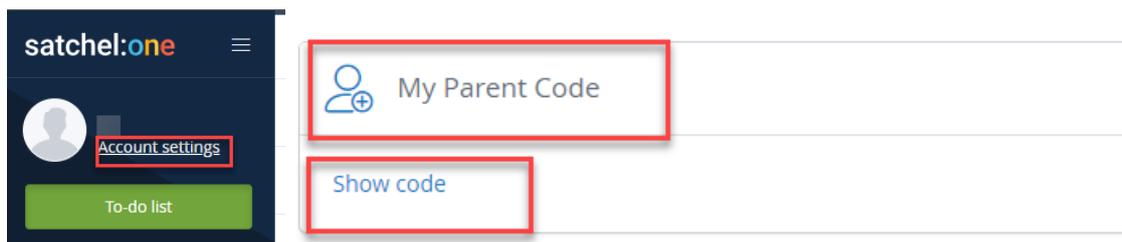
Parents require a unique code to register for Satchel One.

Your child can obtain the code from their Satchel One account.

From within the students Satchel One account click **Account Settings (Top Left)**

Within account settings in the bottom right-hand corner, you will see **My Parent Code**.

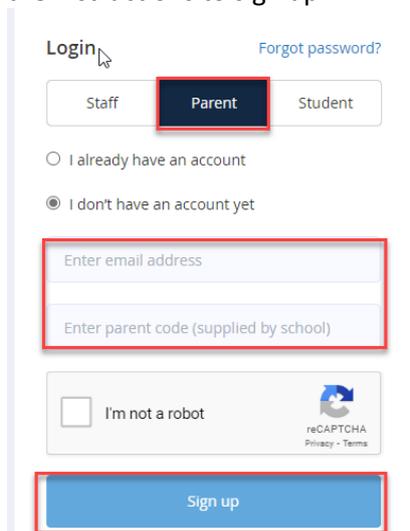
Click **Show Code**, (*this is the code required to register*) Make a note of the **code**.



## Access/Registering from a PC/Laptop

At the log in screen, if already registered select I have an account and sign in.

To create an account, select I don't have an account, enter email address, and parent code. Follow the instructions to sign up.

A screenshot of the Satchel One registration form. At the top left is 'Login' and 'Forgot password?'. Below are three role selection buttons: 'Staff', 'Parent' (highlighted with a red box), and 'Student'. There are two radio buttons: 'I already have an account' and 'I don't have an account yet' (selected). Below are two input fields: 'Enter email address' and 'Enter parent code (supplied by school)'. At the bottom left is a checkbox 'I'm not a robot' and a reCAPTCHA logo. At the bottom is a large blue 'Sign up' button (highlighted with a red box).

## Access/Registering from Mobile App

Open the Satchel One App.

Search for Sir Graham Balfour, if registered proceed to sign in. If registering for first time log in with pin/parent code and follow the instructions to register.

The screenshot shows the Satchel One app interface. At the top, there is a search bar with the text "Search for your school" and a question mark icon. Below the search bar, the text "Sir Graham Balfour" is entered, and a "Search" button is visible. Below the search bar, the results show "Sir Graham Balfour High School" with the location "ST16 1NR" and a right arrow. To the right of the search bar, there are two panels. The first panel shows a checkmark and the text "Sir Graham Balfour High School". Below this, there are two options: "I already have an account" with a button "Log in with email or username", and "I do not have an account yet" with a button "Log in with PIN or Parent Code". The second panel shows a checkmark and the text "Sir Graham Balfour High School". Below this, there is a note: "Your PIN or Parent Code can be found on the login letter you received from your school." Below the note, there is a text input field for "PIN or Parent Code" with an eye icon, and a "Submit" button.

### Add another student to your account.

Have you got more than one child at Sir Graham Balfour that use Satchel? Link them to your account.

#### On the website:

Log in to your existing parent account.

Click on **Account Settings**

Scroll down to the "Link another student to your account" section on the right and enter your parent code.

#### On a mobile device:

Open the menu and go to Settings.

Select Student Management

Tap the **+** and enter your parent code.