

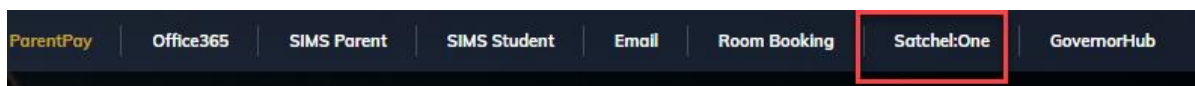
Parents – How to access/Register Satchel One

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.



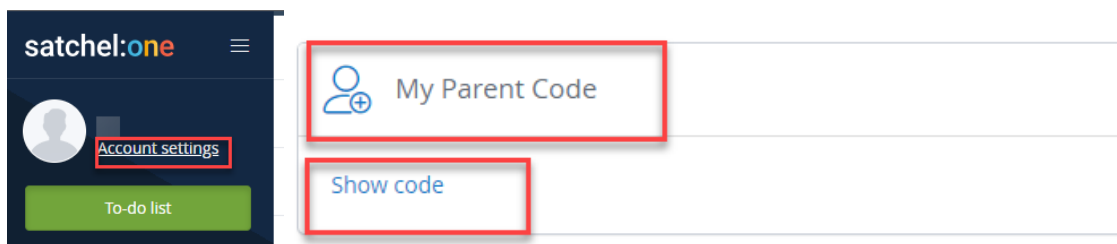
Parents require a unique code to register for Satchel One.

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**.

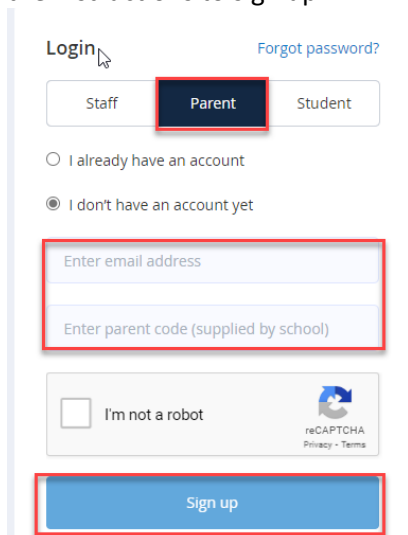
Click **Show Code**, (this is the code required to register) Make a note of the **code**.



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 web registration form. At the top, there's a 'Login' link and a 'Forgot password?' link. Below are three tabs: '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 with a red dot). Below these are two text input fields: 'Enter email address' and 'Enter parent code (supplied by school)', both highlighted with red boxes. At the bottom, there's a checkbox for 'I'm not a robot' next to a reCAPTCHA logo, and 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 displays the Satchel One app interface. On the left, a search bar titled "Search for your school" contains the text "Sir Graham Balfour" and a blue "Search" button. Below the search bar, the results show "Sir Graham Balfour High School" with a location code "ST16 1NR" and a right-pointing arrow. On the right, a dark blue header bar shows a checkmark and the school name "Sir Graham Balfour High School". Below this, there are two options: "I already have an account" with a blue button "Log in with email or username", and "I do not have an account yet" with a blue button "Log in with PIN or Parent Code". To the right of these buttons, a text box explains: "Your PIN or Parent Code can be found on the login letter you received from your school." Below this text is a light blue input field labeled "PIN or Parent Code" with an eye icon on the right. At the bottom right is a blue "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.