Login Details for New Users

Only the Headteacher should log into this website with the temporary username received by letter and the temporary password which was sent under separate cover.

Once you have initially logged into the website you will be required to:

- Change your temporary password to a password of your own choice

- Provide your email address.

- Create a security question and answer.

Upon submission of this information a **new personal username** will be generated and emailed to you.

When you subsequently log into the website you will need to use your **new personal username** and the **password you created**. Please keep your username and password safe as they give you access to this checking website throughout the year.

Creating a new Password
Please note your new password must contain between 10 & 50 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.