

## 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](http://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*)

A screenshot of the Satchel One login interface. On the left, there are three tabs: 'Staff', 'Parent', and 'Student'. The 'Student' tab is selected and highlighted with a red box. Below the tabs is a button with the Office 365 logo and the text 'Sign in with Office 365', also highlighted with a red box. On the right, there are radio buttons for 'I already have an account' (selected) and 'I don't have an account yet'. Below these are input fields for 'Search school', 'Enter email address or username', and 'Enter password'. A large blue button with a white spinning wheel is highlighted with a red box. Below this button is the text 'Or log in with:' followed by another 'Sign in with Office 365' button, also highlighted with a red box.

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

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

A screenshot of the Microsoft sign-in screen. On the left, the Microsoft logo is at the top, followed by the text 'Sign in' and a text input field for 'Email address, phone number or Skype'. Below this are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom. On the right, the Microsoft logo is at the top, followed by a dropdown menu showing '@sirgrahambalfour.staffs.sch.uk'. Below this is the text 'Enter password' and a password input field. A link for 'Forgotten my password' is below the password field. A blue 'Sign in' button is at the bottom.

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.*