Login Details for Existing Users

To complete the checking exercise you should log into this website with your existing username and password.

- If you have forgotten your username you can use the **'forgotten username'** link on the login page and you will be asked to enter your email address and to give the answer to your security question.
- If you have forgotten your password you can use the **'forgotten password'** link on the login page and you will be asked to enter your username, your email address and to give the answer to your security question. A new **temporary** password will be automatically emailed to you.
- Once you have logged into the website with your username and **temporary** password you will be required to create a **new password** of your own choice.
- Or, if when you login you find that your password has expired, you again will be required to create a **new password**.

Members of your staff who have login accounts should follow the same procedure.

Creating a new Password
Please note your new password must contain between 8 & 20 characters, including an upper case and lower case letter, a number and a special character (for example #/?).

Spam Filtering
Please note that due to local spam filtering services you may need to check your junk mail folder if you cannot locate the email notification from us.

Manage User Facility
By using the **'Manage user'** facility on the website a Headteacher can set up user accounts for members of staff and an account for an Administrator. In addition to creating user accounts, the Headteacher or Administrator can reset passwords edit user details and delete accounts.

As new users are created a unique personal username is generated and emailed to them as well as a temporary password. The new user should follow the same detailed procedure of creating a new password of their choice. **Usernames and passwords must not be shared or transferred to any other user.**

Security
On the log in screen there is a link to Terms and Conditions (T&C's). It is important that users read, and tick the box to acknowledge they have understood, the T&C's. The T&C's describe the new security requirements for user access to the sites.