

Accessing **GO 4 SCHOOLS** for the first time



Melksham Oak Community School

This guide only applies if a student has never logged into Go4School before. Even if you have logged in only once before – some time ago – you will need to use the other guide called 'Go4SchoolsForgottenPasswordGuide'.

1. Go to Go4Schools: <https://www.go4schools.com/>
2. Click on the 'Students' tab



AWARD CATEGORY:
ICT Leadership & Management Solutions



Trusts

Governors

Schools

Students

Parents

3. Next, click on 'First-time user'.

Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the [First-time User?](#) and [Forgotten your Password?](#) links.

If you are having problems logging on, please contact your school.

Email address:

Password:

Remember my email address

Sign in

[First-time User?](#)

[Forgotten your Password?](#)

4. Enter your SCHOOL e-mail address.

This will be your school username followed by @melkshamoak.wilts.sch.uk

e.g. If you joined the school in 2019 and your name is Joe Bloggs
19BloggsJ@melkshamoak.wilts.sch.uk

First-time User?

If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button.

Email address:

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

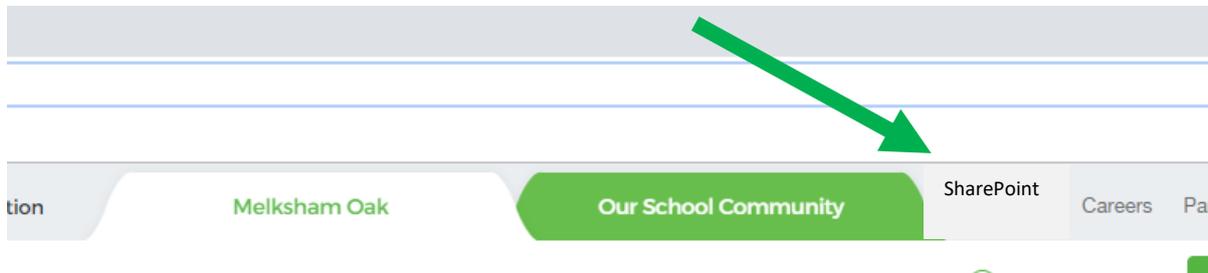
New password

Cancel

5. Then click on 'New password'.

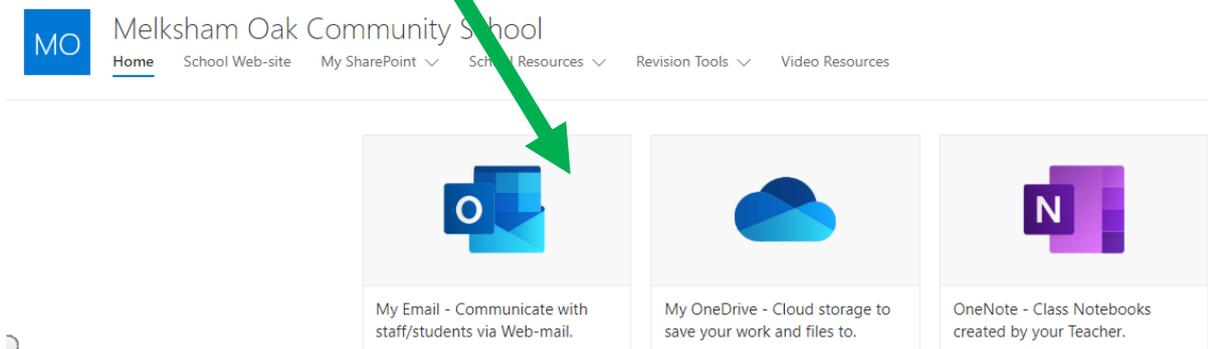
6. Go into your school e-mail account.

To do this access Melksham Oak School website and select the tab called 'SharePoint':

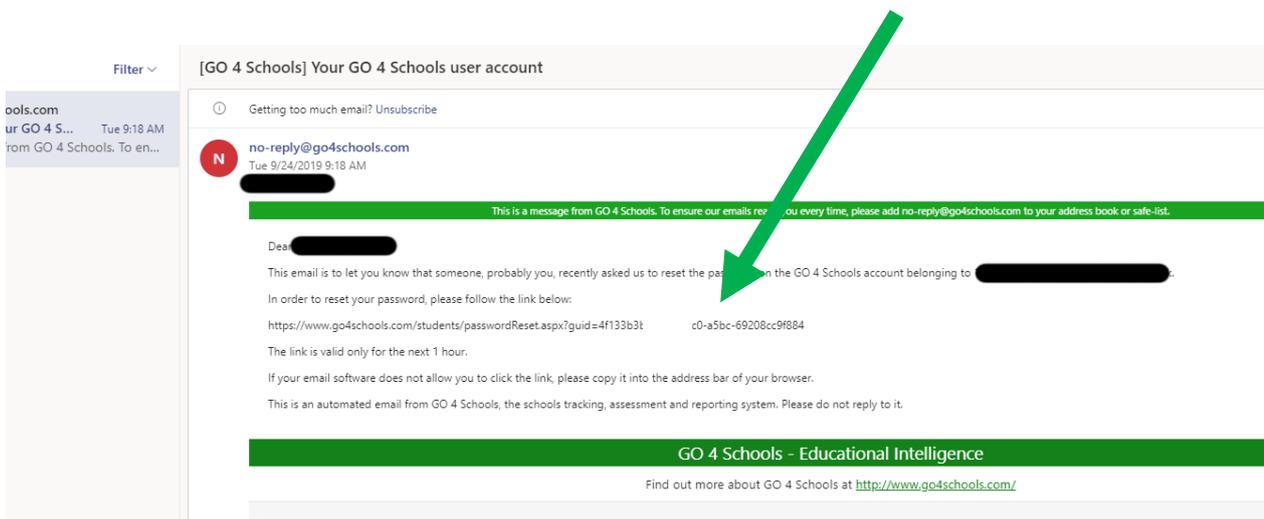


Next, click on the 'My Email' link

If you need to enter your details, your password for your email account is the same as the password for the school network (the password you use to log-on to school computers).



7. Open the Go4Schools e-mail and complete your registration by copying and pasting the link within the e-mail to the URL at the top of your web browser.



8. Once you've set your new password, you can use it to log-in to Go4Schools.

Please note there are strict requirements to create a secure password as shown below.

Password must:

- Be at least 8 characters long
- Have not been previously used on GO 4 Schools
- Contain the following:
 - At least 1 upper case character (from A-Z)
 - At least 1 lower case character (from a-z)
 - At least 1 numerical character (from 0-9)
 - At least 1 special character (from @ # \$, % ^ & *)

In order to finish the process, you need to agree to the privacy policy for Go4Schools by ticking the box.

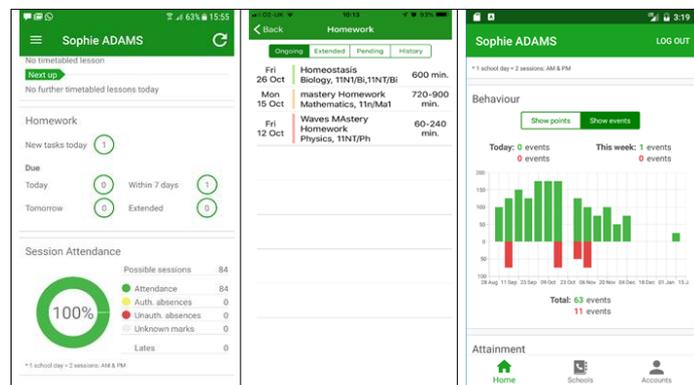
The Go4Schools Mobile App

Only when you have logged into the Go4Schools website, will you also be able to download and use the Go4Schools app at home.

The log-in details for the app will be the same as for the website.

The app is free. It can only be downloaded from Google Play or the Apple App Store. It is compatible with Android 4.4 upwards and with iOS 10 upwards.

Example from the app:



Thank you for reading this guide.