



How to access key school IT services from home

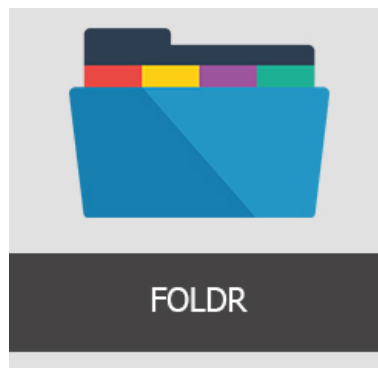
Where we use the phrase “full school email address” this is your username e.g. 16srose followed by @bramhallhigh.stockport.sch.uk. So in this case our full school email address would be 16srose@bramhallhigh.stockport.sch.uk.

Where we use the phrase “normal school password” this is the password that you use to sign into the PC’s in school.

Foldr

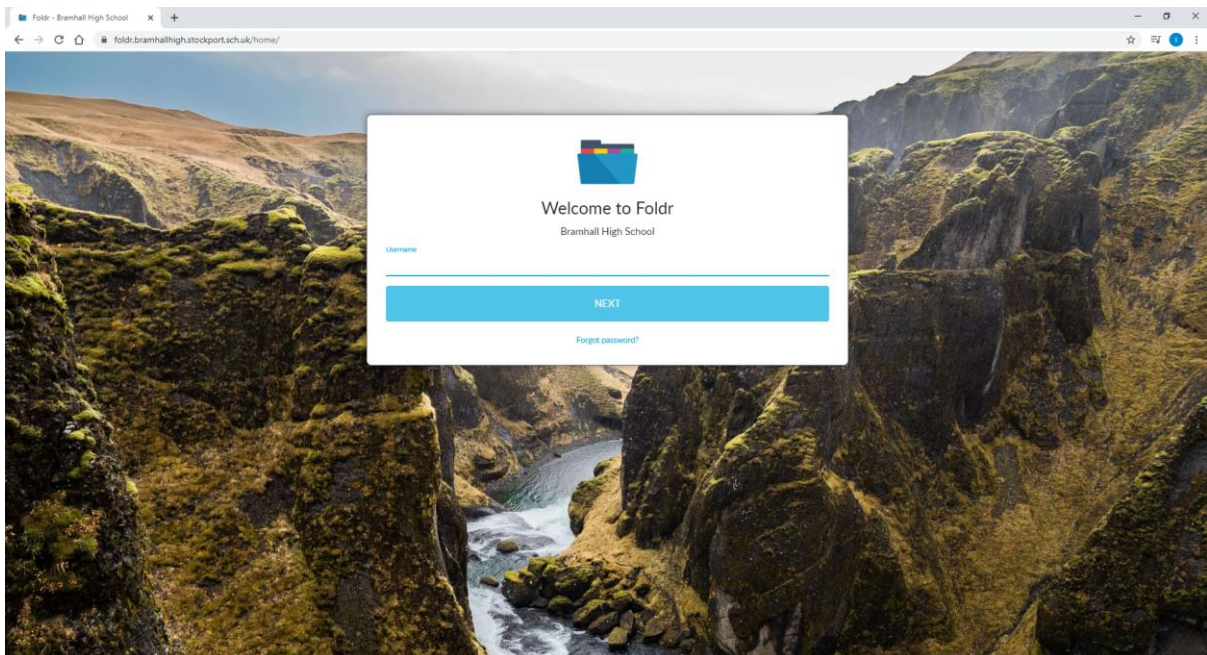
Foldr gives staff and students remote access to their Home Drive (H:\) as well as a shared “Classroom” drive which can be used to share files.

To access Foldr from home, go to the main school website www.bhsweb.co.uk and select “Students” and click on the tile labelled “FOLDR”.



Alternatively, browse straight to <https://foldr.bramhallhigh.stockport.sch.uk>

You will be directed to a login screen.



To login, enter your full school email address and then your normal school password (that you use to login to a PC in school).



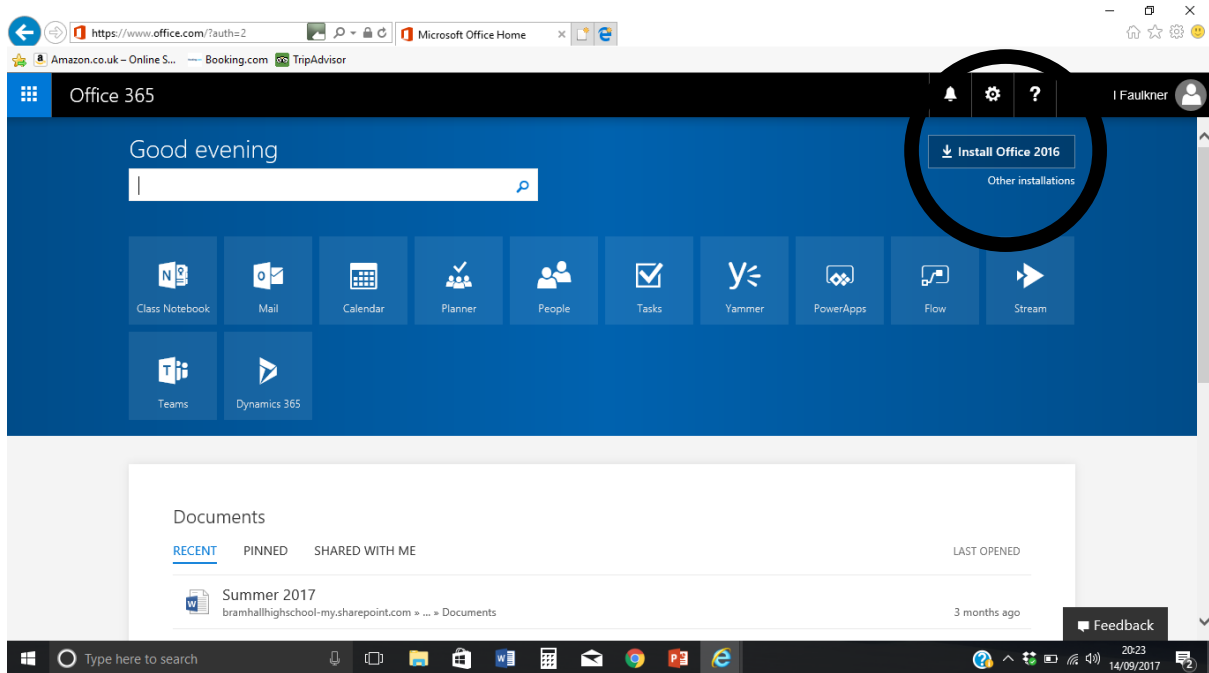
There is also an app available for foldr in the Windows Store, Apple Store and on Google Play. This can be downloaded separately. To configure, follow the step by step instructions once you have downloaded the app, where prompted use the URL shown above, then login using your full school email address and normal school password.

Please note, if the school internet connection goes down for any reason, FOLDR will not be available outside of school

Microsoft Office

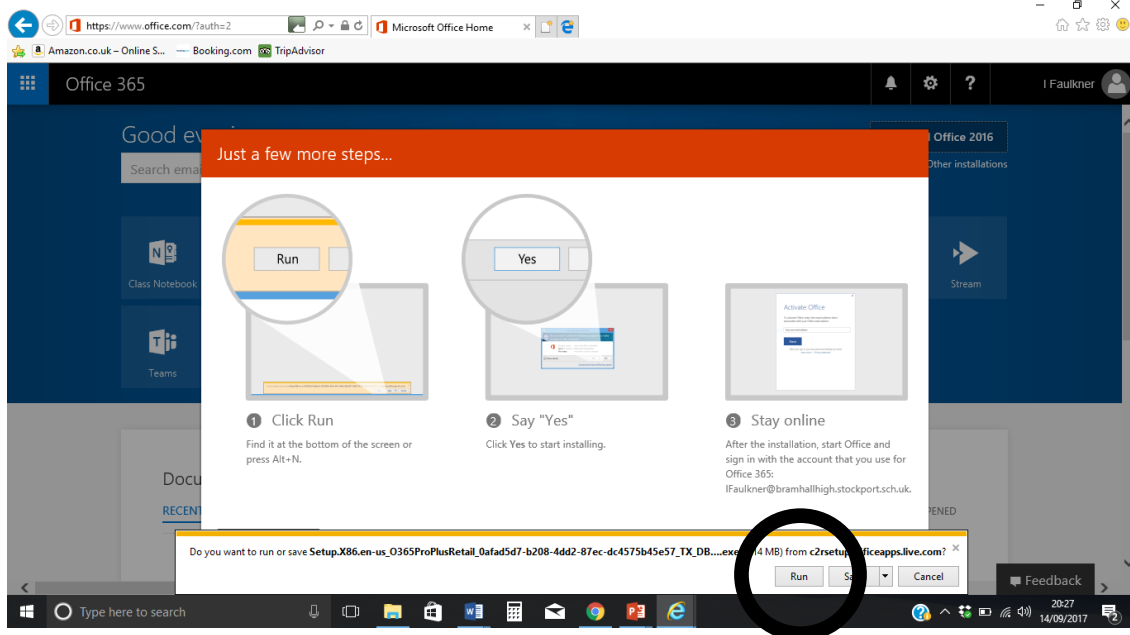
You can use the full version of Microsoft Office from home. This can be downloaded and installed from www.office.com.

Where prompted, enter your full school email address and normal school password (the password you use to access a PC in school). Once you have successfully logged in, select the “Install Office 2016” button.





When prompted, select the button labelled “Run”



Microsoft Office will now download and install onto your Windows device.

Once the installation has completed, open any of the Microsoft Office applications (Word, Excel, Powerpoint etc) and when prompted re-enter your full school email address and normal school password. This will license Microsoft Office to your device. This can be installed on up to 5 devices per member of staff/student.

It is also possible to download and install Microsoft Office onto other types of device other than a Windows based PC/Laptop. To download, open up your app store on your device and search for the office application you wish to install (Word, Excel, Powerpoint etc) and download. To license the app, open it from your device and again where prompted enter your full school email address and normal school password.

Show My Homework

To access Show My Homework from home, go to the main school website www.bhsweb.co.uk and select “Students” and click on the tile labelled “Show My homework”.



Alternatively, browse straight to www.satchelone.com

You will be redirected to the SMHW login screen.



Click on the button labelled “Sign in with Office 365” and when prompted for a username enter your full school email address and then your normal school password.

To download the Show My Homework App, go to your App store and search for “Show My Homework” once downloaded search for Bramhall High school, you then need to click the button labelled “Sign in with Office 365”, when prompted for a username enter your full school email address and your normal school password.

If you have any issues please contact: ITSupport@bramhallhigh.stockport.sch.uk and we will get back to you as soon as possible.