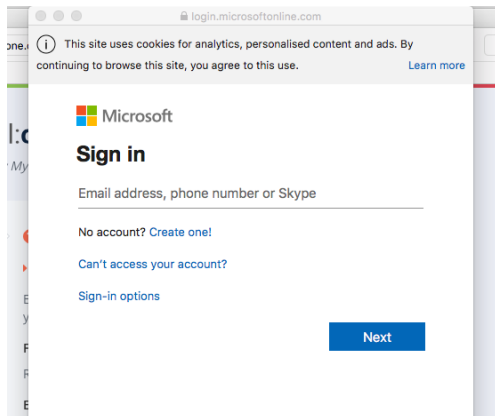


Students logging in

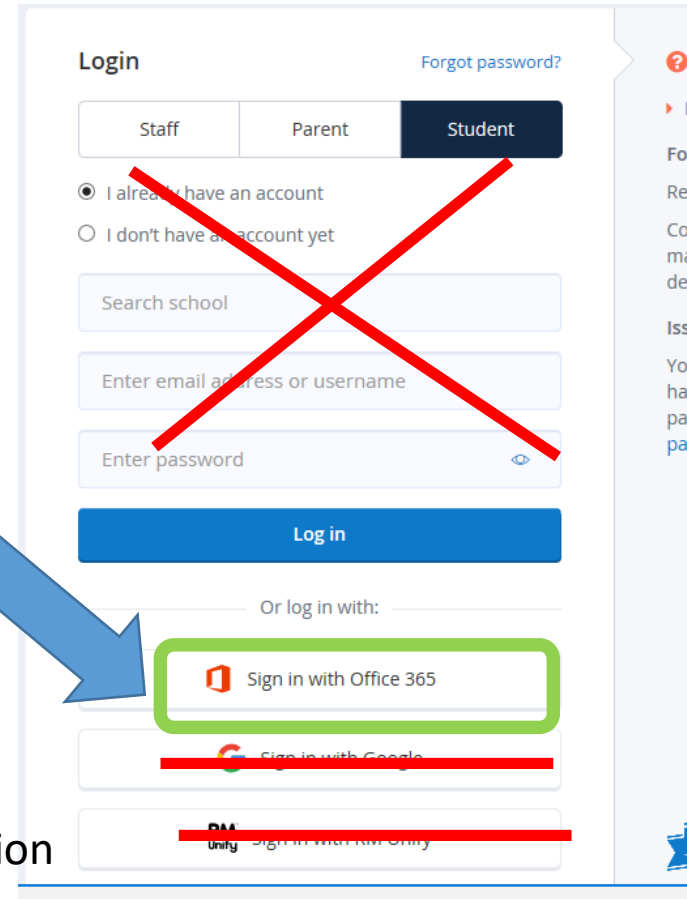


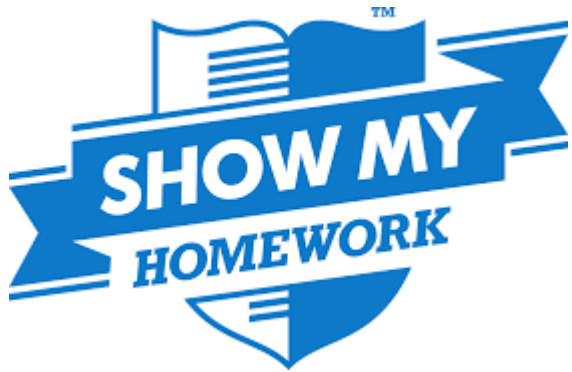
Students need to log in using the office 365 option and enter the same details they use to log into Office 365/ a school PC

If a student is already logged into office 365 on the same PC, they are usually taken straight into SMHW. If not the Microsoft login box will show.



A Student's details will not be recognised if selecting any other option and they could lock themselves out temporarily.





Parents logging in



Parents receive a PIN code to register on SMHW. They **DO NOT USE the OFFICE 365 option.**

A parent should choose the 'I don't have an account' the first time they try and log in. After that they use the 'I already have an account'.

All of Y7 should have received a printed letter to take home already. If you receive any reports of parents struggling to login, or haven't received a PIN, please send these to the **JCA SIMS Support** (jcasimssupport@jca.cabot.ac.uk) mailbox (I know it's not technically SIMS but this send a ticket to my helpdesk, and that helps me prioritise requests)

A screenshot of a web login page. At the top, it says 'Login' and 'Forgot password?'. Below that are three tabs: 'Staff', 'Parent' (which is selected and highlighted in dark blue), and 'Student'. There are two radio button options: 'I already have an account' (which is selected) and 'I don't have an account yet'. Below these are three input fields: 'Search school', 'Enter email address or username', and 'Enter password' (with an eye icon for visibility). A blue 'Log in' button is at the bottom of this section. Below the button is a section titled 'Or log in with:' with three options: 'Sign in with Office 365', 'Sign in with Google', and 'Sign in with RM Unify'. A large red 'X' is drawn over this entire bottom section. A blue arrow points from the text 'DO NOT USE the OFFICE 365 option.' to the 'I already have an account' radio button.