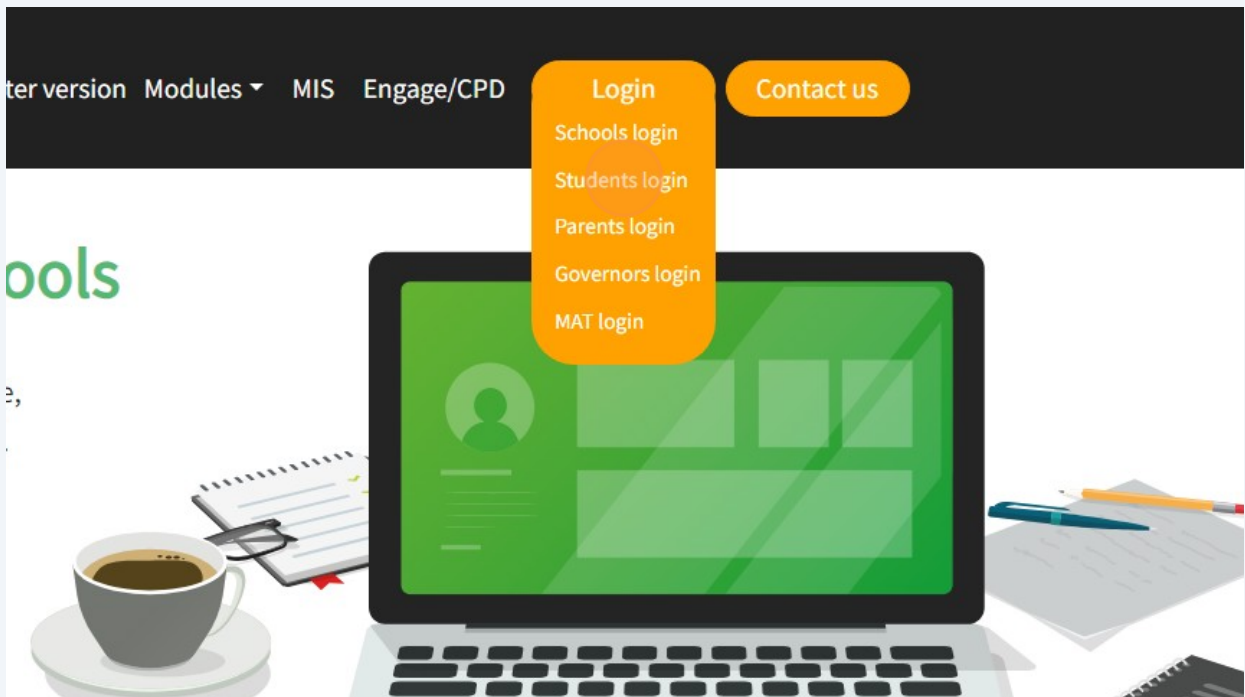# Setting your GO 4 Schools Password so you can login via the App

At present Go4Schools do not support single sign on via there app please use the instructions bellow to create a password to use within the App.
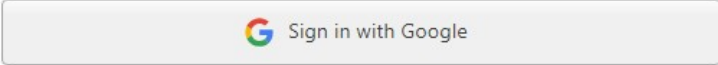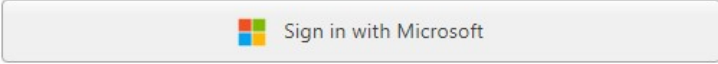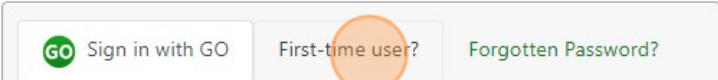
1   Navigate to **https://www.go4schools.com/**

2   Click "Students login"

3 Click "First-time user?" tab.
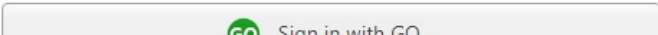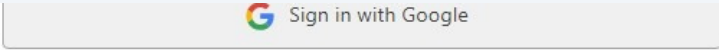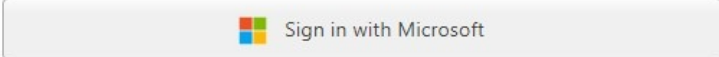
4 Click the "Email address" field.
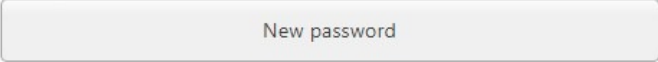
5 Enter your school email address in the following format

"**FirstName.LastName@spspupils.com**"

6 Click the "New password" button

7 In a new tab navigate to **https://outlook.office.com**

8 Enter your school email address in the format of

"**FirstName.LastName@spspupils.com**"

Then click "Next
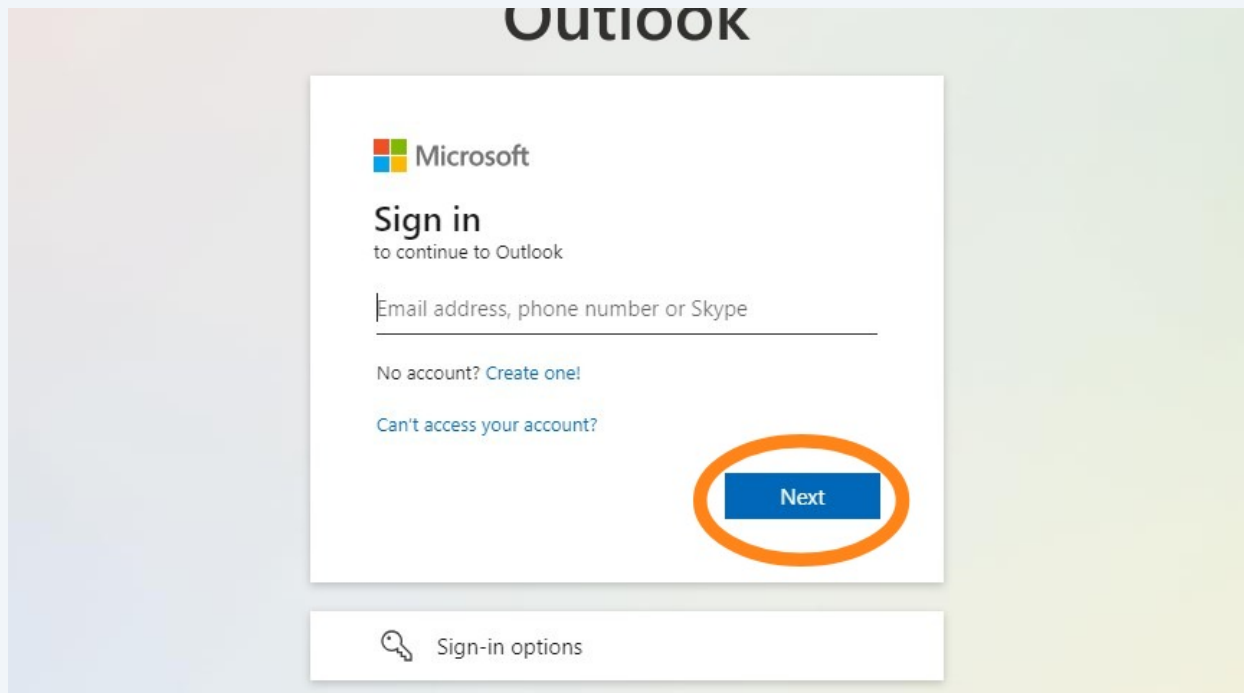
9 Click the "Password" field.
Enter the password you use to access the school computers.

Outlook

Microsoft

←

Enter password

Password

Forgotten my password
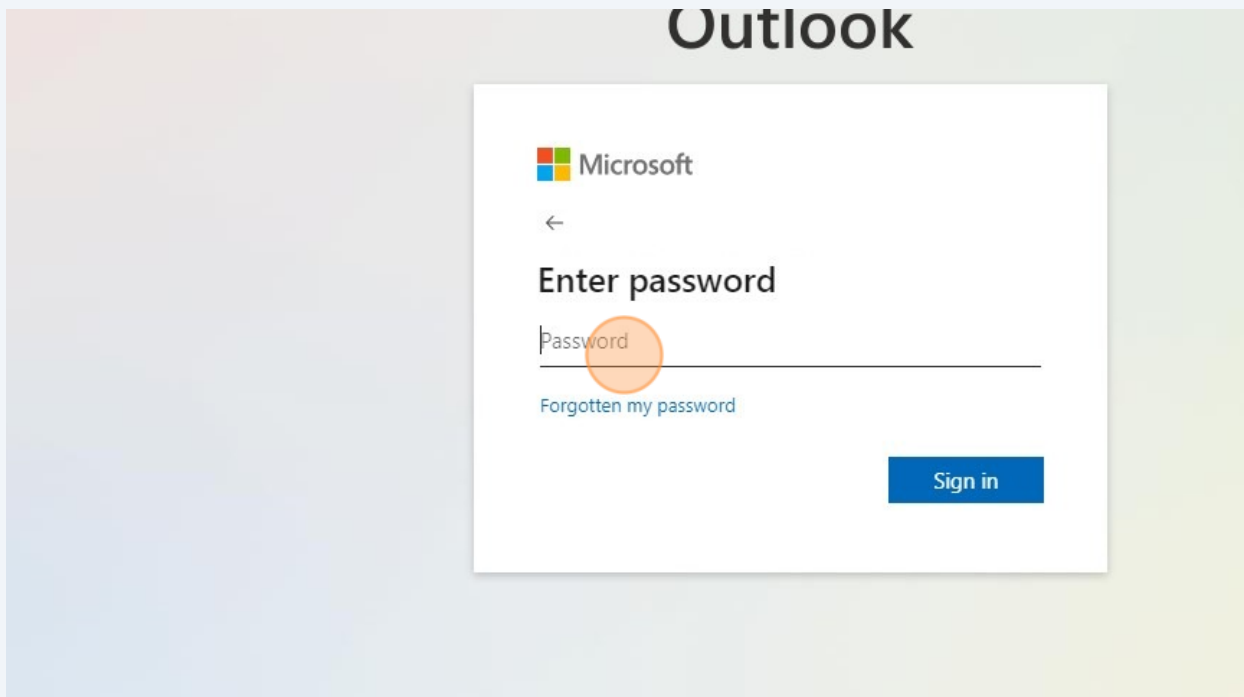
Sign in

10 Click the "Sign in" button.

Microsoft

←

Enter password

••••••••••

Forgotten my password

Sign in
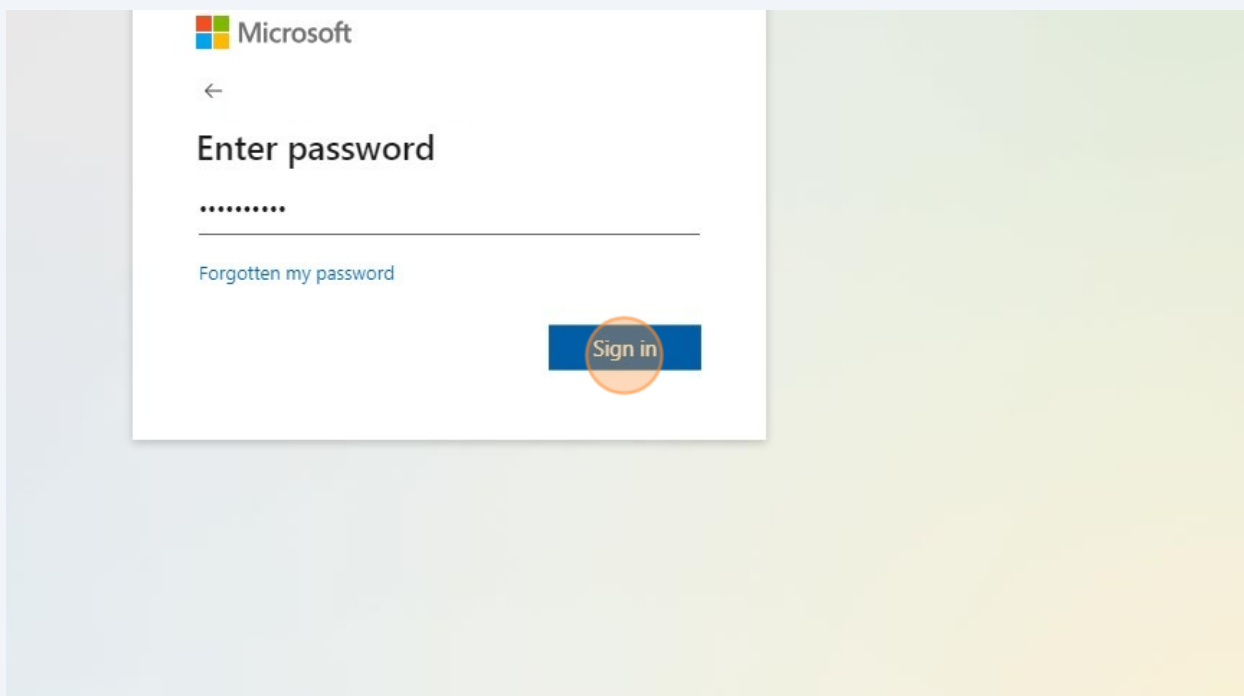
11 If prompted with the "More information Required" screen please follow the on screen instructions,

More information required

Your organisation needs more information to keep your account secure

Use a different account

Learn more

Next
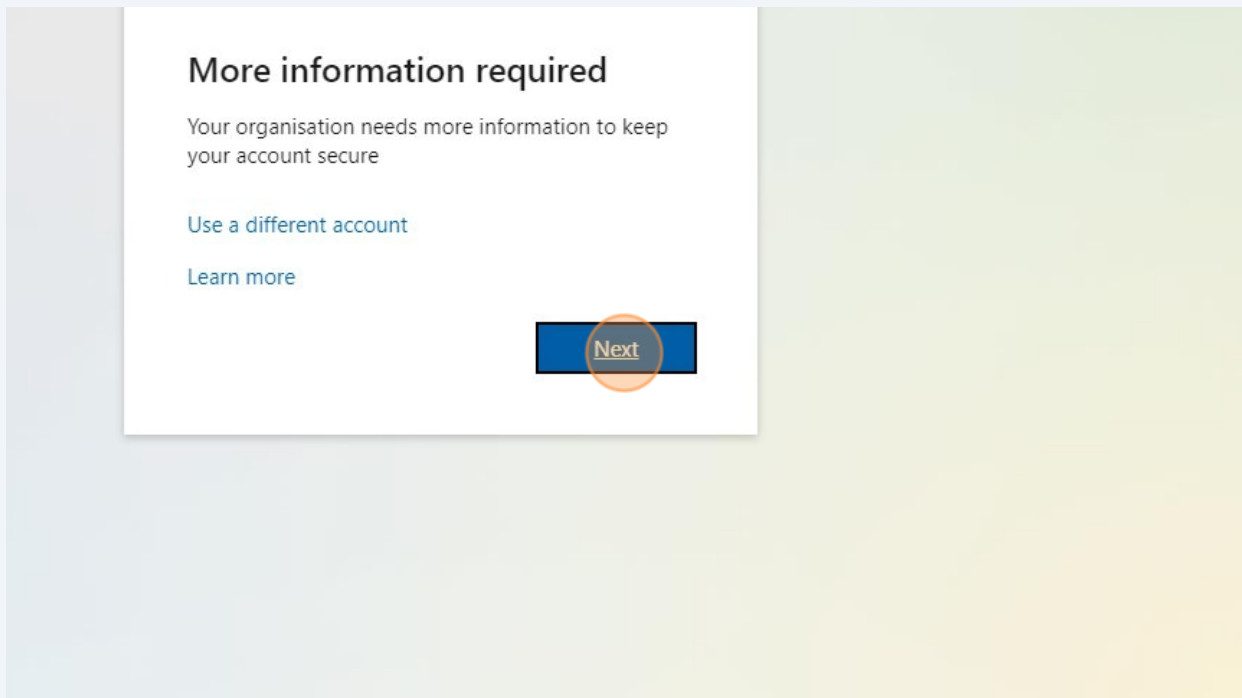
12 Click on the E-Mail "[GO 4 Schools] Your GO 4 Schools user account"

New email

Delete   Archive   Report   Sweep   Move to   Reply   Reply all

Favourites
Inbox   18
Sent Ite...
Drafts
Add favo...

Folders
Inbox   18
Drafts
Sent Ite...
Deleted ...
Junk Em...

Welcome to Outlook! Let's get you setup
Make this space your own with customised themes, layouts and preferen

Inbox ★   Filter

no-reply@go4scho...
[GO 4 Schools] Your GO 4 Sc...   12:25
This is a message from GO 4 School...

SO   Satchel One
Homework due today   07:36
Together through Education Hi Prett...

Last week

SO   Satchel One
Homework due today   Thu 28/09
Together through Education Hi Prett...

13 Click the link in the email

Filter   [GO 4 Schools] Your GO 4 Schools user account

N   no-reply@go4schools.com
To:

This is a message from GO 4 Schools. To ensure our emails reach you every time, please add no-reply@go

This email is to let you know that someone, probably you, recently asked us to reset the password on the GO 4 Schools account belo

In order to reset your password, please follow the link below:

https://www.go4schools.com/students/passwordReset.aspx?guid=

The link is valid only for the next 1 hour.

If your email software does not allow you to click the link, please copy it into the address bar of your browser.

This is an automated email from GO 4 Schools, the schools tracking, assessment and reporting system. Please do not reply to it.

GO 4 Schools - Educational Intelligen

Find out more about GO 4 Schools at http://www.go4sch

The information included in this email is of a confidential nature and is for the intended recipient only. If you are not the intended addressee, please dele

Sent to you by: Hyperspheric Solutions Ltd, Compass House, Vision Park, Chivers Way, Histon, Cambridge CB24 9AD

14 Enter a new password following the guidance.

Password reset

Change your password
Update your password in the boxes below and click the "Change" button.

New password to use to login:
Confirm new password:

Password must:

- Be at least 8 characters long
- Have not been previously used on GO 4 Schools
- Contain the following:
    - At least 1 upper case character (from A-Z)
    - At least 1 lower case character (from a-z)
    - At least 1 numerical character (from 0-9)
    - At least 1 special character (from @ # $, % ^ & *)

[Change]

15 Click the "Change" button.

New password to use to login: ••••••••••••

Confirm new password: ••••••••••

Password must:

- Be at least 8 characters long
- Have not been previously used on GO 4 Schools
- Contain the following:
    - At least 1 upper case character (from A-Z)
    - At least 1 lower case character (from a-z)
    - At least 1 numerical character (from 0-9)
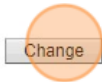   - At least 1 special character (from @ # $, % ^ & *)

[Change]

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16 You will now be able to login to the Go4Schools app using your school email address and the password you have just chosen.