

GO 4 SCHOOLS

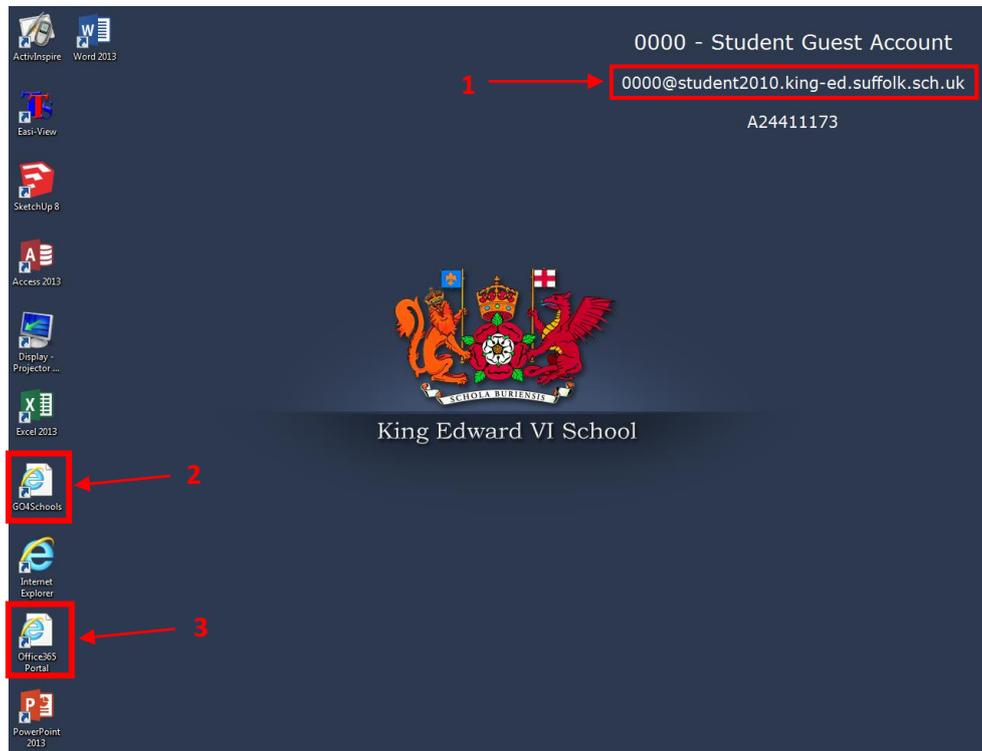
Student Log-in Step-By-Step Guide

When you log on to your computer account you will see the following Desktop screen:

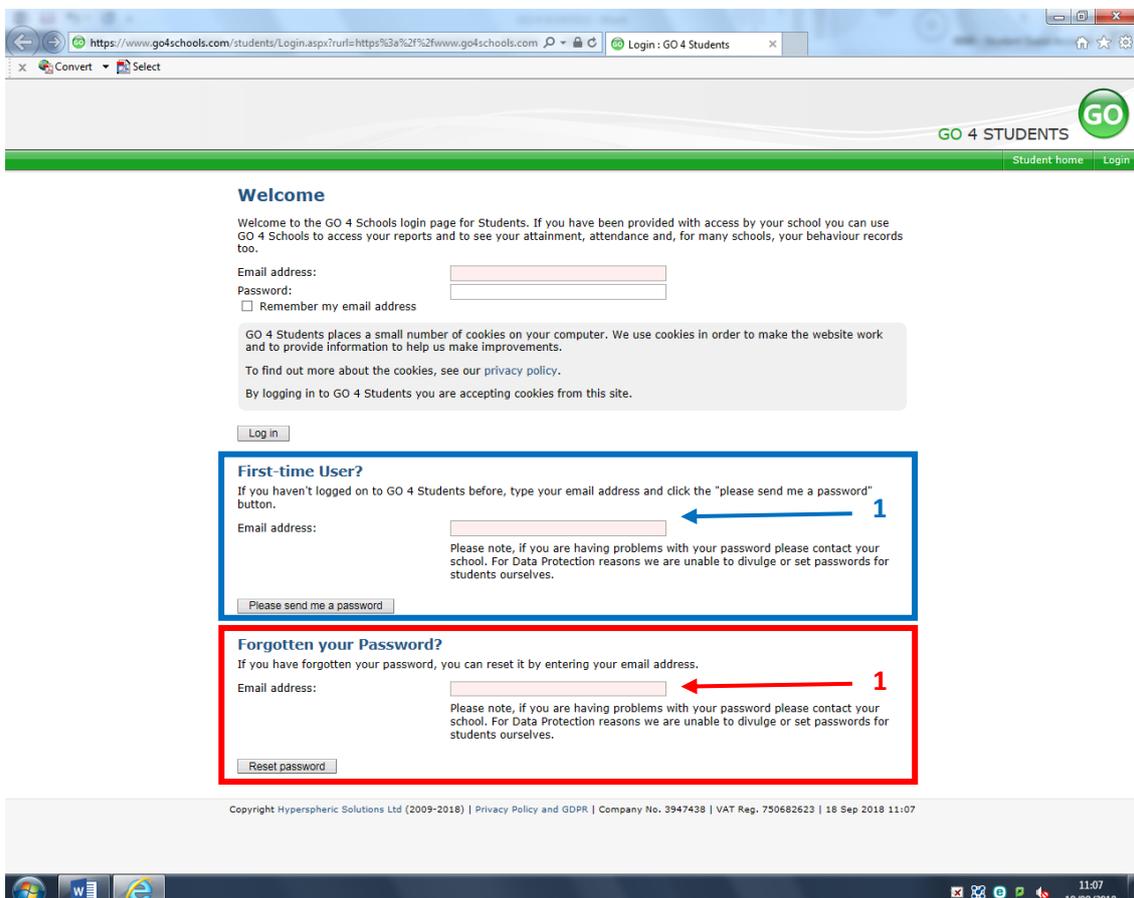
1) Your Student Email Address

2) Go4Schools

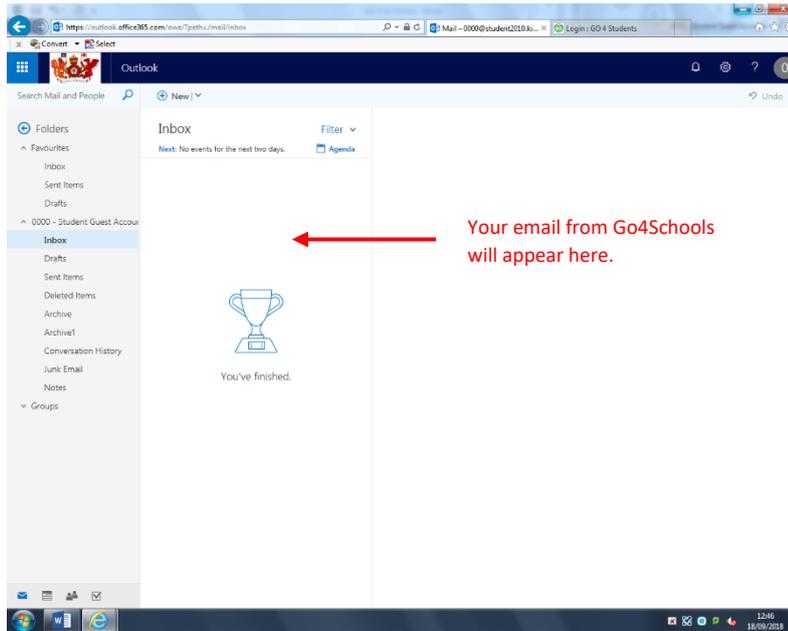
3) Your Email Account



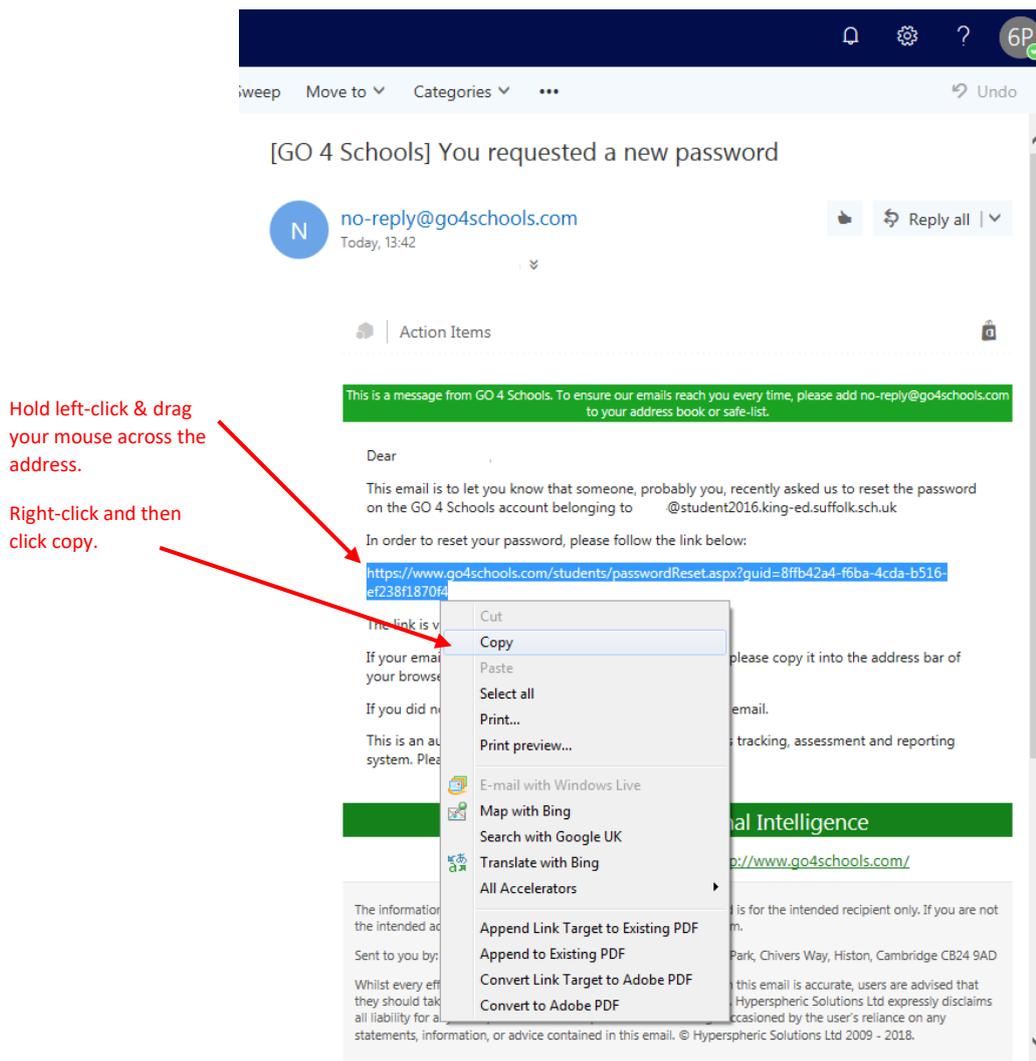
Firstly, you need to click on the Go4Schools icon (2), When the Go4Schools page appears scroll down
For first-time users: Go to the “[First-time User](#)” section and enter your student email address (1)
For forgotten passwords: To the “[Forgotten your password](#)” section and enter your student email address (1)



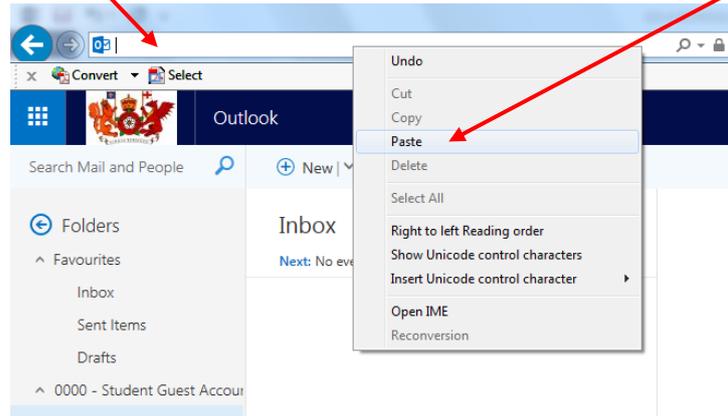
You will then need to open your email account (3) from the desktop, when your email appears you will need to select the email from Go4Schools.
(Please note: if it is your first time logging on to your email you will need to set the time zone to London)



In the email will be a web address to reset your password, you will need to **highlight** the whole link, **right click** with the mouse over the highlighted link and click **copy**.



Then you will need to **right-click** the address bar at the top of your web browser and click **paste**. Then press **enter** on your keyboard (Shown below):



The following page will allow you to create a new password.

Your password will need:

- 1 uppercase letter
- 1 number
- At least 8 characters long
- 1 special character (& % \$! . , : @ etc..)

