

What to do if a student has forgotten their Go4Schools password

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. Click on the 'Forgotten your Password?' link.

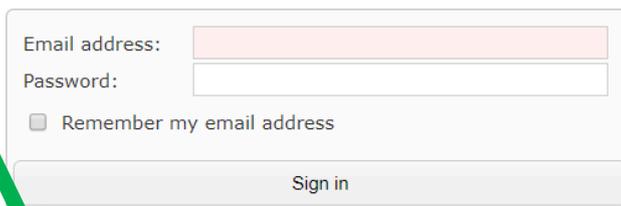
Welcome!

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.



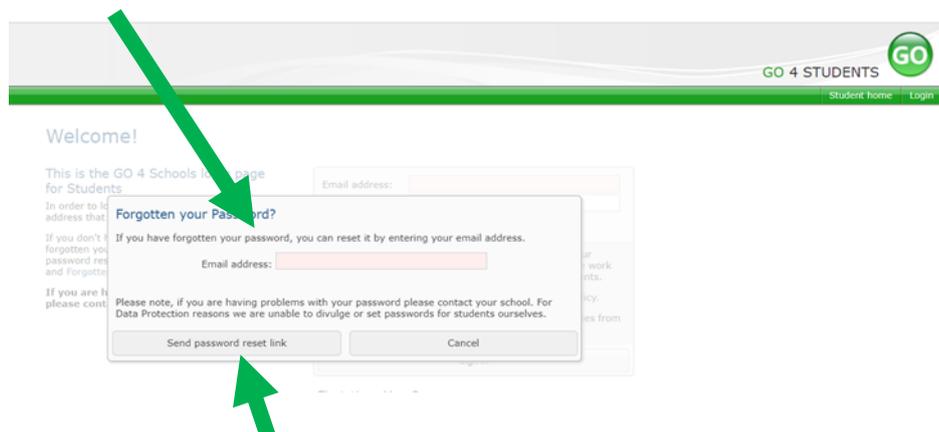
[First-time User?](#)

[Forgotten your Password?](#)

4. Enter your SCHOOL e-mail address.

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

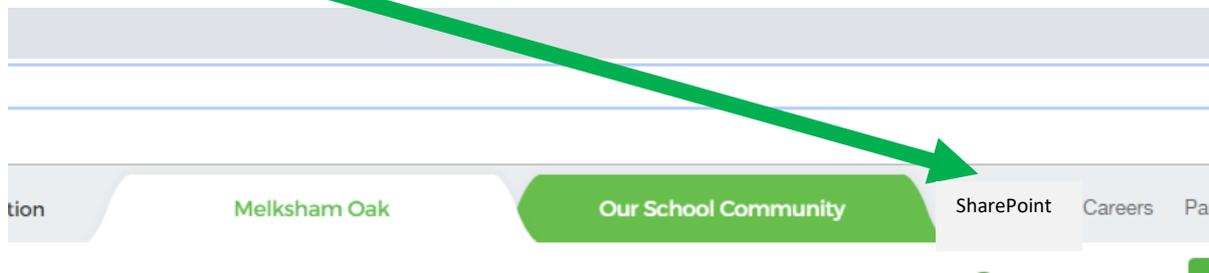
e.g. If you joined the school in 2019 and your name is Joe Bloggs
19BloggsJ@melkshamoak.wilts.sch.uk



5. Click on 'Send password reset link'.

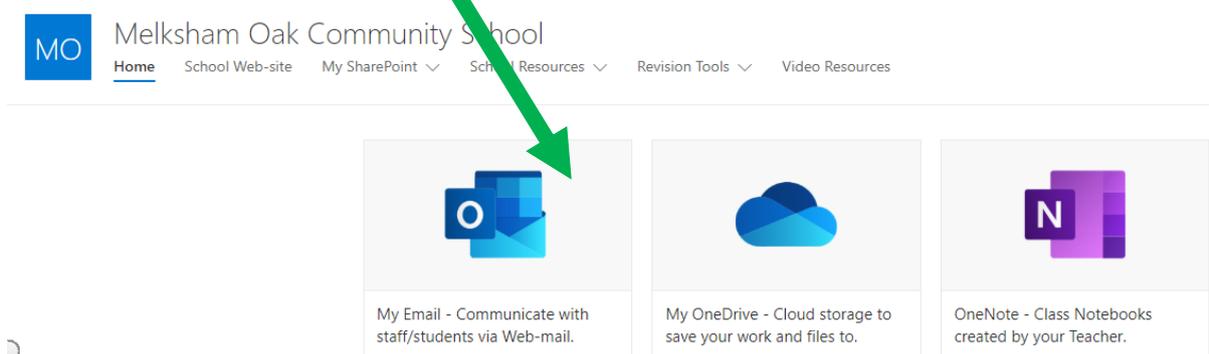
6. Go into your school e-mail account.

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



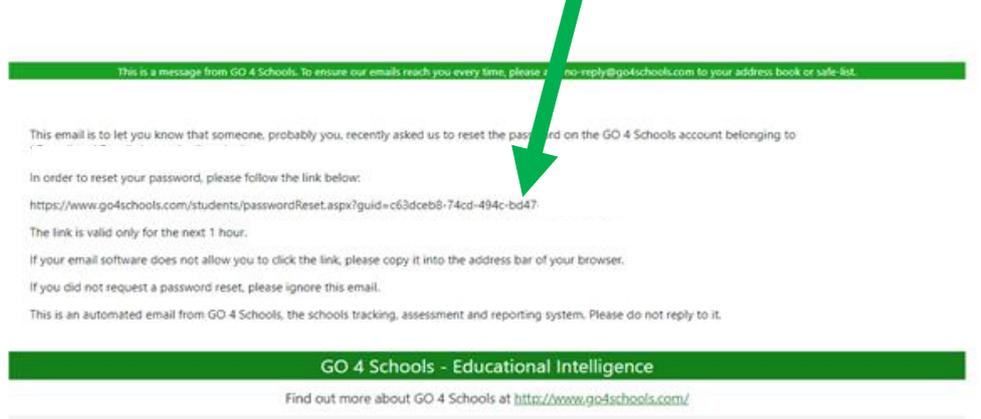
Next, click on the 'My Email' link

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. Either click the link. Or, copy and paste the link within the e-mail to the URL at the top of your web browser.

You must use the link within one hour of receiving the e-mail, or the link will expire. If the link is out of date, you will need to restart from Step 1 of these instructions.



8. This link will take you to a reset screen, where you will need to **enter your new password:**

The screenshot shows a 'Password reset' form. At the top, there is a green header bar. Below it, the text 'Password reset' is displayed. Underneath, 'Change your password' is followed by the instruction 'Update your password in the boxes below and click the "Change" button.' There are two input fields: 'New password to use to login:' and 'Confirm new password:'. Below these is a 'Password must:' section with a bulleted list of requirements: 'Be at least 8 characters long', 'Have not been previously used on GO 4 Schools', and 'Contain the following:' with sub-points for '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)', and 'At least 1 special character (from @ # \$, % ^ & *)'. A 'Change' button is at the bottom. A yellow box on the right contains the text 'You must follow the instructions here on what needs to go into your new password.' with an arrow pointing to the password requirements list. A green arrow points from the top of the page down to the first password input field. Another green arrow points from the 'Change' button back up to the text 'After you've set your new password, click 'change''.

After you've set your new password, click 'change'.

9. Once you've set your new password, you can **use your school e-mail address and your new password to log-in to Go4Schools by going back to the Go4Schools website.**

Remember to use your new password.

Welcome!

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The screenshot shows the login form with 'Email address:' and 'Password:' labels and corresponding input fields. There is a checkbox for 'Remember my email address' and a 'Sign in' button at the bottom.

[First-time User?](#)

[Forgotten your Password?](#)

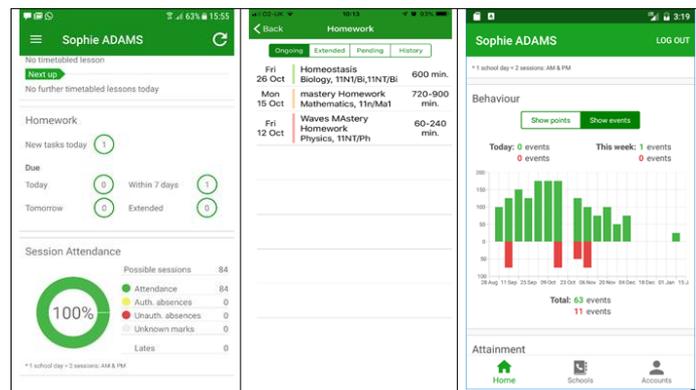
The Go4Schools Mobile App

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.