

## Detail of how to Access Key Systems

### Logging on to the school network

To logon to the school network type your username and school password. Usernames contain pupil intake year, surname, first initial and middle initial. Passwords must be at least nine characters long, with one capital letter, one lower case letter and a number and it cannot contain your name.

*Example for pupil Adrian Nicholas Romanov who started at the school in Sept 2018*

*Username = 18romanovan*

*Password = Sunisgettingreallow22*

### Signing in to Pupil Email

To sign in to any Pupil email account, go to the school web site, **Click > Students > Student Email > Student Email**. The email account will automatically load in school but from outside school it will necessary to enter a username and password.

*Example*

*Username = 17Heimdall@delasalleschool.org.uk*

*Password = BiFr0sT87297*

### Signing in to Show My Homework

To sign in to Show My Homework, go to the school web site, **Click > Students > Homework > Show My Homework > Sign in with Office 365**

Use your email address and school password to sign in.

*Example*

*Email Address = 19odinsont@delasalleschool.org.uk*

*Password = Mjolnir1962*

### Logging on to the school remote pupil server

To logon to the school remote pupil server, go to the school web site, **Click > Staff > Remote Desktop (RDS) Login > Sign in**, type your email address and school password, **Click > Sign in**.

Your school password is the same as logging on to the school network and your email account is in the following format username@sthelens.org.uk.

*Example*

*Username = 19StarkT@delasalleschool.org.uk*

*Password = PepperPots635*