

# Noel-Baker Academy:

## Student Office 365 & Go4 Schools Setup Guide

### Contents:

1. Office 365 Email Setup .....	<a href="#">p2</a>
2. Go4Schools Setup .....	<a href="#">p5</a>
3. Contact Us .....	<a href="#">p8</a>

## Office 365 Email Setup

Under the L.E.A.D. Academy Trust, schools use the Office 365 Email system. For first time email users, follow the instructions below:

1) Open an internet browser (Chrome is recommended for compatibility) and type in: [portal.office.com](https://portal.office.com). You will be taken to Microsoft's Office 365 website; in the middle you will see a screen that looks like this:



2) Enter your school email address as per the examples listed below and click 'Next':

Year 7's – [forenamesurname21@noelbakeracademy.co.uk](mailto:forenamesurname21@noelbakeracademy.co.uk)

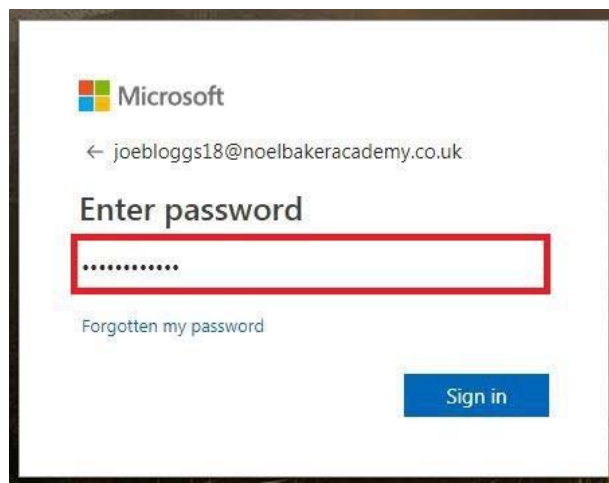
Year 8's – [forenamesurname20@noelbakeracademy.co.uk](mailto:forenamesurname20@noelbakeracademy.co.uk)

Year 9's – [forenamesurname19@noelbakeracademy.co.uk](mailto:forenamesurname19@noelbakeracademy.co.uk)

Year 10's – [forenamesurname18@noelbakeracademy.co.uk](mailto:forenamesurname18@noelbakeracademy.co.uk)

Year 11's – [forenamesurname17@noelbakeracademy.co.uk](mailto:forenamesurname17@noelbakeracademy.co.uk)

3) Now enter your **password** in the box like this:



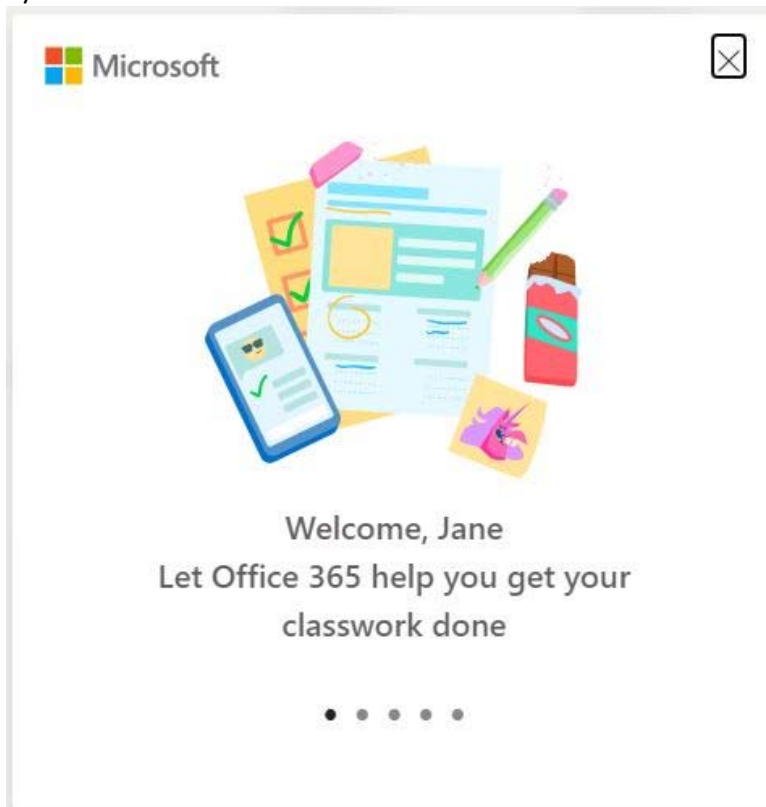
The password for your e-mail address will be the same as the one you use to log into the school network. If you have not logged onto a computer in school before or forgotten it, please visit the IT office on the ground floor opposite the Library whilst you are at school or refer to the '[Contact Us](#)' page for IT Support assistance.

**Please note: If a student has not logged into a computer and changed the password already, then access to email will not be possible until this is done, unless IT explicitly changes the password manually.**

3a) When this screen appears, click on **NO**:

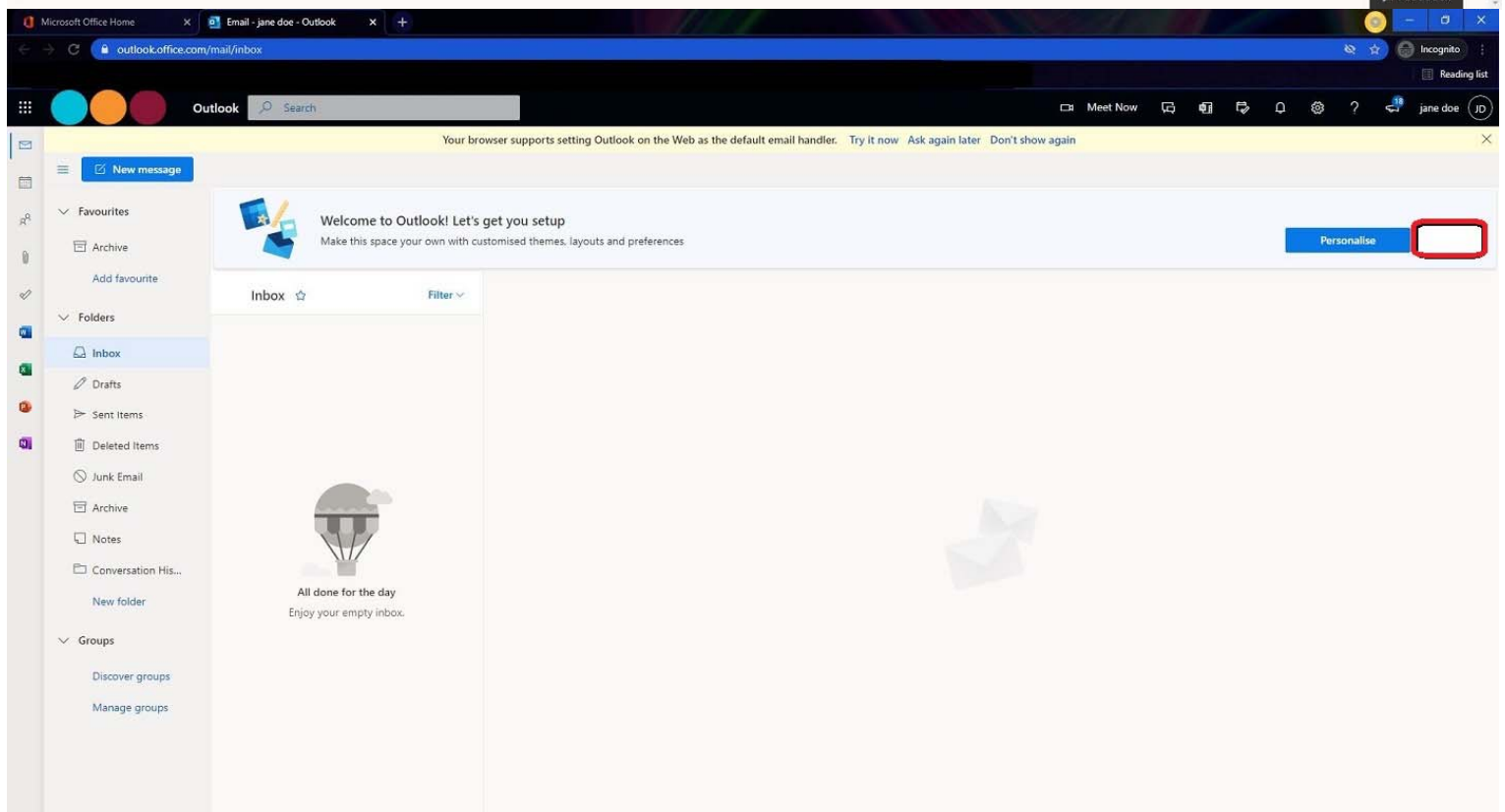
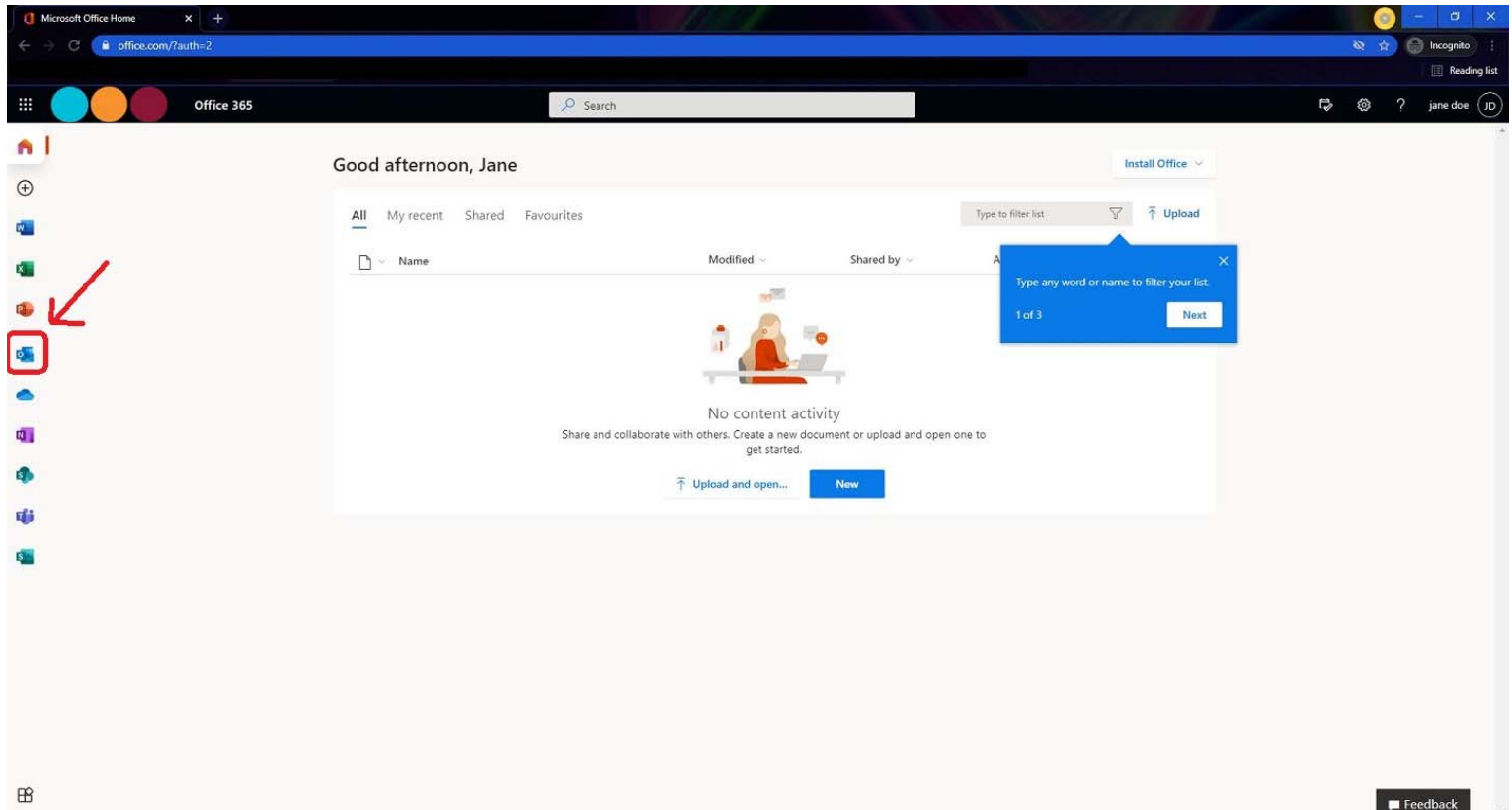


4) The next screen you should see is this:



Click on the **X** to close the box.

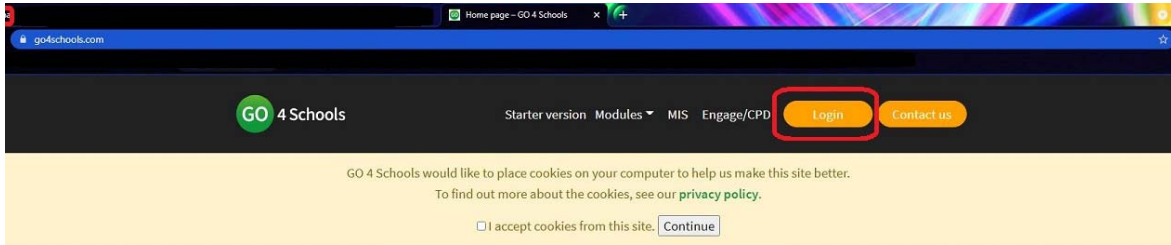
5) You should now have this view, Click on **'Outlook'** to access your inbox.:



## Go4Schools Setup

Go4Schools is a 3<sup>rd</sup>. Party platform that enables Parents, Students and Teachers to access data easily, pulled straight from the schools primary MIS system, in this case SIMS. It is web-based for ease of access. Follow these instructions to setup a student Go4Schools account:

- 1) Open a new tab in an internet browser (Chrome is recommended for compatibility) and type in [www.go4schools.com](http://www.go4schools.com)



### Welcome to GO 4 Schools

Your school can make better decisions with information that is accurate, up to date, complete, at the right level of detail – and at your fingertips.

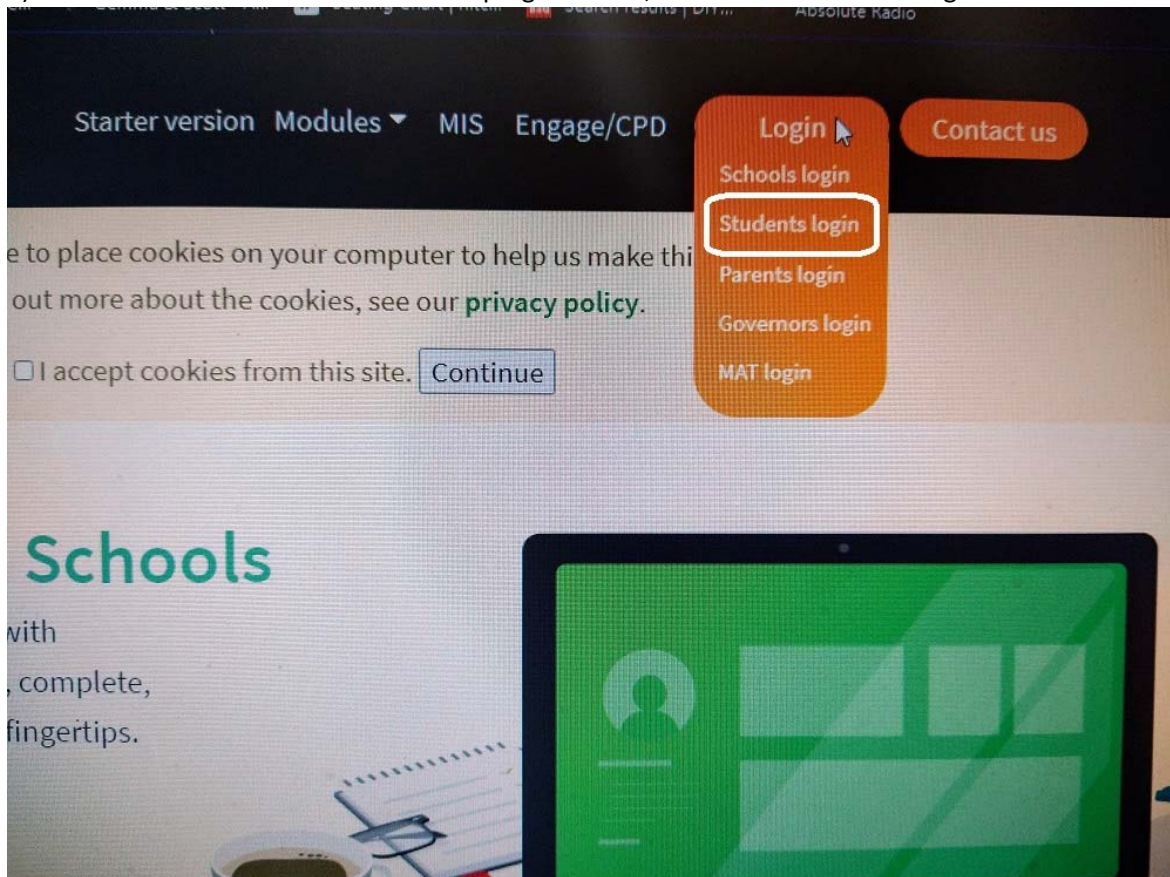
GO 4 Schools helps you achieve this. It's the efficient, joined-up, smart way to work.

Find out how we are helping schools:

- Teacher assessed grades
- COVID-19 strategies

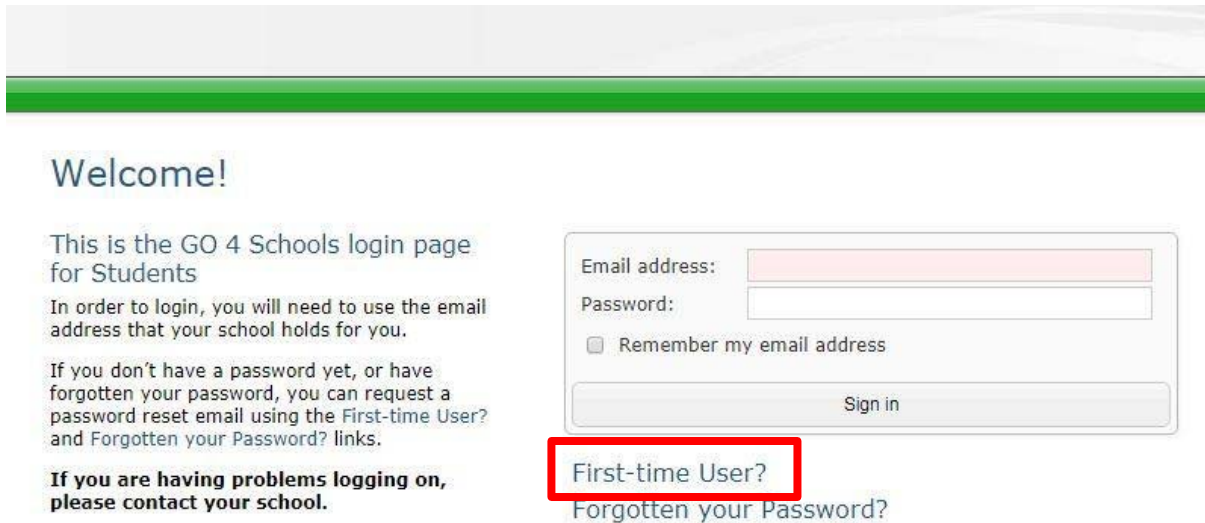


- 2) Click on the 'Students' icon in the top right corner, which looks like the image below:





3) The screen you come to should look like this:



Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the [First-time User?](#) and [Forgotten your Password?](#) links.

**If you are having problems logging on, please contact your school.**

Email address:

Password:

Remember my email address

Sign in

[First-time User?](#)

[Forgotten your Password?](#)

3a) Click on the **'First-time User?'** tab

3b) You should now enter your Noel-Baker academy email address (e.g.,

[JoeBloggs18@noelbakeracademy.co.uk](mailto:JoeBloggs18@noelbakeracademy.co.uk)) into the first-time user field, and click on **'New password'**:



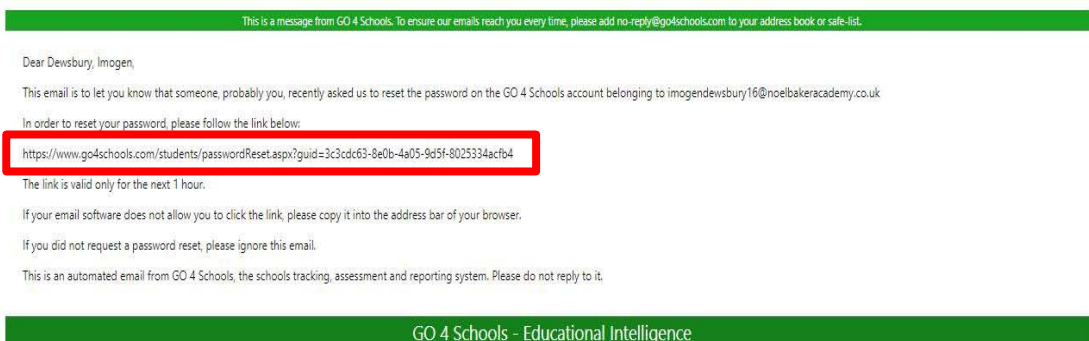
First-time User?

If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address:

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

4) In your student inbox there should be a password reset e-mail from Go4schools, please follow the link (shown in red below). The link will need copying into a new browser tab, OR highlighting and then right-clicking, and selecting **'Go to...'**:



5) Once the new browser window opens, you will be asked to change your password. Once this is complete, you will be able to login to Go4schools normally by repeating steps 1, and 2.



***Please note: your G4S password MUST be at least 8 characters long, contain a mixture of uppercase and lowercase letters, at least one number, plus a non-alphanumeric character or else go4schools will not accept it.***



L.E.A.D. IT Services  
Lead · Empower · Achieve · Drive

## Contact Us

For support with student email, Go4schools login, or anything about this guide, contact the L.E.A.D. IT Services helpdesk using the following email:

[ictsupport@leaditservices.co.uk](mailto:ictsupport@leaditservices.co.uk)

For general Go4schools support, such as not being able to see certain data, etc., please contact the school on:

01332 572026





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