

The Suthers School

Accessing Digital Platforms from Home

Step 1

Go to: <https://www.thesuthersschool.co.uk/> and click on the e-mail icon in the top right-hand corner of the website. If you are accessing this site using a smart phone, you will need to scroll to the bottom of the page and click on **'E-mail Access'**



Step 2

Either sign in using your school e-mail (Example 1) or pick your school account (Example 2).

Example 1

A screenshot of the 'Sign in' screen. At the top left is the 'nova' logo. Below it, the text reads 'Sign in to continue to Outlook'. There is a text input field containing 'someone@example.com'. Below the field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right is a blue button labeled 'Next'.

Example 2

A screenshot of the 'Pick an account' screen. At the top left is the 'nova' logo. Below it, the text reads 'Pick an account to continue to Outlook'. There is a list of accounts, with one account selected and highlighted in grey: 'JGriffiths@suthersschool.co.uk'. Below the list is a button with a plus sign and the text 'Use another account'.

Step 3

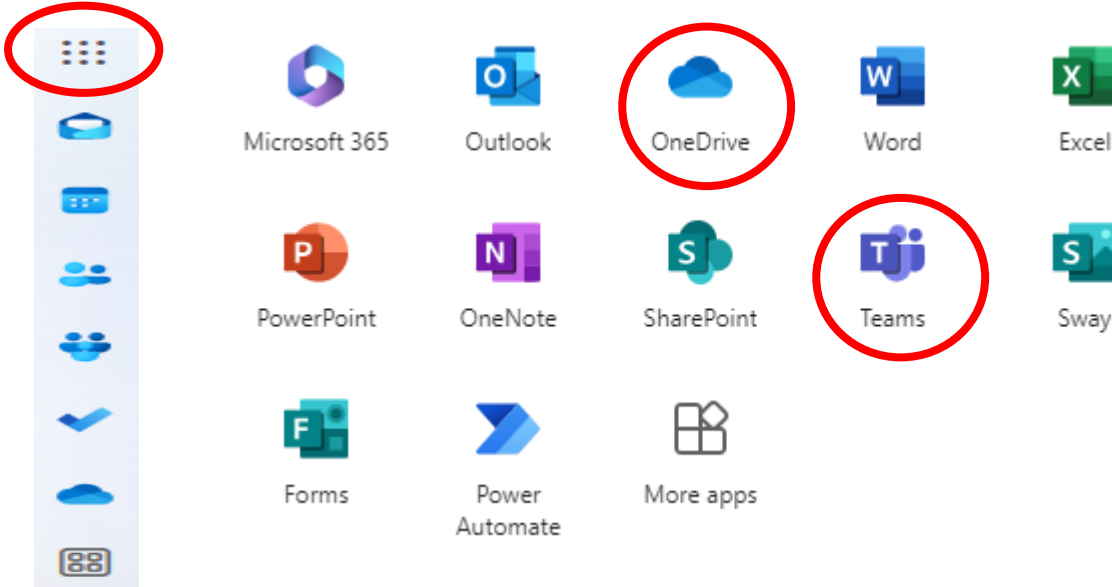
If prompted, enter the password that you use in school to access the computers and click 'Sign in'. This will take you to your school e-mail.

A screenshot of the 'Enter password' screen. At the top left is the 'nova' logo. Below it, there is a back arrow and the email address 'jgriffiths@suthersschool.co.uk'. The main heading is 'Enter password'. Below it is a text input field labeled 'Password'. At the bottom left is a link 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

Additional Information

On the left-hand side of your e-mails, you will see a bar (Example 1). The 9 dots (highlighted by the red circle) will give you access to the Office 365 apps that we use in school (Example 2). The OneDrive icon will give you access to 'My Files' (the files you save in school). You will also be able to access Teams if you have been told to access or submit work using this platform.

Example 1 Example 2



Step 4

To access the following platforms, you will need to open a new tab and perform a Google Search. For example, if you want Satchel One (Show my Homework) you will need to open a new tab, type in Satchel One to Google and then go to that specific site.

Satchel One (Show my Homework)

Click on Student and then click on Sign in with Office 365. **You will not need your e-mail / password.**

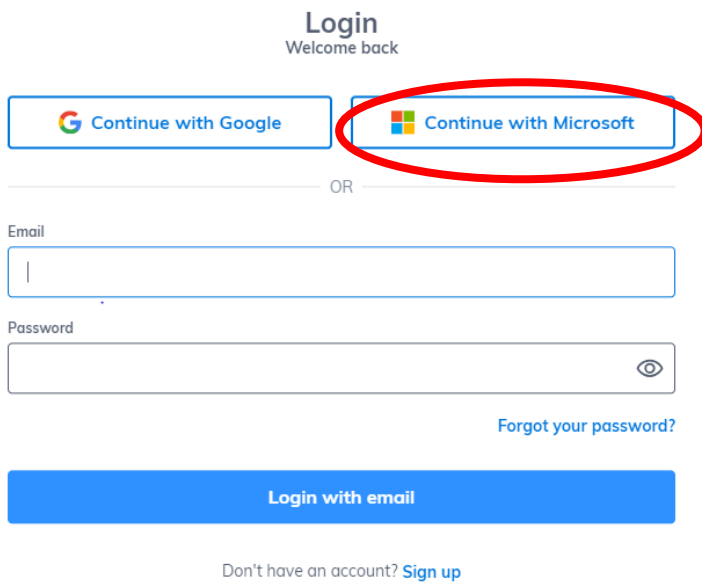
The image shows the login page for Satchel One. It has a 'Login' header and a 'Forgot password?' link. There are three buttons for user roles: 'Staff', 'Parent', and 'Student', with 'Student' circled in red. Below these are radio buttons for 'I already have an account' (selected) and 'I don't have an account yet'. There are input fields for 'Search school', 'Enter email address or username', and 'Enter password'. A blue 'Log in' button is below the password field. Underneath, it says 'Or log in with:' followed by three buttons: 'Sign in with Office 365' (circled in red), 'Sign in with Google', and 'Sign in with RM Unify'.

☐ **Seneca Learning**

Click on the Login link in the top right-hand corner of the page.



You will then be taken to a Login page and will need to click on Continue with Microsoft. **You will not need your e-mail / password.**

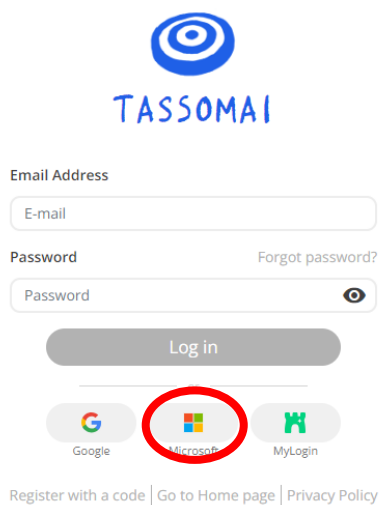


☐ **Tassomai (Years 10 and 11 ONLY)**

Click on the Login link in the top right-hand corner of the page.



You will then be taken to a Login page and will need to click on Microsoft. **You will not need your e-mail / password.**



What if I encounter a problem?

If you encounter a problem and your child can not access these platforms, please contact Martin Collins (mcollins@novaeducationtrust.net) for additional support.

When using this contact could you please provide as much detail as possible regarding the issue and where possible provide screenshots.

NB: Avoid clicking on password reset and requesting a password reset as we use single sign on with Microsoft and you will not require a password.