

# Instructions for Accessing School Email

Dear Parents/Carers,

We have recently taken the opportunity to move the school's Email services to Office 365, which has enabled us to offer a School Email address to all of our students.

This year the GCSE Examinations results will be accessible to Yr 11 students via Go 4 Schools on Results Day (20<sup>th</sup> August).

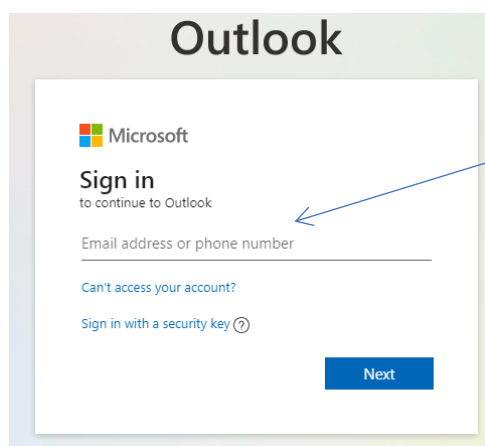
To register for Go 4 Schools, students **must** have access to their school email account. This is vital if they want to see their results on the day they are released.

To do this, please follow the instructions below.

**Step 1** – Click the following link, or type it into the address bar in your browser:

<https://outlook.office.com>

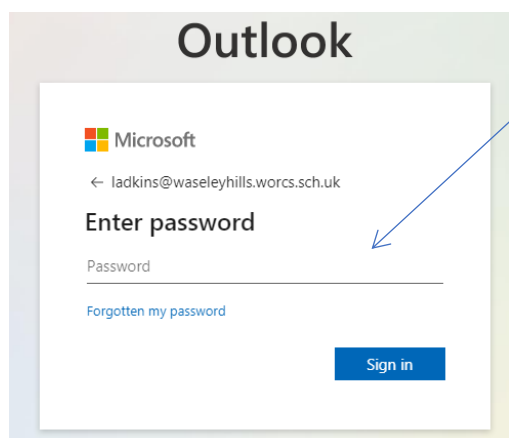
**Step 2** – You will be taken to the Sign in screen below. Your son/daughter will need to **sign in** using their **school Email address**:



Their school Email address is made up of their school network/PC username, followed by @waseleyhills.worcs.sch.uk

For example, Adam Smith logs into the school computers with the username ASmith, therefore his Email address is - [ASmith@Waseleyhills.worcs.sch.uk](mailto:ASmith@Waseleyhills.worcs.sch.uk)

**Step 3** – They will need to enter the password for their school login, which again is the same as they use for the computers in school and Home Access Plus:



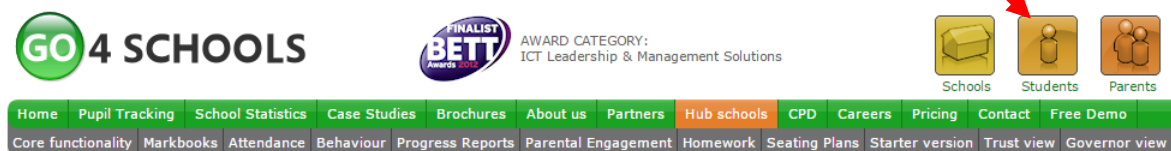
**Step 4** – They will be taken to their Email Mailbox, where they will be able to see their Inbox and be ready to send and receive emails to and from their school email account. This Mailbox will only allow Emails to/from another Waseley account, with the exception of Go4Schools.

If you have any problems logging into the above please Email [Office365Support@waseleyhills.worcs.sch.uk](mailto:Office365Support@waseleyhills.worcs.sch.uk) and we will offer you the assistance you require.

# GO 4 SCHOOLS

## LOGGING IN FOR THE FIRST TIME

Log on to the Go4Schools web page ([www.go4schools.com](http://www.go4schools.com)). Click on the Students icon:



Clicking the Students box takes you to the Log In page. Click on the “First-time User” link.

## 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

[First-time User?](#)

[Forgotten your Password?](#)

You will then be prompted to enter an Email Address - this **needs** to be your **school Email Address**.

**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.

Enter your Email Address and click the “New password” button.

You will be sent an Email from Go4Schools containing a link to set a new password for your account (check your Spam/Junk folder if it does not appear in your Inbox), please set a password making sure it meets the necessary strength requirements as specified on the webpage, then return to the Go4Schools Students site and login.

## GCSE Exam Results 2020

On GCSE Results Day, you will need to login and to view your results. Scroll down to the 'Progress and reports' section and click 'View report':

[At a glance](#) 

Registration group	11NR - Mr N Ryde (Mr N Ryde)
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[View full profile](#)

### Detailed progress

Subject	Breakdown
Asdan Mr J Dean	-
Biology Miss A Reilly	-
Chemistry Mrs T Jackson	-
Child Dev Mrs J Williams	-
English Mrs R Taylor, Mrs B Kobiela	-
English Literature Mrs R Taylor, Mrs B Kobiela	-
History Mrs S Dumycz	-
Maths Miss C Davies	-
PE Mrs J Bridgeman	-
Physics Mr J Nelson	-
Psychology Mrs K Balloo	-

### Progress and reports

[View Report](#)

### Key grades/levels achieved

Year	Subject name	Qualification	Grade/level
Year 6	English	KS 2 English Reading	4b
	Maths	KS 2 Maths	4a

This will take you to your GCSE Results Report 2020

You can save this PDF version and print it out for your records.