

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



Sign in

to continue to Outlook

someone@example.com

No account? [Create one!](#)

[Can't access your account?](#)

Next

Example 2



Pick an account

to continue to Outlook



JGriffiths@suthersschool.co.uk



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.



← jgriffiths@suthersschool.co.uk

Enter password

Password

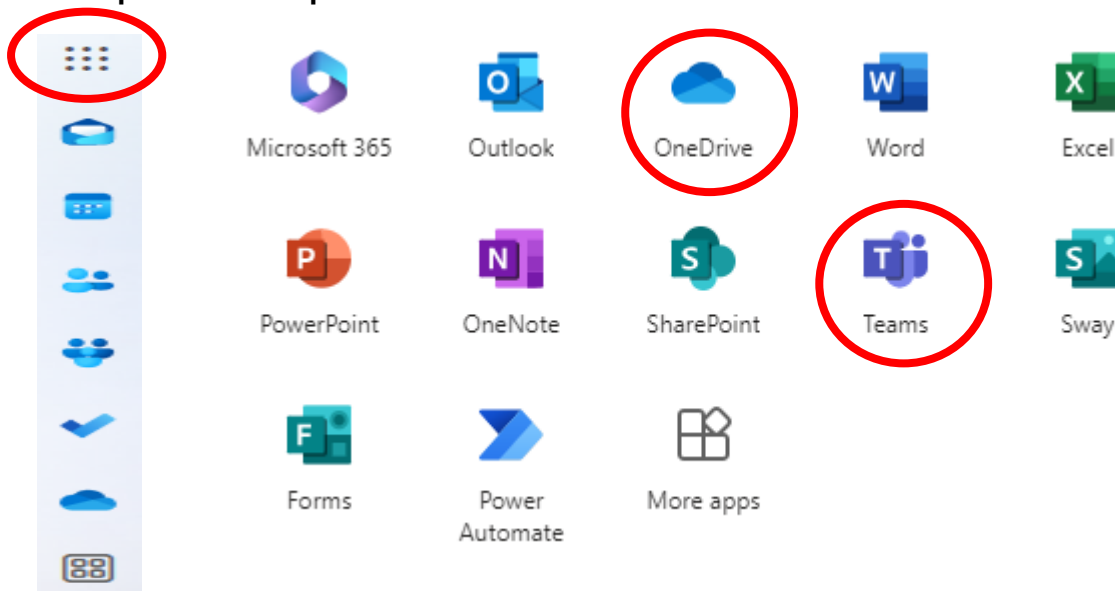
[Forgot my password](#)

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

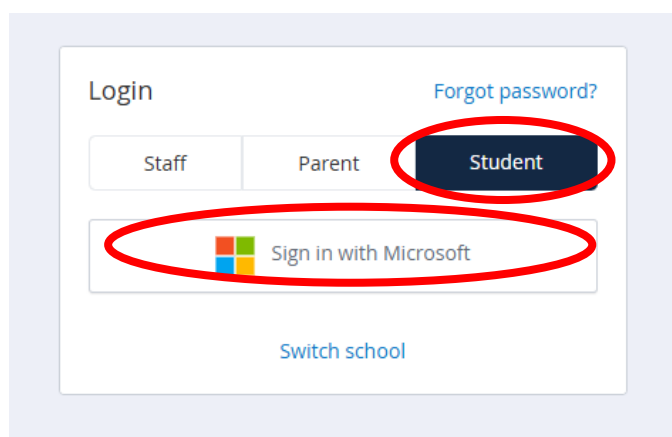


Step 4

To access the following platforms, you will need to open a new tab and perform a Google Search (or download the apps). 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 Microsoft. **You will not need your e-mail / password.**



PARENTS/CARERS ONLY

- ☐ To create your own Satchel One account, you will need to ensure that your child has accessed their own account first following the instructions above.
- ☐ Once your child has their account set up you can either download the app from your app store or access the platform via your computer (<https://www.satchelone.com/v7/login/thesuthersschool>).
- ☐ Click on 'parent' and then click on 'create an account'. You will be asked to enter a 'parent code'. This can be found by going on to your child's account, clicking on 'settings' and then clicking on 'parent code'. Once you have the code you can sign up.


Login [Forgot password?](#)

Staff **Parent** Student

☐ Log in

☒ Create an account

Enter parent code (supplied by school)

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

Sign up

[Switch school](#)

☐ 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.

The image shows the Seneca Learning login page. At the top, it says 'Login' and 'Welcome back'. Below this are two buttons: 'Continue with Google' and 'Continue with Microsoft'. The 'Continue with Microsoft' button is circled in red. Below these buttons is an 'OR' separator, followed by input fields for 'Email' and 'Password'. There is a 'Forgot your password?' link below the password field. At the bottom, there is a large blue button labeled 'Login with email' and a link that says 'Don't have an account? Sign up'.

☐ 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.**

The image shows the Tassomai login page. At the top is the Tassomai logo. Below it are input fields for 'Email Address' and 'Password'. There is a 'Forgot password?' link next to the password field. Below these fields is a grey 'Log in' button. At the bottom, there are three buttons for social login: 'Google', 'Microsoft', and 'MyLogin'. The 'Microsoft' button is circled in red. At the very bottom, there are links for 'Register with a code', 'Go to Home page', and 'Privacy Policy'.

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.