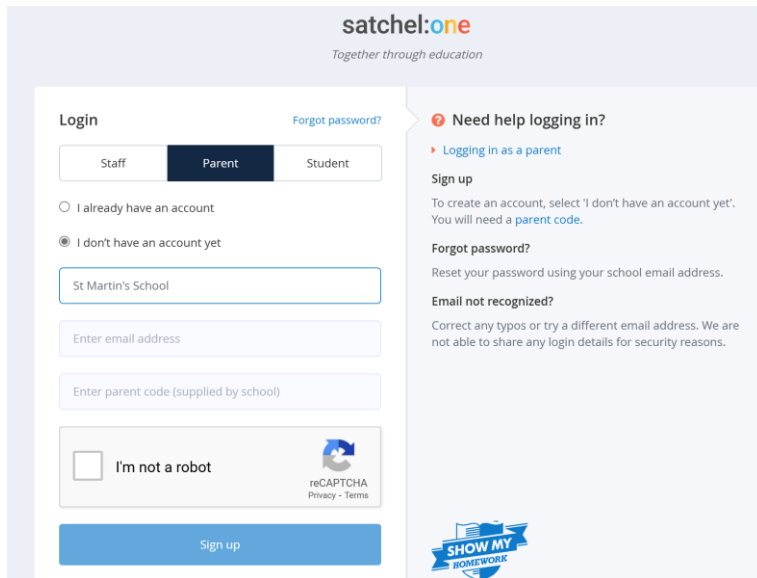


Parents Guide to Satchel:one

Logging in for the first time on the web:

1. Visit the Satchel:one login page. <https://www.satchelone.com/login>
2. Select "Parent" and "I don't have an account yet"
3. In the "Enter school name" field, enter either "St Martin's School" or "CM13 2HG" and select St Martin's School from the list.



4. In the "Enter parent code" field, enter your parent code as specified in the school letter. The Parent code is case sensitive.
5. Tick the "I'm not a robot" box then click the "Submit" button.
6. You'll then be asked for some contact details, select your title from the "Title" dropdown.
7. In the "First name" field, enter your first name.
8. In the "Last name" field, enter your last name.
9. In the "Email" field, enter your email address.
10. In the "Password" field, enter in a secure rememberable password and enter it again in the "Confirm your password" field.
11. When done, click the "Save" button.

Logging in for the first time on the app:

1. Download the app for iOS or Android here:



2. Once downloaded, open the app and in the "School name or postcode" field, enter either "St Martin's School" or "CM13 2HG" and click "Search". Select St Martin's School from the list.
3. Click the "Log in with PIN or Parent Code" button. In the "PIN or Parent Code" field, enter your code as specified in the school letter and click "Submit". The code is case sensitive.
4. In the "Enter email address" field, enter your email address.

5. If you'd also like to add your mobile number, click the "Add Mobile Number" button and enter your mobile number.
6. In the "Choose a password" field, enter in a secure memorable password and enter it again in the "Confirm your password" field. When done, click the "Update Profile" button.

Once you've setup your account, you will no longer need to use the Parent code. You can sign in using your email address and password. You are now able to access your account and view all of the homework set for your child, look at achievement points and keep track of behaviour/detentions. "View Calendar" is a very useful view, as it shows all of the homework currently set. If you want to look back or forward you can do so by changing the dates.

Supporting your child to log in

The instructions below can be used to support your child log in to Satchel One. However, if your child is unable to gain access to their account then they can seek support from any of their teachers. Pupils should log in using their St Martin's School account. **They must select 'sign in with Office 365'**, as shown below. If they have forgotten their password, then please ask them to speak with any of their teachers.

Step 1: Select "Student" at the top

Step 2: Select 'Sign in with Office 365'.

Step 3: This will load the screen shown below. Pupils should type in their full school e-mail and select 'next'. They must include @st-martins.essex.sch.uk

Step 4: This will load the Microsoft 365 account log in screen, pupils should type in their St Martin's School e-mail again (if it is not already shown) and password for their account.

Additional Help

1. Requests for resetting password and login issues please log these with your Deputy Head of Year who will liaise with our IT Support team.
2. Satchel has a range of support materials that can be found here:
<https://help.satchelone.com/en/articles/3191139-common-questions-for-parents>