

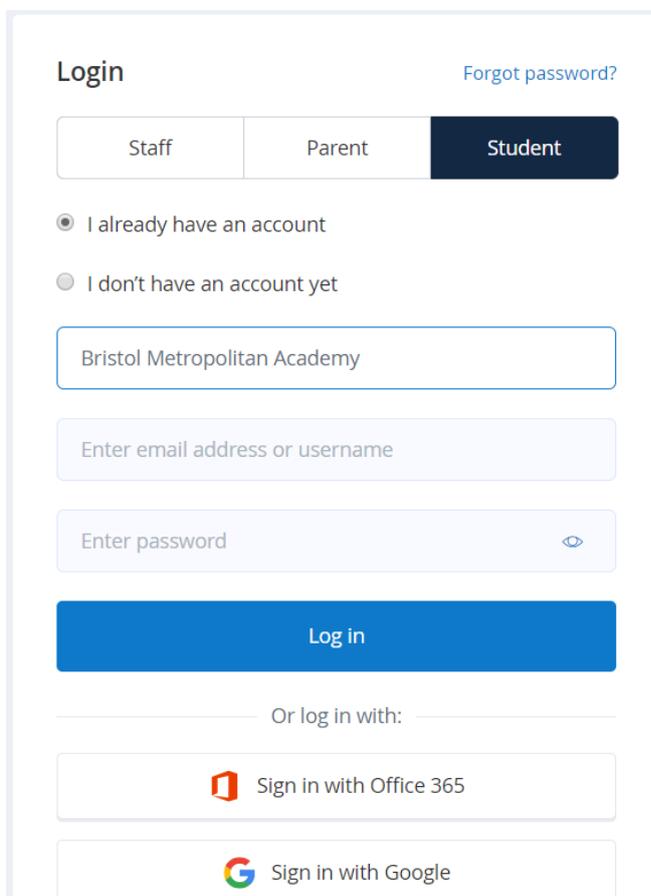
Instructions for students to access SMH

If you are accessing from a computer:

Step 1: click the link <https://www.teamsatchel.com/> to access the Satchel:one site (known as Show My Homework)

Step 2: Click the log on button at the top right hand side of the screen

Step 3: On the next screen select that you are a **student**, you **already have an account** and then click on the '**sign in with Office 365**'. This will take you straight to your personalised page. You will NOT need to put your email address or password in.



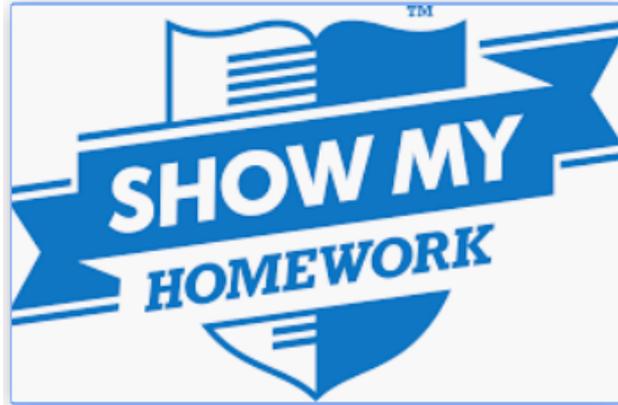
The screenshot shows the login interface for Satchel:one. At the top left is the word "Login" and at the top right is a link "Forgot password?". Below this are three buttons for user roles: "Staff", "Parent", and "Student". The "Student" button is selected and highlighted in dark blue. Underneath are two radio button options: "I already have an account" (which is selected) and "I don't have an account yet". There are three input fields: the first contains "Bristol Metropolitan Academy", the second is labeled "Enter email address or username", and the third is labeled "Enter password" with a toggle icon. A large blue "Log in" button is positioned below the password field. At the bottom, there is a section "Or log in with:" followed by two buttons: "Sign in with Office 365" (with the Office 365 logo) and "Sign in with Google" (with the Google logo).

Once you have accessed the site you will need to check your lessons/classes for the careers work that I have set you this week. This is the first Careers guidance you will have received since we moved to remote learning so do take some time to engage with it. Engaging with this will help us to see if you have successfully been able to access your page.

Important: If you are sharing a computer with a sibling you will need to make sure you have logged into your own 0365 email account before trying to access Show My Homework.

If you are accessing from a phone/tablet

Step 1: download the Show my homework



app

Step 2: search for Bristol Metropolitan Academy

Step 3: click the 'log in via Office 365' button

Step 4: sign in using your school email address and password

For the rest of the week you will continue to use the One Drive file to access your work and email it to your subject teacher. You will receive an email from me before we upload all work to Show My Homework and from then you will use that to access and submit your work.

Important: You will receive an email from your tutor **every Monday**. Please acknowledge and respond to their email to let them know how you are getting on **each week**. They are very much looking forward to hearing from you.