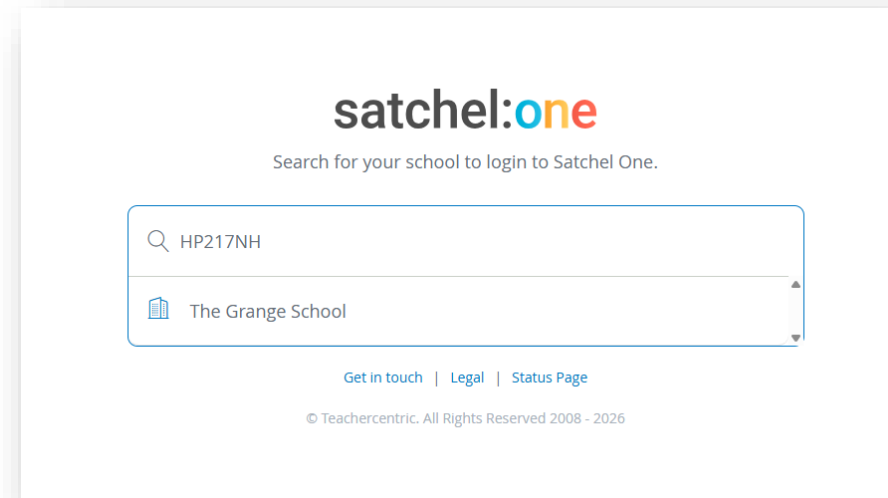


How do I sign into Satchel One when I'm at home using a computer / laptop?

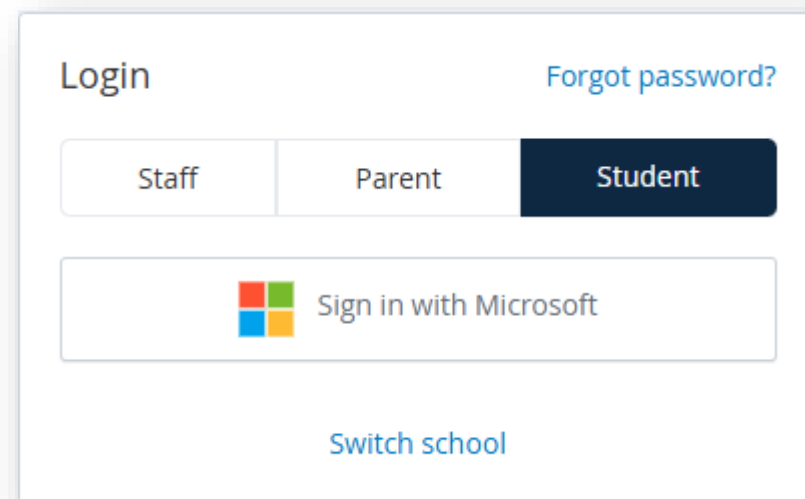
1. Open a web browser and go to <https://www.satchelone.com>

Enter the school's postcode **HP21 7NH** into the search field and click on *The Grange School* as shown.



The screenshot shows the Satchel One website. At the top, the logo "satchel:one" is displayed in black and orange. Below it, the text "Search for your school to login to Satchel One." is centered. A search bar contains the text "HP217NH". Below the search bar, a dropdown menu shows "The Grange School" with a school icon. At the bottom of the page, there are links for "Get in touch", "Legal", and "Status Page", and a copyright notice: "© Teachercentric. All Rights Reserved 2008 - 2026".

3. On the login page, click the **Student** tab and then click the **Sign in with Microsoft** button.



The screenshot shows the Satchel One login page. At the top, the word "Login" is on the left and "Forgot password?" is on the right. Below this, there are three tabs: "Staff", "Parent", and "Student". The "Student" tab is selected and highlighted in dark blue. Below the tabs, there is a button with the Microsoft logo and the text "Sign in with Microsoft". At the bottom of the page, there is a link that says "Switch school".

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*

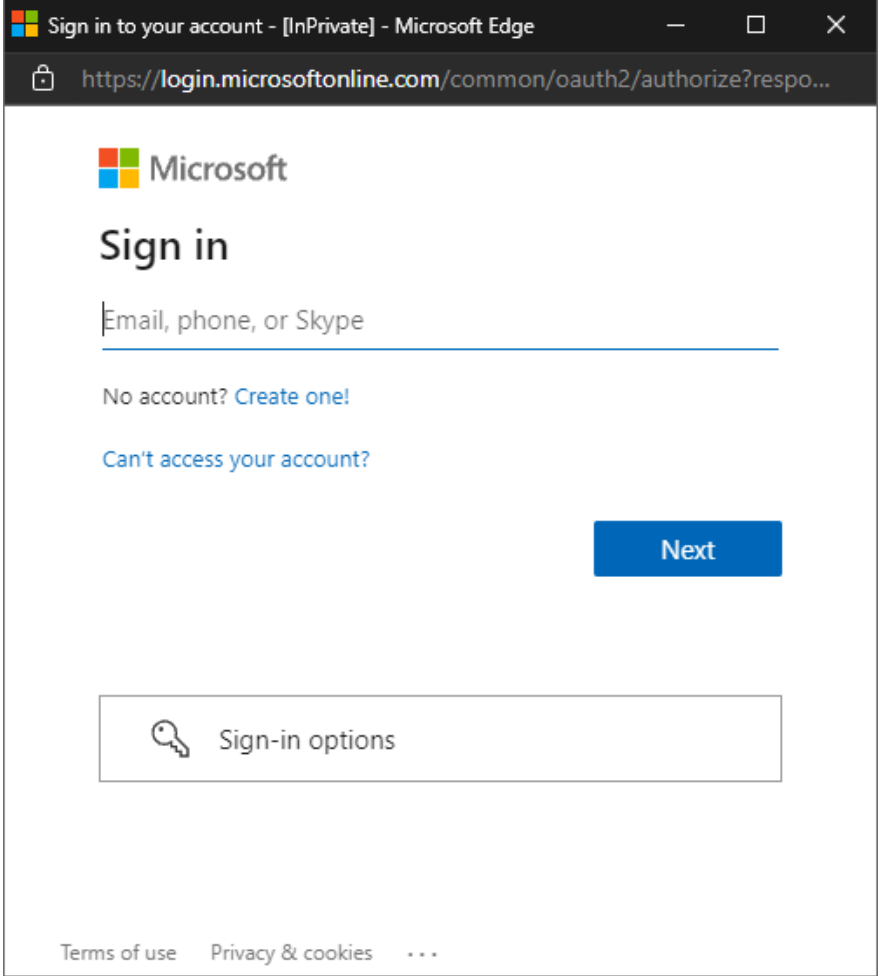
Example:

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

PLEASE NOTE:

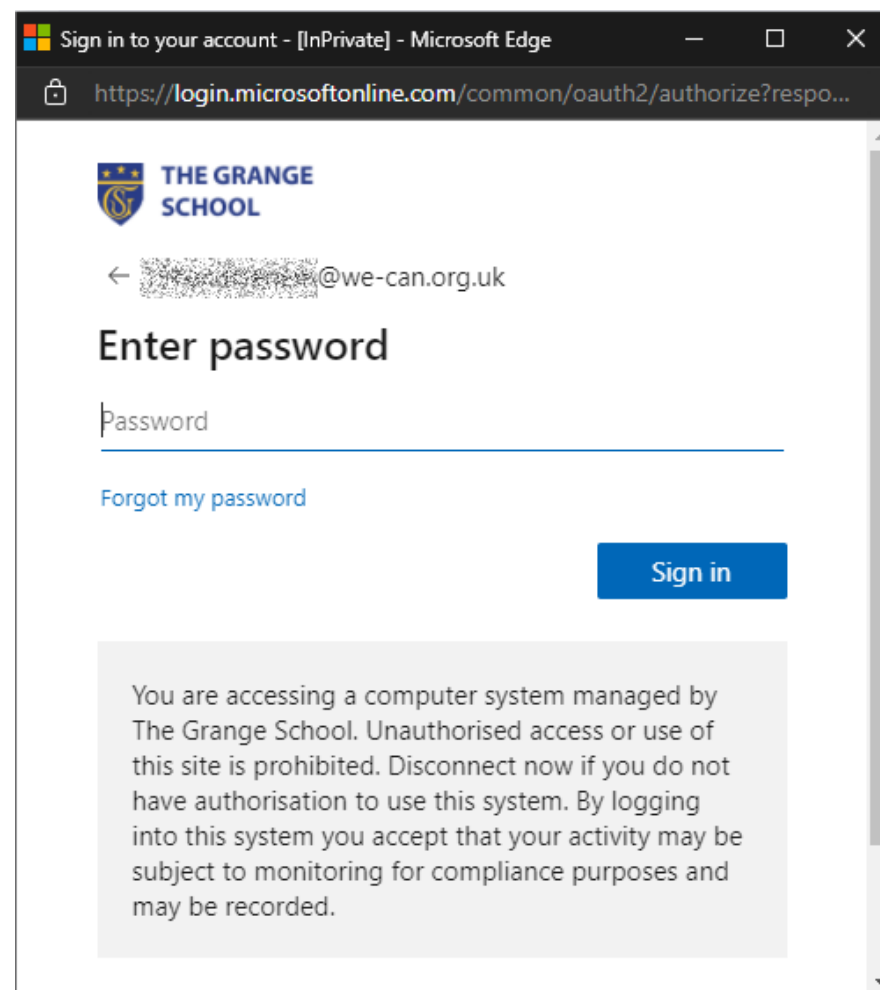
A student’s password for Microsoft 365 is **always** the same as the password used to log on to school computers.

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



The screenshot shows a Microsoft Edge browser window titled "Sign in to your account - [InPrivate] - Microsoft Edge". The address bar displays the URL "https://login.microsoftonline.com/common/oauth2/authorize?respo...". The main content area features the Microsoft logo at the top, followed by the heading "Sign in". Below this is a text input field with the placeholder text "Email, phone, or Skype". Underneath the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the sign-in area, there is a box containing a key icon and the text "Sign-in options". The footer of the page includes links for "Terms of use", "Privacy & cookies", and a three-dot menu icon.

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



Sign in to your account - [InPrivate] - Microsoft Edge

https://login.microsoftonline.com/common/oauth2/authorize?respo...

 **THE GRANGE SCHOOL**

← @we-can.org.uk

Enter password

Password

[Forgot 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.

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

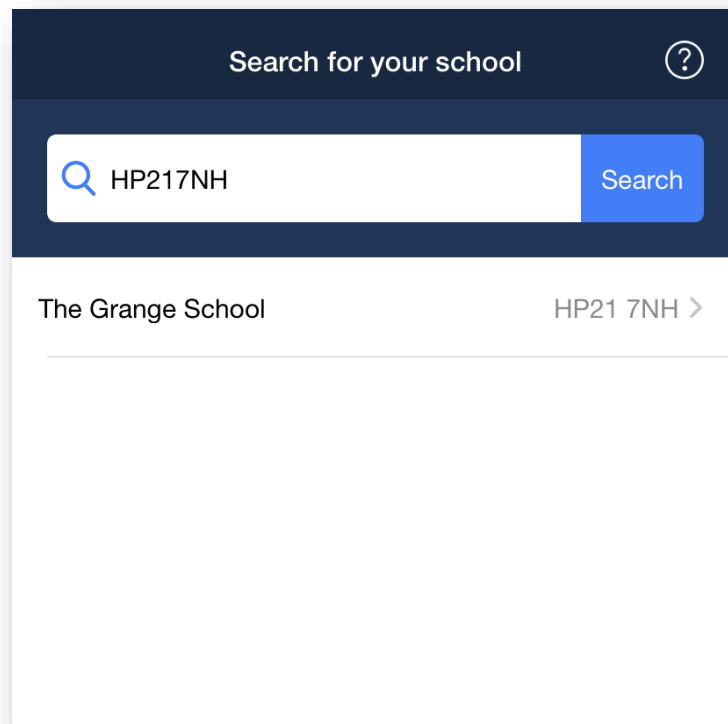
1. If using a phone or tablet device, install the *Satchel One* app from your device's app store.

Once installed, open the app.

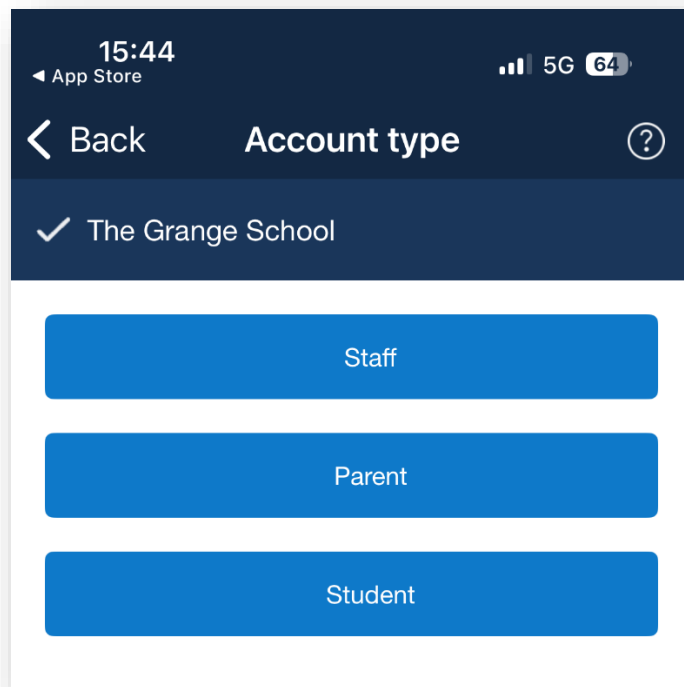


2. The first time you open the *Satchel One* app, you'll need to search for our school.

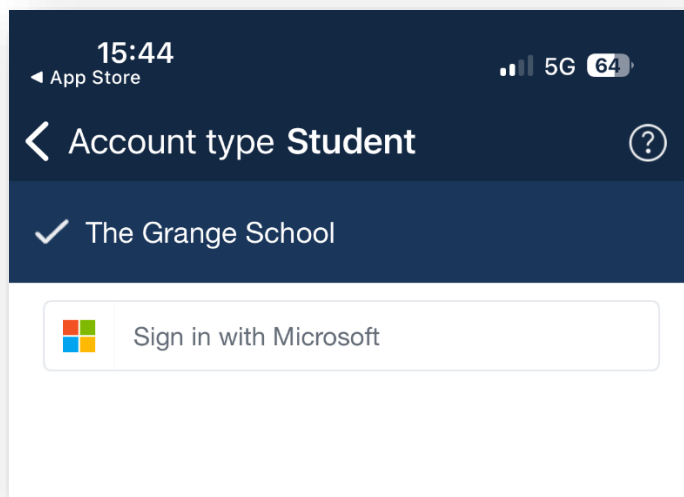
Enter the school's postcode **HP21 7NH** into the search field and then click on the school's name as shown.



3. With the correct school selected, click the **Student** button.



4. Now click the **Sign in with Microsoft** button.



5. 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*

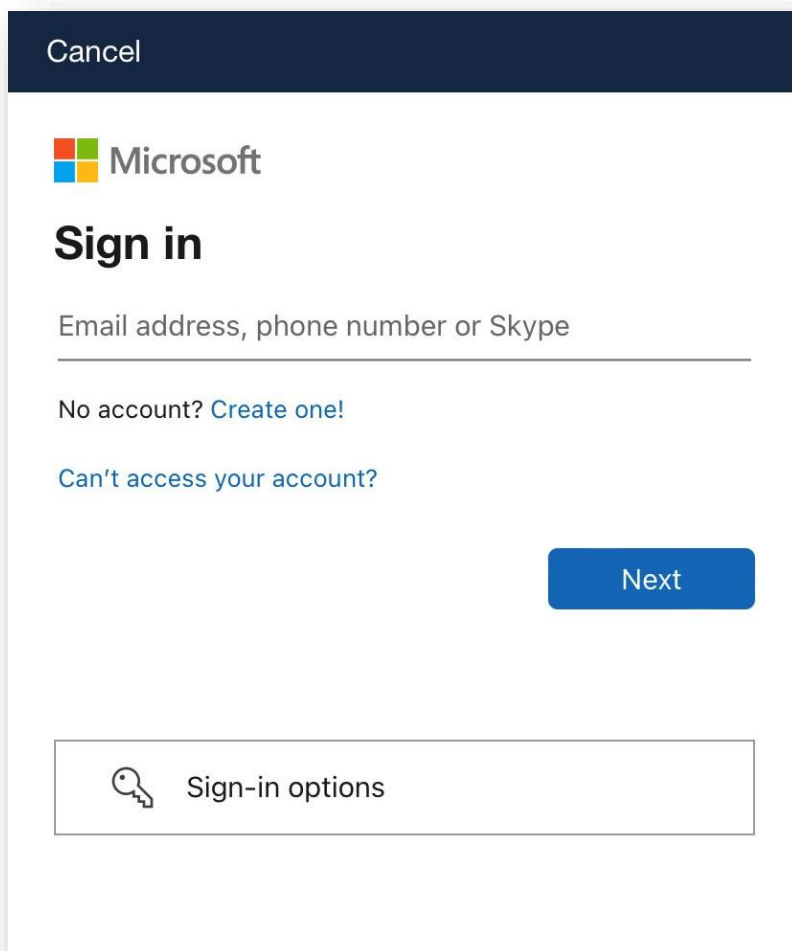
Example:

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

PLEASE NOTE:

A student’s password for Microsoft 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 Microsoft 365.

A screenshot of the Microsoft Sign-in window. At the top is a dark blue bar with the word "Cancel" in white. Below this is the Microsoft logo (four colored squares) followed by the word "Microsoft". The main heading is "Sign in" in a large, bold, black font. Underneath is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom, there is a box containing a key icon and the text "Sign-in options".

Cancel

 Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

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

Next

 Sign-in options

6. 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.