

Students – How to access 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.



At the sign in screen, select student tab, **sign in with Office 365**. If you get the blue spinning wheel, then repeat the process. (*Click student tab, and sign in with office 365*)

To sign in enter your **full** school email address (*provided by your form tutor*)

E.g., jbloggs@sirgrahambalfour.staffs.sch.uk, and password (*provided by your form tutor*)

Students will now be able to access any homework that has been set by their teachers.

Students are welcome to drop into the ICT Support Office if there are any problems logging on.