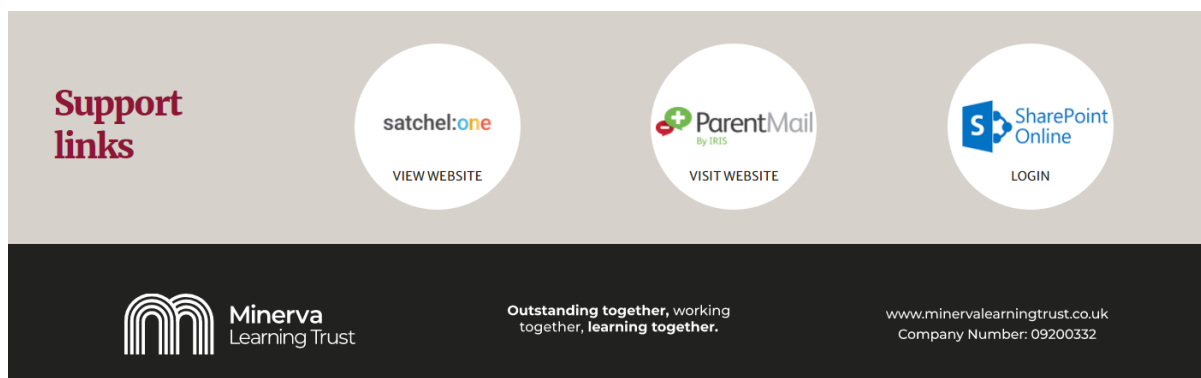


SACHEL ONE LOGIN GUIDE FOR STUDENTS ON COMPUTERS

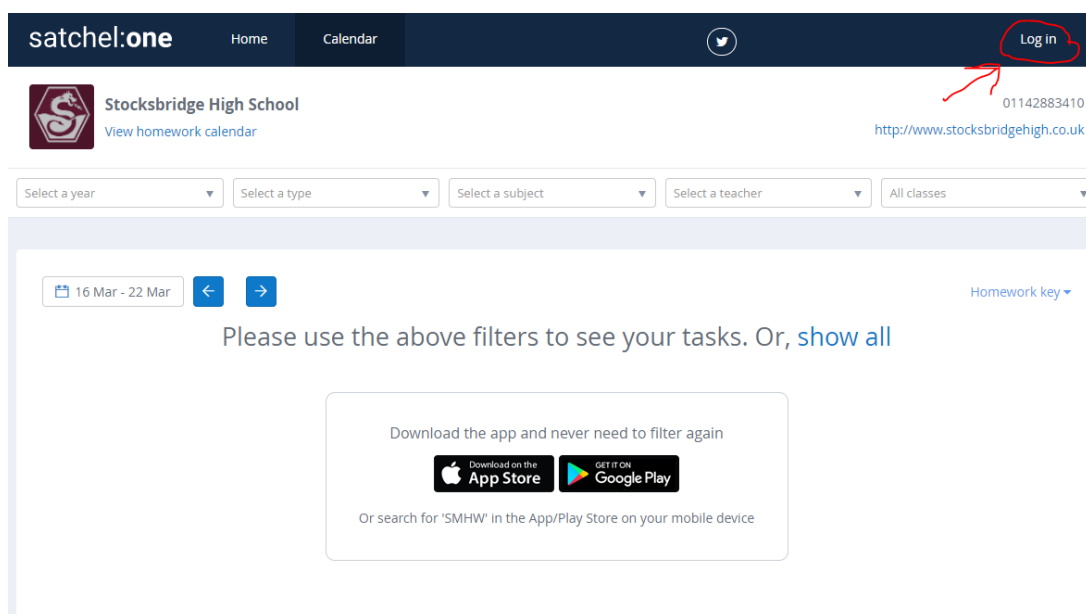
Head to www.stocksbridgehigh.co.uk

Scroll to the bottom of the website to the support links section and select 'Satchel:one'.



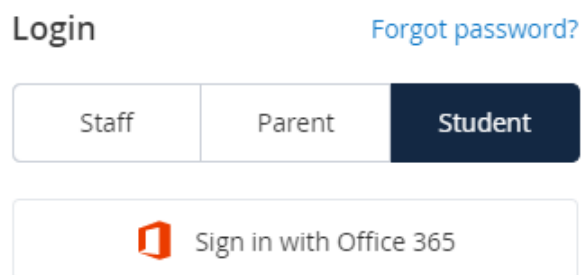
This will take you to satchel ones site.

Please select 'log in' in the top right hand corner.



Select 'Student' then 'Sign in with office 365'

AT THIS STAGE THE WEBSITE WILL RELOAD,
PLEASE SELECT 'STUDENT' THEN 'SIGN IN
WITH OFFICE 365' AGAIN, AND A SMALL
WINDOW ASKING FOR YOUR MICROSOFT
EMAIL ADDRESS WILL OPEN UP.



Username:

If your normal school username is your first initial and surname like 'jbloggs' the email you need to use is 'username@stocksbridgehigh.sheffield.sch.uk'

The password will be your normal school password.

If your normal school username is 6 numbers, your email will be 'numbers@stocksbridgehigh.co.uk' and your password will be Password1.

You will get an option now to remember your username and stay signed in.

If there are siblings using the same computer this may cause issues so I suggest not saving your log in.

If you are finding satchel one is trying to log in using another Microsoft account saved onto your device, a siblings, parents etc, then please clear cookies from your browser settings and follow the steps again.

If you are still having issues with this, please send an email to helpdesk@stocksbridgehigh.co.uk with as much information as possible, and if possible, a photo of the error.