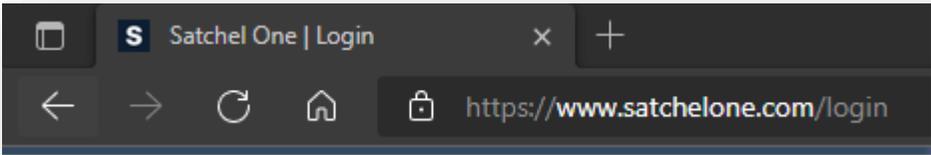
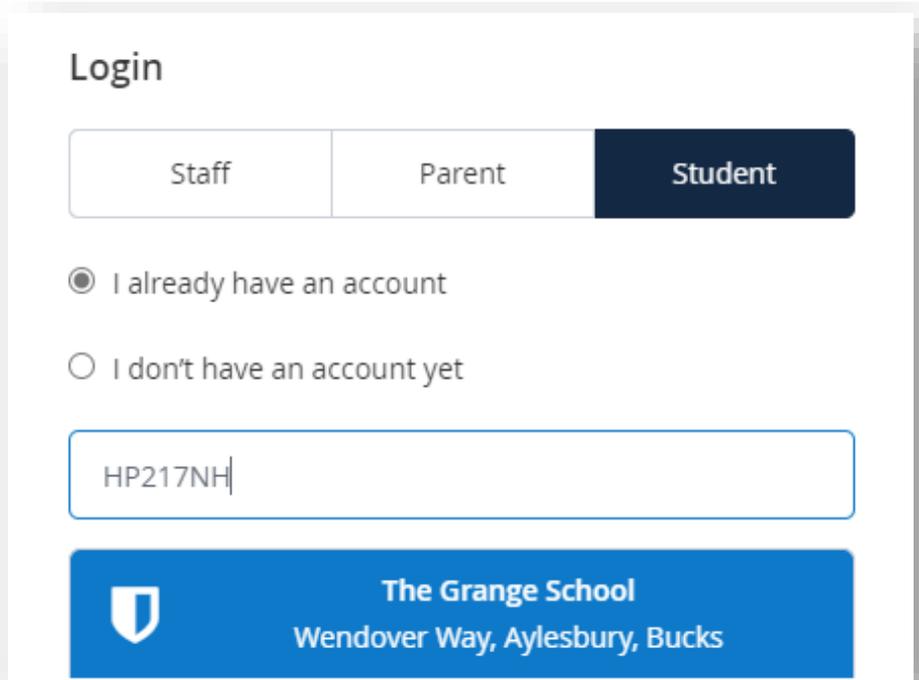


How do I sign into **Satchel One** when I'm at school?

1.	Log on to a school computer
2.	Double click the <i>Satchel One</i> shortcut on the desktop
3.	On the <i>Satchel One</i> sign-in screen, click the "Sign in with Office 365" button. You will then be signed into <i>Satchel One</i> automatically.



How do I sign into Satchel One when I'm at home using a computer / laptop?

<p>1. If using a computer, open a web browser and go to....</p> <p>https://www.satchelone.com</p>	 A screenshot of a web browser window. The title bar shows 'Satchel One Login'. The address bar contains 'https://www.satchelone.com/login'. The browser interface includes back, forward, refresh, and home buttons.
<p>2. On the <i>Satchel One</i> sign-in screen, enter the school's postcode HP21 7NH into the "Search school" field and then click on the school's name as shown.</p>	 A screenshot of the Satchel One login interface. At the top, it says 'Login'. Below this are three tabs: 'Staff', 'Parent', and 'Student', with 'Student' being the active tab. There are two radio button options: 'I already have an account' (selected) and 'I don't have an account yet'. Below these is a search field containing the text 'HP217NH'. At the bottom, a blue button displays a shield icon, the text 'The Grange School', and the address 'Wendover Way, Aylesbury, Bucks'.

3. With the correct school selected, click the “Sign in with Office 365” button.

A new *Microsoft Sign-in* window will open.



4. In the *Microsoft Sign-in* window, enter your **school email address** and then click the “Next” button.

REMINDER:

A student’s school email address is made up of their username plus *@we-can.org.uk*

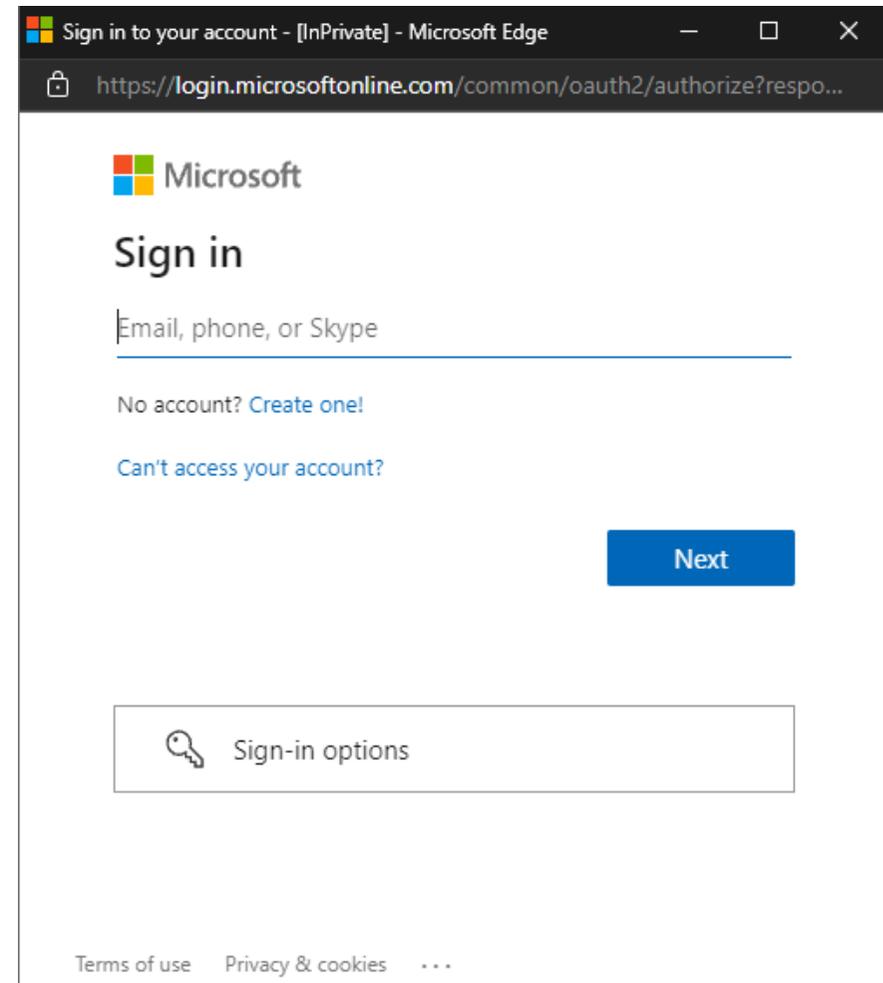
Example:

If a student’s username is *19SMITHEx* then their email address is *19SMITHEx@we-can.org.uk*

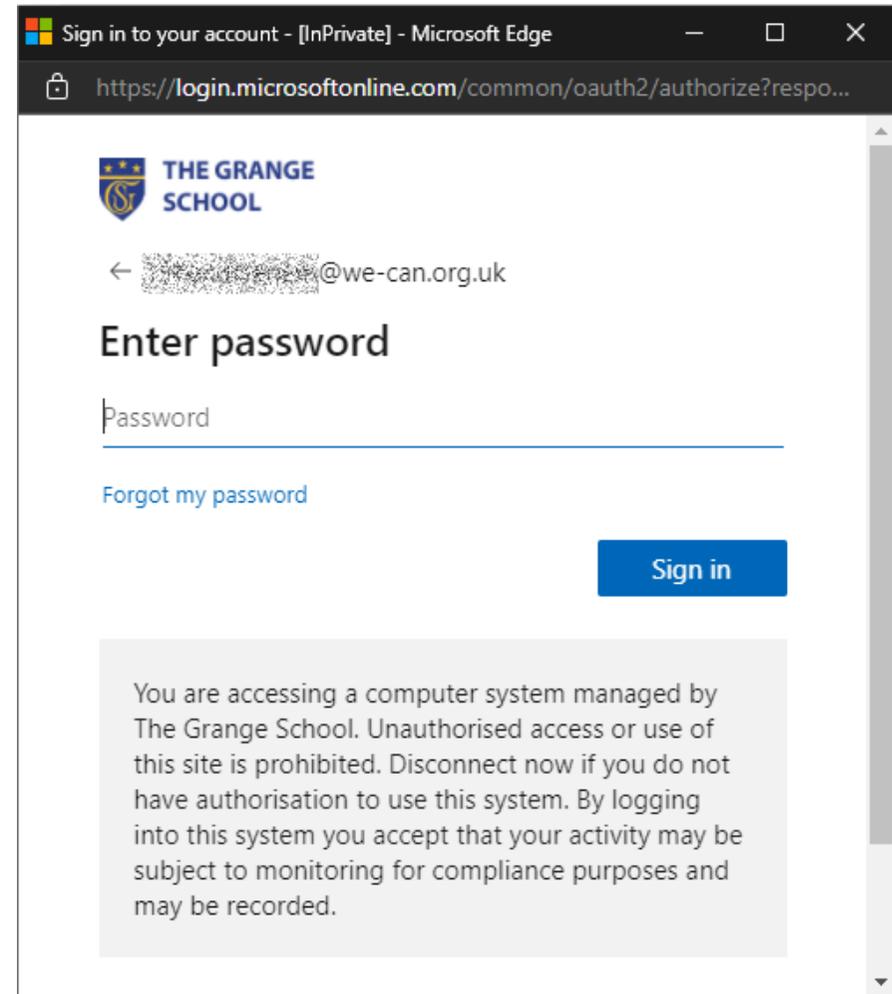
PLEASE NOTE:

A student’s password for Office 365 is **always** the same as the password used to log on to school computers.

Therefore, if a student changes their password on a school computer, it is also changed for Office 365.



5. At the *Enter password* screen, enter your **school password** (the same one you use to log on to school computers).



How do I sign into Satchel One when I'm using a phone / tablet?

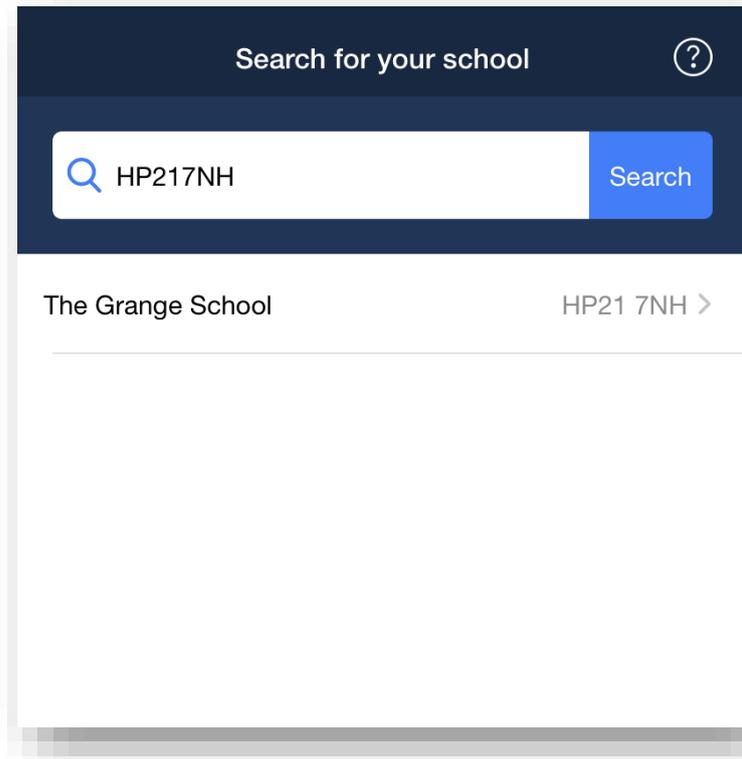
1. If using a phone or tablet device, install the *Satchel One* app from your device's app store.



Once installed, open the app.

2. The first time you open the *Satchel One* app, you'll need to search for our school.

Enter the school's postcode **HP21 7NH** into the search field and then click on the school's name as shown.



3. With the correct school selected, click the “Sign in with Office 365” button.

A new *Microsoft Sign-in* window will open.

The screenshot shows a mobile application interface for logging in. At the top, there is a dark blue header with a back arrow, the text "Log In", and a help icon. Below the header, the school name "The Grange School" is displayed with a checkmark. The screen is divided into two main sections: "I already have an account" and "I do not have an account yet". Each section has a blue button for logging in. Below these sections, there is a separator line with the word "or" in the center. Underneath, there are three buttons for signing in with different providers: "Sign in with Google", "Sign in with Office 365", and "Sign in with RM Unify". The "Sign in with Office 365" button is circled in red.

Back Log In ?

✓ The Grange School

I already have an account

Log in with email or username

I do not have an account yet

Log in with PIN or Parent Code

or

Sign in with Google

Sign in with Office 365

Sign in with RM Unify

4. In the *Microsoft Sign-in* window, enter your **school email address** and then click the “Next” button.

REMINDER:

A student’s school email address is made up of their username plus *@we-can.org.uk*

Example:

If a student’s username is *19SMITHEx* then their email address is *19SMITHEx@we-can.org.uk*

PLEASE NOTE:

A student’s password for Office 365 is **always** the same as the password used to log on to school computers.

Therefore, if a student changes their password on a school computer, it is also changed for Office 365.

Cancel

 Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options

5. At the *Enter password* screen, enter your **school password** (the same one you use to log on to school computers).

Cancel



**THE GRANGE
SCHOOL**

← [redacted]@we-can.org.uk

Enter password

Password

[Forgotten my password](#)

[Sign in](#)

You are accessing a computer system managed by The Grange School. Unauthorised access or use of this site is prohibited. Disconnect now if you do not have authorisation to use this system. By logging into this system you accept that your activity may be subject to monitoring for compliance purposes and may be recorded.